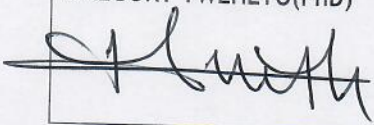
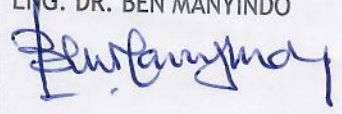


	MOUNTAINS OF THE MOON UNIVERSITY	MIN. 191/12th /MMU UC /Mar/25
Document Title	GUIDELINES FOR FORMATION OF RESEARCH TEAMS	Effective Date: 27/03/2025
Responsible Unit	Academic Registrar Department	Issue Number: 01

MOUNTAINS OF THE MOON UNIVERSITY



GUIDELINES FOR FORMATION OF RESEARCH TEAMS

Checked by: GREGORY TWEHEYO(PhD) 	Approved by: ENG. DR. BEN MANYINDO 	Date: 27-03-2025
--	--	---------------------

APPROVAL

Approved by the Mountains of the Moon University Council

Signature Ben Manyindo

Name ENG. DR. BEN MANYINDO
CHAIRPERSON, UNIVERSITY COUNCIL

Date 27.03.2025

PHILOSOPHY, VISION, MISSION AND CORE VALUES

Philosophy

Transforming minds to enhance community engagement

Vision

To be a center of excellence in teaching, research and community engagement for sustainable development

Mission

To provide Innovative and transformative education, Research and Community engagement for socio-economic transformation

