



SCHOLARSHIP AND RESEARCH POLICY

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* Unless otherwise indicated, this Policy will still apply beyond the review date.

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Document Control

Version #	Date	Key changes
1.0	23/5/2018	Policy approved by Academic Board
1.1	21/3/2019	Replace references to the 2007 National Code with 2018 Code.
1.2	22/6/2023	Updated reference to HES Framework (Threshold Standards) 2021

1. PURPOSE

1.1 The Scholarship and Research Policy establishes Adelaide Institute of Higher Education's (AIHE's) commitment to encouraging, developing and verifying scholarship and provides the policy framework, principles and responsibilities for research.

2. SCOPE

2.1 The Scholarship and Research Policy applies to all AIHE staff and students. The Policy also applies to consultants, contractors and other persons involved in research in collaboration with AIHE staff or students, or engaged by AIHE to undertake specific research.

2.2 AIHE is a teaching intensive institution and does not receive funding from major research funding bodies. AIHE does not offer higher degrees by research, and as such does not offer 'research training' as defined in the HES Framework.

3. SCHOLARSHIP POLICY

3.1 AIHE recognises the importance of scholarship to effective teaching and learning. AIHE commits to developing, supporting and sustaining engagement with advanced knowledge and inquiry as enabled by scholarship, both at an institutional level and at the individual staff level.

3.2 Commitment to scholarship is a joint responsibility shared by individual staff members, managers and the governing bodies of AIHE.

3.3 Scholarship that informs teaching and learning, including scholarship relating to the process of teaching and learning, will have demonstrable relevance to the course being taught.

3.4 Staff members are encouraged to seek appropriate opportunities for scholarship and research internally and externally, and AIHE will reasonably support staff members in such endeavours.

3.5 AIHE will develop and implement effective procedures for promoting, supporting and reporting scholarship and scholarly activities of staff.

4. RESEARCH POLICY FRAMEWORK

4.1 AIHE's research policy framework comprises policy for the:

- a. ethical conduct of research and responsible research practice;
- b. clarification of ownership and management of intellectual property;
- c. successful management of research partnerships;
- d. clarification of requirements for publication and authorship; and
- e. resolution of allegations of misconduct in research.

5. RESEARCH POLICY

5.1 AIHE requires people engaged in research under its auspices to maintain the highest standards of professional and responsible research conduct in accordance with the Australian Code for the Responsible Conduct of Research, 2018 (the 2018 Code)¹. AIHE will abide by

¹ The Australian Code for the Responsible Conduct of Research (2018) (the 2018 Code) establishes a framework for responsible research conduct that provides a foundation for high-quality research, credibility and community trust in the research endeavour. The 2018 Code is a principles-based document that articulates the broad principles and responsibilities that underpin the conduct of Australian research.

other relevant federal and state government requirements governing ethical practice in research.

5.2 Research will be conducted ethically and responsibly by staff with qualifications, research experience and skills relevant to the type of research undertaken and their role.

5.3 The responsible conduct of research includes the proper management and retention of the research data and primary materials.

5.3.1 AIHE will maintain a system for accurate and up-to-date recording of the research outputs of staff.

5.3.2 AIHE will ensure research data (including electronic data) is recorded in a durable and appropriately referenced form for ease of identification and retrieval.

5.3.3 Confidential research data and records will be maintained securely.

5.3.4 Research data will be managed in accordance with the AIHE Records Management Policy and related Procedure.

5.4 AIHE researchers will be committed to high standards of professional conduct and integrity.

5.4.1 Researchers will ensure their research activities adhere to the principles contained in this Policy and the principles of the 2018 Code.

5.4.2 Researchers will comply with the 2018 Code and ensure persons under their supervision are aware of, and comply with, its obligations.

5.5 AIHE owns intellectual property created by a staff member for the purpose of research, teaching and administration in the course of the staff member's employment at AIHE pursuant to the Intellectual Property Policy.

5.6 AIHE will record appropriately classified research outputs and include peer-reviewed and non peer-reviewed outputs, such as publications, papers and reports.

5.7 All written research partnership agreements must be submitted to Academic Board and Council for approval and consideration of any broader ethical, funding or conflicts of interest issues that may be attached to the proposed research.

5.8 AIHE researchers are required to comply with the criteria for authorship outlined in the 2018 Code.

5.8.1 The outcomes of research may be disseminated in a variety of ways but enduring forms, such as journal articles, are particularly important and to be an author of such a form is meritorious. To be named as an author, a researcher must have made a substantial scholarly contribution to the work and take responsibility for at least that part of the work they contributed.

5.8.2 Attribution of authorship depends to some extent on the discipline, but in all cases, authorship must be based on substantial contributions in a combination of:

Developed jointly by the National Health and Medical Research Council (NHMRC), the Australian Research Council (ARC) and Universities Australia UA, the 2018 Code has broad relevance across all research disciplines.

The 2018 Code will be supported by supplementary guidance on specific topics to encourage responsible research conduct. The first guide is the Guide to Managing and Investigating Potential Breaches of the Code, 2018 (the Investigation Guide)..

- conception and design of the project
- analysis and interpretation of research data
- drafting significant parts of the work or critically revising it so as to contribute to the interpretation.

5.8.3 The right to authorship is not tied to position or profession and does not depend on whether the contribution was paid for or voluntary. It is not enough to have provided materials or routine technical support, or to have made the measurements on which the publication is based. Substantial intellectual involvement is required.

5.8.4 A person who qualifies as an author must not be included or excluded as an author without their express permission. This should be in writing and include a brief description of their contribution to the work.

5.8.5 Sometimes the editor of a significant collective work or anthology has responsibilities analogous to those listed above for authorship and, in such cases, similar criteria apply to 'editor' as to 'author'. However, the term 'editor' should be applied only to a person who has played a significant role in the intellectual shaping of a publication.

5.8.6 For each publication, a senior or executive author who accepts overall responsibility for the publication must be identified.

5.9 Allegations of misconduct in research will be investigated and resolved in accordance with the Staff Code of Conduct for staff. Where a student is suspected of misconduct in research, processes in the Academic Integrity Procedure will be followed.

5.9.1 The procedures for addressing research misconduct will be applied fairly and consistently, exhibit procedural fairness and will take into account the extent and type of research misconduct, and any history a person has in breaching the 2018 Code.

5.9.2 The occurrence and nature of research misconduct and breaches of research integrity will be recorded and monitored. Data on breaches of research integrity will be used to inform improvements to research practice and action will be taken to address any underlying causes of misconduct that are identified. The data and current best practice will inform the regular review of this Policy and the related Procedure.

6. ROLES AND RESPONSIBILITIES

6.1 Council:

- will foster a culture that values and supports scholarship and research;
- will ensure legislative requirements are met;
- is responsible for approving research partnership agreements; and
- will consider reports from Academic Board on the quality of scholarship and outputs of research.

6.2 Academic Board will:

- approve strategies to promote the principles and practice of scholarship and professional and responsible research at AIHE;
- oversee appropriate procedures to manage and monitor implementation of this Policy;
- report the quality of scholarship and outputs of research at least annually to Council; and
- ensure that action is taken to address any underlying causes of research misconduct.

6.3 The Head of School will:

- ensure that staff, students and affiliates are aware of their responsibilities in relation to scholarship and research as set out in this Policy;
- ensure equity of access for staff when allocating resources for scholarly activity;
- monitor staff scholarly activity and research and prepare an annual report for Academic Board;
- investigate, or delegate the investigation of, all allegations of research misconduct; and
- maintain a register of warnings issued regarding research misconduct and breaches of research integrity.

6.4 Academic staff will:

- ensure that they are familiar with policies and procedures with respect to scholarship and research;
- be engaged in scholarly activities, apply scholarship to their teaching, and will review past and future activity as part of their annual performance review session; and
- ensure they understand and comply with AIHE's requirements for publication and authorship.

6.5 Researchers will:

- obtain approvals for research partnerships, ethics approvals and safety clearances;
- consider and make arrangements to manage general considerations to give effect to the principles of research integrity and any project specific considerations as relevant before the commencement of any research project; and
- ensure research is conducted ethically and responsibly in accordance with the 2018 Code and any relevant legislation and international agreements.

6.6 Students are responsible for upholding the high standards required for the conduct of research that are required according to this Policy.

6.7 In relation to authorship, the senior or executive author must ensure that:

- all included authors meet the criteria for authorship, and are prepared to take responsibility for their contribution;
- no individual who meets the criteria for authorship is excluded as an author without their express permission, in writing;
- all authors have witnessed the version of the paper submitted for publication, and have provided their consent to the publication in writing; and
- written evidence of an author's consent to the publication (e.g. email correspondence) is retained in AIHE and can be provided on request.

7. DEFINITIONS

7.1 See the AIHE Glossary of Terms for definitions.