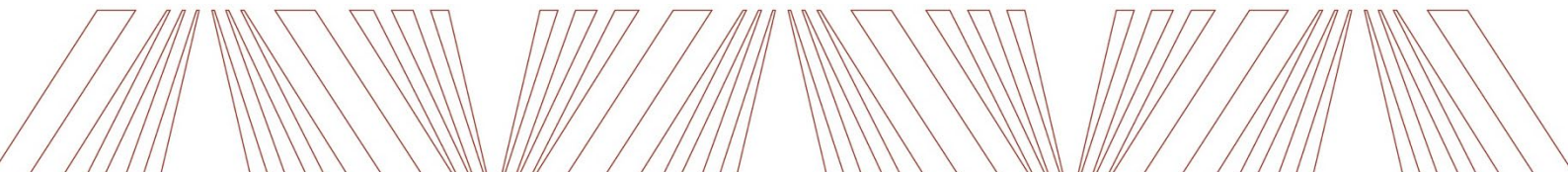




دائرة رأس الخيمة للمعرفة
RAS AL KHAIMAH
DEPARTMENT OF KNOWLEDGE

Approval Process for External Research in Ras Al Khaimah Private Schools

Ras Al Khaimah Department of Knowledge



1. Introduction

This document outlines the process for external entities seeking to conduct research in private schools within Ras Al Khaimah. It ensures research adheres to ethical guidelines, protects student data, and facilitates collaboration between researchers and schools.

The Ras Al Khaimah Department of Knowledge (RAK DOK) recognises the value of high-quality educational research in enhancing the private education sector. However, RAK DOK and its schools have a primary responsibility to safeguard students' learning and well-being. Therefore, any external research must not disrupt or compromise students' educational experience.

All requests to conduct research in Ras Al Khaimah private schools are subject to rigorous review by the **RAK DOK External Research Review Committee**, which will evaluate applications against established criteria and in full alignment with RAK DOK's policies, procedures, and protocols.

Approval by RAK DOK does not guarantee access to any specific schools, students, staff members, or parents or guardians. Final participation remains at the discretion of the relevant school principal and is contingent on the school's capacity and willingness to support the proposed research.

The following guidelines are a comprehensive resource for external researchers interested in conducting studies or research projects involving Ras Al Khaimah schools, staff, students, or parents/guardians. They clearly understand the expectations and requirements for conducting research in our schools.

2. Process

2.1 Initial Contact:

- Researchers must submit a proposal to RAK DOK through info@dok.rak.ae outlining:
 - **Research topic and objectives:** Clearly define the research question, purpose, and intended outcomes.



- **Methodology:** Describe the research methods (e.g., surveys, interviews, focus groups).
- **Participants:** Describe the ages/grades of any students and/or the profile of any staff that you would like to engage
- **Data collection tools:** Specify the instruments used for data collection (e.g., questionnaires, interview protocols). Attach a copy of these instruments.
- **Data analysis plan:** Explain who and how the collected data will be analysed.
- **Ethical considerations:** Address potential ethical concerns and outline how they will be mitigated (e.g., informed consent, participant anonymity).
- **Timeline:** Indicate the proposed timeframe for the research project.
- **Dissemination plan:** Describe how the research findings will be disseminated (e.g., publications, presentations).

2.2 Review and Approval:

- RAK DOK will review the proposal to ensure the following:
 - Alignment with RAK DOK's research priorities.
 - Adherence to ethical research guidelines and the culture and values of the UAE.
 - Protection of student privacy and data security.
- RAK DOK may request modifications to the proposal or seek additional information before approval.

2.3 School Selection and Collaboration:

- RAK DOK will facilitate communication between the researcher and relevant private schools upon approval.
- RAK DOK will assist in identifying suitable schools for your research endeavours; please do not hesitate to contact us. Our team at RAK



DOK will be delighted to offer recommendations tailored to your specific needs and requirements.

2.4 The researcher will collaborate with the school administration to:

- Secure necessary approvals from the school board and parents.
- Schedule data collection activities at convenient times for the school and participants.
- Ensure research activities do not disrupt the educational environment.
- Ensure all necessary security clearances are obtained.

2.5 Data Collection and Management:

- Data collection must comply with the approved proposal and relevant ethical guidelines.
- Researchers are responsible for:
 - Obtaining informed consent from participants (parents and students as appropriate).
 - Anonymising and securing all collected data.
 - Limiting data collection to what is strictly necessary for the research.

2.6 Data Sharing and Reporting:

- Sharing of data with third parties is strictly prohibited without explicit written consent from RAK DOK and relevant stakeholders.
- Researchers are encouraged to share their findings with RAK DOK and participating schools upon project completion and before any publication.
- RAK DOK reserves the right not to approve research publication.

3. Parameters

- Research proposals must align with RAK DOK's strategic objectives for education research in the Emirate.



- Data collection methods must be age-appropriate and respectful of participants.
- Researchers must obtain informed consent from all participants involved in the research.
- All collected data must be anonymised and stored securely as per UAE regulations.

4. Data Protection and Sharing

- RAK DOK is committed to protecting the privacy and confidentiality of student data.
- Researchers are responsible for adhering to all applicable data protection laws and regulations.
- Data sharing with third parties requires explicit written consent from RAK DOK and relevant stakeholders.

5. Compliance

Effective Date: This policy shall take effect from the start of the Academic Year 2025/26. Full compliance by all private schools is expected by the beginning of the Academic Year 2026/27.

Enforcement and Penalties: Schools that do not adhere to this policy will be subject to accountability measures as stipulated by RAK DOK, including possible penalties or other corrective actions. Non-compliance may result in intervention by RAK DOK as per UAE federal regulations.

Compliance Audits: RAK DOK reserves the right to conduct periodic audits to ensure schools comply with this approved policy. The school administration must promptly resolve any discrepancies found during these audits to avoid further action.



6. Feedback and Improvement

Annual Review: RAK DOK will conduct a yearly review of this policy to incorporate feedback, address emerging needs, and ensure it aligns with the latest educational standards and regulatory requirements.

Feedback Mechanisms: School administrators are encouraged to submit feedback on this policy to RAK DOK, which allows for continuous improvement based on schools' practical experiences.

7. Contact Information

For any questions related to this policy, please contact: [**info@dok.rak.ae**](mailto:info@dok.rak.ae)

8. Conclusion

The RAK DOK *External Research Review Process* ensures research in private schools is ethical, student-focused, and aligned with educational priorities. While RAK DOK facilitates access, final approval rests with individual school principals. Researchers are expected to uphold the principles of privacy, integrity, and data security while contributing valuable insights to education.



9. Revision History

Policy reference no:	RAKDOK-POL-2025-15
Document name:	Approval Process for External Research in Ras Al Khaimah Private Schools
Effective date:	01.07.2025
Version:	01
Issue date:	01.08.2025
Updated on:	-
Updated by:	-
Reviewed by:	Executive Director

Note:

This policy is issued and controlled by Ras Al Khaimah Department of Knowledge (RAK DOK) the “Authority.” It is understood that this policy is to be treated as confidential and the same should not be copied. Any disclosure in whole or in part for any purpose is considered as not authorised unless prior written permission is obtained from the Authority.