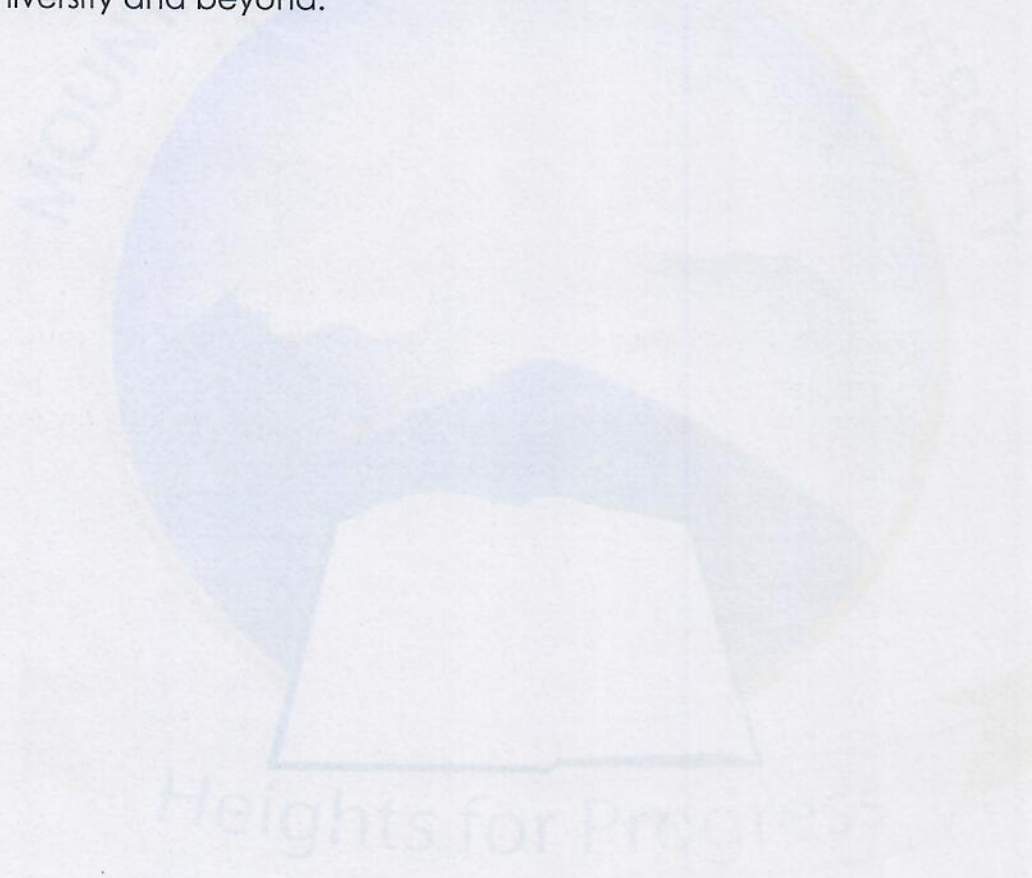
Core Values

Professionalism, Innovativeness, Integrity, Teamwork, and Social Responsibility

PREAMBLE

World over, research has always been an ingredient to sustainable development of societies. The conduction of cutting-edge research requires a well-structured framework on which researchers can thrive in their areas of interest. Those who succeed in their research niche have generally been consolidated around teams with common interests and talent.

The University Management has drafted these guidelines to ensure that efforts towards research are unified whilst creating a regulatory and supportive environment that stimulates innovation. Formation of research teams for devoting concentrated effort on emerging issues will nature a caliber of critical thinkers in the University and beyond.



1.0. INTRODUCTION

1.1. Background

Research teams are the basic units of research. Therefore, the organization of research teams within faculties/departments is a key instrument in the implementation of the university research priorities, and a strategic investment to meet the expectations set down in the university's Strategic Plan. The guidelines are anchored on best practices and provides the University community with avenues for the formation of research teams. The complex problems researchers face today require concerted efforts of inter-disciplinarity and in some cases multi-disciplinarity approaches, and thus the need to organize our faculties in thematic research teams.

1.2. Objectives

The purpose of the faculty research teams is to enhance research quality and volume, through:

- i. Strengthening research collaboration and resource sharing among the units and faculty.
- ii. Strengthening the faculty's work on innovation and user experience.
- iii. Establishing support structures that contribute to research partnerships and collaborations.
- iv. Creating attractive academic environments for Collaborative researchers, Professors, Senior Academics, Postdocs, Doctoral candidates, and Masters Students for increased publishing of high-quality work.

1.3. Scope

The guidelines include the formation, administration and monitoring of research teams within the University

2.0. ORGANIZATION

The faculty board shall recommend names for staff to be in the research Team for appointment to the VC through the DVC AA and DGSRI....

A faculty research group is appointed by the Director, DGSRI upon application and recommendation from the Dean and Heads of department/center and with the following terms of reference:

- i. A research group may consist of researchers across faculty units. Members must have their main affiliation with one research group.
- ii. The host faculty will normally be the unit with which the research group leader is affiliated.

- iii. The host faculty will support the research group's work, and assist the research group with practical and administrative tasks, such as project administration, organization of academic activities and other research support requirements.
- iv. The HoD shall give technical and administrative support and guidance to a research group.
- v. Each research group will have a leader whose role is to mobilize members on action plans for ongoing and upcoming research activities and periodically report on progress.

2.1. Responsibilities of Research Teams

- i. Applying for internal and external research funding.
- ii. Participation in national and international research projects.
- iii. Creating an international research network for persons in recruitment posts (research fellows and post-doctoral research fellows).
- iv. Initiating research courses within the group's areas of interest in collaboration with the respective academic departments.
- v. Contributing to research collaboration, within in the research group, across research teams and units and externally.
- vi. Increasing the proportion of impact factor publications, patents and innovations.
- vii. Mentoring graduate students and junior staff through involving them as part of the project(s) personnel.

2.2. Membership of Research Teams

Membership to the research teams shall be composed of:

- i. Full-time academic staff across faculties.
- ii. Graduate students (Masters and Doctoral students)
- iii. Graduate Fellows/ Part-time Staff
- iv. Post-doctoral researchers
- v. Visiting academics from collaborating national and international Institutions.
- vi. Industry practitioners

2.3. Research Group Leader

A research group leader whose research is aligned with the research agenda will be appointed by the VC on recommendation of the Faculty Board through the DGSRI. The research group leader must be a permanent academic staff member at the rank of Professor, Associate Professor, Senior Lecturer or Lecturer with a PhD.

