

	 AL NOOR النور TRAINING CENTRE FOR PEOPLE OF DETERMINATION مركز النور لتدريب وتأهيل أصحاب الهمم			
	POLICY			
	INDIVIDUALS SEEKING RESEARCH OPPORTUNITIES			
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A. PURPOSE: The purpose of the Policy on research undertaken at the Centre by others is to ensure that only relevant research is undertaken and that the rights of Centre and the stakeholders are protected during and after the period of the research.

B. SCOPE

1. Individuals seeking permission to conduct research at the Centre
2. Staff and students involved in the research

C. REQUIREMENTS: The Centre will permit research activities to be conducted on its premises under the following conditions:

1. The request for the research is accompanied by a written request from the institution on their letterhead with an official stamp
2. A passport copy with a valid visa
3. Resume of the study staff
4. Study proposal with the following details signed by the Principal investigator and HOD:
 - i. Project Title
 - ii. Principal Investigator
 - iii. Principal Investigator's Qualifications
 - iv. Contact person/ details
 - v. Dates: start date/ end date
 - vi. Location/s of the study
 - vii. Goals of the research
 - viii. Participants
 - ix. Inclusion criteria
 - x. Exclusion criteria
 - xi. Predictable risks
 - xii. Data collection
 - xiii. Data Handling (Anonymity and Confidentiality)
 - xiv. Plans for future use of the data

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xv. Informed Consent

D. Approval:

1. The application is to be reviewed by the **Program Leader -Research and Training** and forwarded to the Director for approval with recommendations.
2. The review outcomes to be communicated to the applicant/ researcher

E. Confidentiality and Compliance Requirements: The researcher signs an undertaking that includes the following points:

1. All information pertaining to students must be kept confidential. No student will be identified by name or any other distinguishing feature in any publication or presentation without obtaining prior permission.
2. Researchers are required to comply with all policies, procedures, and rules established by the Centre
3. Prior permission from Centre management must be obtained before any write-up or media exposure related to the research is undertaken.
4. The Centre must be acknowledged in any thesis or publication resulting from the research, both during and after the research period.

F. Authorization and Termination:

1. The Centre reserves the right to withhold permission for research for any reason if it is not in the best interests of the Centre.
2. The Centre reserves the right to terminate the research if the researcher at any time if the policies, procedures or rules of the Centre are not adhered to.

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Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	07 Dec 2014	Director
01	New Al Noor logo	01 Feb 2016	Director
02	Replace the Centre's logo in all QMS documents and revision of document codes	12 Aug 2020	Director
03	Replace the Centre's logo in All QMS documents Except HR, Accounts and SCR Documents.	16 March 2021	Director
04	Updating the requirements, the addition of sections of approval, Confidentiality and Compliance Requirements, Authorization and Termination	10 September 2024	Director
05	Replace the Centre's logo in All QMS documents Except HR, Accounts, SCR and IT Documents.	16 September 2024	Director
06	Replacing the designation from Coordinator to Program Leader	12 December 2024	Director