



ST. PAUL'S UNIVERSITY

POLICY ON ACADEMIC RESEARCH SEMINARS

ACADEMIC POLICY NO. 013 OF 2012

2012

1. Name and Frequency

The name of the activity shall be “Academic Research Seminars” and the seminars shall be held normally every second Thursday of the month between 2:00 pm and 4:00 pm.

2. Accommodation of Academic Research Seminars in the SPU Academic Calendar and Time Tables

The Academic Research Seminars shall be duly accommodated in the SPU Academic Calendar and the Time Tables of each semester by leaving all Thursday afternoons vacant, which may be used for the Seminars, Public Lectures, and other meetings.

3. Seminar Venues

- a. The Academic Research Seminars shall be held on all campuses of St. Paul’s University (SPU)
- b. Additional seminars shall be held at the levels of each department and each faculty.

4. Seminar Coordinators

The SPU Senate on the recommendation of SPU Research Committee shall appoint Coordinators for Academic Research Seminars for all SPU campuses. The coordinators shall liaise with all departments of the University to seek seminar presenters and organize the seminars.

5. Management

The management of the Academic Research Seminars shall be vested into the SPU Senate through the SPU Research Committee.

6. Participation

Participation in the seminars shall be open to the following:

- 6.1. All academic staff of St. Paul’s University
- 6.2. All postgraduate students of St. Paul’s (presenting other than their research proposals or concept papers, which shall be handled at the respective departmental levels). All postgraduate students are encouraged to attend all seminars.

7. Budget for the Seminars

The SPU Research Committee shall recommend to the SPU Management the budgetary provisions concerning the Academic Research Seminars.

8. Presentations

- 8.1. All departments of St. Paul’s University shall be expected to make at least one presentation in each cycle of the seminar. All lecturers in each department are encouraged to make presentations either at the Academic Research Seminars, or at the Departmental Seminars, or at the Faculty Seminars.
- 8.2. Postgraduate students in all departments are allowed to make presentations of their research intended for publishing (other than research proposals and concept papers) at all levels of seminars.
- 8.3. Subjects of presentations may include the following:
 - 8.3.1. Topical issues within the specialized disciplines
 - 8.3.2. Topical issues of an interdisciplinary nature
 - 8.3.3. Critical appraisal of current research presented as book reviews and bibliographic essays
 - 8.3.4. Research proposals and other research work pertaining to doctoral, post doctoral and other academic awards

- 8.3.5. Pre-press drafts of articles and research papers intended for publication in refereed journals
- 8.3.6. Other subjects of academic interests chosen at the discretion of the presenters
- 8.4. All presentations shall adhere to the following guidelines:
 - 8.4.1. They may either be in the form of written papers normally in the range of 2,500-3,000 word-length, or in the format of PowerPoint presentations
 - 8.4.2. They shall faithfully and consistently abide by the prescribed Style Guide of the media in which they intend to publish such papers.
 - 8.4.3. Papers intended for submission to journals or other publications under the auspices of St. Paul's University, should be ready in their final form normally one month ahead of the date of the seminar in which they are to be presented.

9. Seminar Procedures and Protocols

- 7.1 The Academic Research Seminars may be chaired either by the Coordinator or by another person by mutual consultation between the Coordinator, the presenter and the HOD concerned.
- 7.2 For each presentation there shall be a 10-minute response presented either from an intra-discipline, or an inter-disciplinary perspective. The Seminar Coordinator shall identify respondents to various papers. For papers intended for submission to journals or other publications under the auspices of St. Paul's University, the response shall be in a written form.
- 7.3 Notices of seminars shall be published at the previous seminars, and through the intranet and other SPU media.

10. Statutory Deposit

All Seminar presentations and written responses shall be deposited in one clean copy each with the SPU Library. A digital copy of all seminar presentations and responses shall also be submitted to the SPU Library and also to the ICT Department through the SPU Webmaster.

11. Jurisdiction

The Faculty Research Seminars shall be subject to the jurisdiction of SPU Senate through the SPU Research Committee.

REVIEW OF THE POLICY

This policy shall be reviewed as need arises.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 28th May 2012, the 40th University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp