

ACADEMIC RESEARCH POLICY

Introduction

This policy outlines the correct approach for research into any of Sharjah Museums' resources including collections, buildings, services, or general museological topics.

- **Purpose:** this policy aims to ensure appropriate academic research standards are implemented when research is conducted on any of SMA's resources.
- **Scope:** this policy applies to academic researchers undertaking academic research. The policy also applies to university and college students conducting research as part of their work placements at SMA.

Research Proposals

- Researchers commit to completing the Academic Research Application Form when they wish to conduct research on SMA resources or information. This will require a summary proposal of the aims and objectives of the research to be undertaken with a description of processes that may be involved, proposed timeline, and the format in which the final outcome will be presented. References and contact details of the researcher and supervisor will be required. In case of conducting an independent research, a recommendation letter from a senior academic referee or employer will be required. This form is to be submitted to SMA as per the instructions on the form (*Appendix: Academic Research Application Form*).
- A letter stamped and signed by the institution for whom or in conjunction with whom the researcher is working will be required, confirming the researcher and topic are genuine. These documents must be sent by e-mail to SMA as per form directions.
- All Academic Research Application Forms must be approved by the concerned parties such as the relevant Museum Curator or Department Manager, and other government entities if applicable. Final approval from SMA Director General should follow.
- SMA is only responsible for supporting research within the scope of its collections and buildings. Approvals for conducting research on private collections owned by a third party should be sought directly from the owner.
- If the Academic Research Application Form is approved, the nominated SMA research contact will be responsible for ensuring the supervision of the researcher at all times, and ensuring the

implementation of all relevant SMA policies. The information given to researchers should only be in the scope of their work and specialization.

Research Standards

- Any research has to be conducted according to international research practice. This means that the researcher commits in writing (via the form) to being honest, open and accountable in all aspects of the research project. The researcher also commits to recording all stages of the research transparently, and identifying and acknowledging all materials contributed by others in accordance with the international referencing procedures. The researcher is also expected to act with integrity at all times. This means that all acts of plagiarism, deception or falsification of research material are unacceptable. Violations of these standards will be reported to the relevant authorities associated with the researcher.
- All aspects of the research process must respect the reputation of SMA and the cultural sensitivities of the United Arab Emirates' society. It is expected that the research is conducted in consultation with the appointed SMA research contact to avoid misrepresentation of SMA.
- Any questionnaires must be approved in advance by SMA. Where research is planned to be undertaken with visitors, the appropriate procedures have to be discussed and agreed with SMA research contact.
- Audio and video recording of staff interviews are not permitted. Interviews recorded in writing require SMA review and approval of content.
- Research involving the use of photography should adhere to the SMA Photography and Filming Policy.
- The researcher should adhere to the SMA Health and Safety Policy, and any other relevant policies.

SMA Rights

- SMA should be credited and acknowledged correctly (as per academic research referencing standards) in the final research and any associated publications.
- SMA reserves the right to comment on the final draft of research publications in regards to the information provided by SMA and may require amendments to be made before publishing.
- SMA must be supplied with a copy of the finished, published or unpublished research work within six months of publication or project completion. An additional copy will be required for any third party involved.

- If SMA wishes to use any part of the published or unpublished work, it will seek consent and acknowledge the author appropriately.
- In the event that the researcher does not follow SMA's policies in any or all of its aspects, all research privileges will be withdrawn immediately. The individual involved will also be banned from undertaking any research on SMA premises in the future.

APPENDIX : ACADEMIC RESEARCH APPLICATION FORM

A. Primary Information

Title of Research				
Research Timeline				
Researcher	Name		Title	
	College		Degree	
	Phone		Email	
If there is more than one researcher, please fill in the table below:				
Name	College	Degree	Email	
The official signed and stamped letter from the institution you are currently enrolled in or work for must be attached. In case of undertaking independent research, a recommendation letter from a senior academic referee or employer will be required.				
Will the work be published? ☐ YES ☐ NO If to be published, please provide details:				

B. Purpose and Procedure

Purpose of Research The purpose of research must be summarised in no more than 200 words highlighting the background information, research questions, aims and objectives of the research and the reason for choosing SMA in particular.
Research Procedure A clear strategy must be stated on how the research will be conducted. All methods to be used and types of data to be collected, e.g. questionnaires, object examinations, etc. must be listed.

C. Research interviews

Visitor demographic and staff occupation (museums or department) must be specified if included as part of the research.

D. Agreement

- The applicant commits to reading and abiding by the SMA Academic Research Policy.
- The applicant agrees to adhere to SMA Photography and Filming Policy and Form in case the research involves photography or filming.
 - The applicant agrees to insert a credit line “courtesy of Sharjah Museums Authority and the (museum name)” whenever an image provided by SMA is used in the finalized research.
 - In case of using photographs taken at SMA as part of the research, the applicant agrees to credit the relevant museum appropriately.
 - The applicant agrees to credit SMA with the following phrase at the end of the film: ‘We acknowledge with thanks Sharjah Museums Authority and [name of the museum]’
- The applicant agrees to not share, reprint, or publish any photographs or research materials used without a written consent from SMA. The applicant also agrees to destroy the used photographs after publishing.
- The applicant agrees to supply SMA with a copy of the finished, published or unpublished research work within six months of publication or project completion.
- The applicant agrees to inform SMA research contact of any changes in the research. In case of changes, the acquired information can no longer be used and a new form must be submitted with the new changes for approval.

Researcher Name

Signature

Date

Please note that academic research requests will be reviewed within 12 working days. Applicant will then be notified if their request is approved or not.

Please submit this form via email to Researchers@sma.gov.ae For enquiries, call [+97165197255](tel:+97165197255).

SMA USE ONLY

Curator or Department Manager**Signature****Date****Relevant Sharjah Government Department****Signature****Date****Processed by****Signature****Date****Academic Programmes Section**

SMA Director General☐ **Approved**☐ **Rejected****Comments****Signature****Date**

Nominated SMA Research Contact**Name****Signature****Date**

