



National Open University of Nigeria

Policy Title	Policy on Research and Publications Committee
Policy No:	NQSA/POL/RIT/002
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Directorate of Research Administration (DRA)
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1.0 Introduction

The National Open University of Nigeria (NOUN), like any other academic institution, gives priority to research activities within and outside the university. The university encourages each faculty to own its journal and some might be jointly owned. The University Press can undertake printing of books, articles, monographs and magazines. As contained in section two (2) of the University Research Policy document, the management has mandated faculties and departments to constitute their research committees. The Research and Publications Committee shall promote research and publication activities in the various faculties, departments, academic units and the university at large.

2.0 MEMBERSHIP

19.1 Subject to section 2 of the National Open University of Nigeria (NOUN) Research Policy, academic research units (Faculties/Departments, Institutes and Centres) shall constitute a Research and Publications Committee within the academic units. The Research Committees shall comprise the following six (6) members:

Chairman	- Dean/Director
Faculty Research Coordinator	- Professor/Associate Prof./Senior Lecturer
Members	- HoDs and/Representatives of areas of specialisation (3)
Secretary	- Faculty Officer/Senior Registry Staff

Members of the committee shall be drawn from different programmes of the Faculty or Centre.

3.0 FUNCTIONS OF RESEARCH AND PUBLICATIONS COMMITTEE (ALSO MORE COMMONLY KNOWN AS THE COMMITTEE ON RESEARCH AND PUBLICATIONS-CRP)

3.1 The Faculty Research and Committee is a standing committee of the faculty or academic unit established to encourage research and publications among staff and students. The committee shall execute its mandates through:

- establishing, updating and administering research policy for the faculty
- administering support programmes for faculty research
- presenting an annual report on its activities to faculty or academic unit
 - bringing alternate sources of funding to the attention of the faculty or unit
 - stimulating interest in and discussion of research ideas and methodologies among academics and students
 - providing practical criticism of and support for research projects
 - coordinating peer review assessment or presentation of outgoing papers or research papers to ensure that they meet best practices or high standards.
 - promoting faculty-based research and publications within the university community.
 - reviewing the university research policies when so instructed by the appropriate central committee.
 - establishing the criteria for judging research publications, policies and priorities as they affect grant expenditures.

3.2 ADDITIONAL RESPONSIBILITIES OF THE CRP

- Liaising with DRA on compilation of research reports and profiles of academics, and ensuring an effective coordination of response to calls among academics
- Assessing editorial quality and content of publications
- Consulting with editors of publications of interest concerning editorial policy to enable them to appropriately guide faculty members
- Making recommendations to the faculty on the needs and adequacy of identified publications
- Informing and educating faculty and staff on copyright and plagiarism issues and policies in the course of their activities at the faculty level
- Serving as a channel of communication within the faculty, and providing research support
- Coordinating the publication of Faculty Journal where it is available, and/or guide the process of publishing a new journal by liaising with the Library and DRA for guidance and approval
- The committee should take steps to curb proliferation of journals required to ensure that NOUN has an enabling environment for the sustenance of quality research by ensuring compliance with the procedures and processes required for approval of any new journal.
- Advising and reporting to the Dean and the Faculty Leadership on all activities concerning the committee.

3.3 PROCEDURE FOR PUBLISHING NEW FACULTY JOURNAL, BOOKS AND MONOGRAPH

1. Present a proposal to DRA for evaluation.
2. Proposal is referred to Library for processing of ISBN or ISSN as the case may be.
3. On its return, if found viable and sustainable, it is referred to the Vice-Chancellor for approval.
4. An approved Journal, Book, Monograph is referred to the Dean for further processing.
5. On its return from the faculty, it is referred to the Librarian to process the registration for ISSN and ISBN numbers to validate its existence.
6. Upon collection of the registration, such publications can then become operative.

3.4 OUTCOME OF THE RESEARCH AND PUBLICATIONS COMMITTEE

- The efforts of the Committee on Research and Publications shall lead to standard research and publication outcomes.
- The committee through its function will alleviate the challenge of funding among researchers.
- There will be proper administration of research policies in the faculties and academic centres.
- It will increase the visibility of NOUN research publications nationally and globally in various platforms both online and offline.

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