Appointment and changes to the research team leader must be approved by the faculty board.

2.3.1. Duties of the Research Group Leader

- i. Offering research guidance to the research team.
- ii. Spearheading the writing of grant proposals for the group.
- iii. Be responsible for the laboratory affiliated to the research group.
- iv. The research group leader will not have human resource responsibility for the group members.
- v. The research group leader will be responsible for the operation and development of the research group's activities in accordance with the criteria that form the basis for a faculty research group.
- vi. The research team leader will, in collaboration with the group members, work to promote research and develop a strong research culture that supports professional development and progression of junior researchers.

3.0. CRITERIA FOR THE CREATION OF FACULTY RESEARCH TEAMS

3.1. Group composition:

A faculty research team consists of at least three members: where possible with a number of upcoming researchers (Assistant Lecturers and Graduate fellows).

3.2. Research programme:

The research group's research activities must fall within the university and faculty's areas of priority (niche) at all times.

3.3. Research share:

Members at the level of professor and Associate Professor/research posts must usually spend 60% of their research time in the group (30% of a combined post), but may be associate members of other teams.

3.4. Publishing profile:

The minimum requirement for forming and maintaining a faculty research group is that the total publication count for the group should amount to either an average of 5 publications or 1 filed patent through the last three years (not including the current year or year of application).

3.5. Research seminars in graduate programmes:

Faculty research teams are responsible for organizing research seminars as part of the Doctoral and Master Degree programmes. Such seminars may be arranged in collaboration with up to three research teams. It is assumed that graduate fellows will participate in the group activities and contribute to the development of the group.

4.0. APPLICATIONS

Applications for the establishment of new faculty research teams must be submitted every year to the Committee of Graduate Studies and Research through the Faculty Board before June of every calendar year.

The application must include the following information:

- i. The group's research activities and organization.
- ii. The group's composition.
- iii. Proposed group members publications in authorized publication channels in the last three years.
- iv. Activities relating to funding for group members in the last three years with projects for which applications have been submitted and projects granted listed separately.
- v. A budget for the upcoming year.

The appointment of research teams shall apply for a continual period of three years at a time or until an internal (including annual audit and budget reviews) or external evaluation of the activities results in changes. The faculty shall be responsible for the preparation and implementation of evaluations.

In the event of a high level of academic similarity between applications for the establishment of research teams, the faculty will evaluate the applications in relation to overall profile and discuss the establishment with the head of department and applicants.

5.0. FUNDING FOR THE RESEARCH TEAMS

- i. Normally, strategic research funding is either allocated in the faculty budget or competed for under the DGSRI grant call each year. The research funding that has been granted must be used to enhance the research group's research activities, research collaborations and project development as well as the quality and volume of research publications.

- Funds for conference travel are expected to be covered using other sources or minimally budgeted for within research allocation.
- ii. Approved research teams can apply for the MMU Research and Innovation Fund (MMU-RIF).

6.0. ANNUAL REPORTING

- i. The research group leader must submit a completed report form to the Grants Management Unit (GMU) before 15 June of each financial year, (a brief report on production results and activity plan) and accounts showing what the allocated funding has been used for throughout the year.

The report, which must also include a budget and plan for the coming year, must be submitted to the faculty with a copy to the DGSRI and GMU.
- ii. During allocation of funds, the group's ability and potential to realize the objectives specified in 2.1 above will be emphasized. The faculty leadership will evaluate the reports and budgets, and will prepare a recommendation to the DGSRI (the research group's report and budget will be enclosed).
- iii. The Faculty Dean may make changes to the decisions on whether a group is defined as a faculty research group if the research group's activities and use of funding does not correspond to the application for funding or no longer meets the criteria for classification as a faculty research group.
- iv. Inappropriate use of research group funds may also result in the deduction of funds in subsequent year's allocations. The research group leader will receive assistance from the Grants Management Unit (GMU) in order to ensure the proper financial management.

7.0 REVIEW OF THE GUIDELINES

The Committee of Graduate Studies and Research shall monitor and evaluate the implementation of the guidelines with a view of forming a basis for review.