



## SCHOLARSHIP AND RESEARCH PROCEDURE

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| <b>Approving Authority</b> | General Manager                                                                                                                                                                                                                                     | <b>Approval Date of Last Revision</b>  | 6 May 2019  |
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| <b>Parent Policy</b>       | Scholarship and Research Policy                                                                                                                                                                                                                     |                                        |             |
| <b>Policy Category</b>     | Academic                                                                                                                                                                                                                                            |                                        |             |
| <b>Governing Authority</b> | Head of School                                                                                                                                                                                                                                      |                                        |             |
| <b>Responsible Officer</b> | Manager Student and Academic Services                                                                                                                                                                                                               |                                        |             |
| <b>Related Documents</b>   | Academic Integrity Policy (and related Procedure)<br>Staff Code of Conduct<br>Human Resources Manual<br>Student Code of Conduct<br>Student Misconduct Procedure<br>Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011) |                                        |             |

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

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## 1. PURPOSE

1.1 The Scholarship and Research Procedure gives effect to the Adelaide Institute of Higher Education (AIHE) Scholarship and Research Policy. It sets out measures to encourage, develop and verify scholarship and to implement the professional, ethical and responsible conduct of research.

## 2. SCOPE

2.1 This Procedure applies to all AIHE staff and students. The Procedure 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.

## 3. SCHOLARSHIP AND SCHOLARLY ACTIVITIES

3.1 AIHE encourages scholarship through the support of scholarly activity and research. The following activities are considered as scholarly.

3.1.1 **Professional practice** – AIHE supports academic staff to be active in professional associations and industry groups associated with their area of expertise as a means of maintaining industry relevance and relationships.

3.1.2 **Curriculum development** – Academic staff may be involved in teaching, learning and curriculum development projects.

3.1.3 **Secondment** – A member of academic staff may be seconded to another part of the Institute or to an external organisation. This may include industry exchanges to enhance a staff member's professional development.

3.1.4 **Research and further relevant qualifications** – AIHE seeks to recognise all scholarly and research activity. All permanent and casual staff may be assisted in relevant research projects with resources and in-kind support. Staff are also encouraged and supported to gain further qualifications relevant to their areas of teaching expertise and full-time staff may be given time off to attend course related activity and examinations.

3.1.5 **Membership of a journal Editorial Board** – Academic staff members are encouraged to be members of journal Editorial Boards. This demonstrates recognition of their prior contribution and leadership in the specific field through peer reviewed contributions to these journals. Staff members may also be recognised for their academic leadership through being guest editors, reviewers, track chairs, academic board members and through other leadership peer reviewing activities.

3.1.6 **Anonymous peer reviewer** – Corresponding to 3.1.5, academic staff members are encouraged to be peer reviewers of journals and conference articles. This may also be in the form of a guest reviewer. Peer reviewing may also include being external reviewers of these submissions from other educational institutions, government related work that pertains to their field, and any other submissions that reflect the need for peer contribution from an academic member in recognition of their expertise in the area.

3.1.7 **Membership of academic societies** – AIHE strongly encourages all academic staff to be members of their relevant discipline associations and societies. These may include regional, state, national and international associations and societies. Staff members are expected to be active in their relevant academic societies, demonstrated through participation at events and scholarly contributions. AIHE may also, through the Head of School (or other relevant approving authority), subsidise these memberships.

3.1.8 **Peer recognition** – significant contributions or ongoing participation in a relevant field of scholarship, professionalism, or research may be recognised through membership of an academic association, society or academy, or through other means, such as being a fellow of an academy. Academic staff should aspire to peer recognition of excellence in their relevant fields.

3.1.9 **Presentation of conference papers** – Academic staff members are encouraged to make presentations at conferences, which:

- comprise peer reviewed contributions;
- form part of accreditation requirements;
- constitute professional and industry bodies; and/or
- undertake relevant and pertinent knowledge and development, such as contributing to the work of not-for-profit and government organisations dealing with areas such as corporate citizenship.

3.2 All academic staff, including permanent and casual staff, will be engaged in scholarly activities. Scholarly activity may be conducted individually, or in collaboration with other academic members of staff, and the level of scholarly activity may vary in quality and quantity across academic staff levels and contractual arrangements.

3.2.1 Academic staff will be supported in a manner that reflects their individual appointment level, expertise and professional development needs. Casual lecturers will be supported proportionate to their contracted time at AIHE.

3.2.2 Academic staff will review past and plan future scholarly activity with their direct supervisor or manager, and this will form part of a staff member's annual performance review session as per the Professional Development Policy.

3.2.3 AIHE may, through the Head of School, subsidise academic staff to engage in scholarly activities. AIHE will allocate an amount to support scholarship in the annual budget, as part of allocation for professional development, approved by the Council.

3.2.4 The Head of School will ensure equity of access for all academic staff when allocating resources for scholarly activity.

#### **4. ETHICAL AND RESPONSIBLE CONDUCT OF RESEARCH**

4.1 Ethics approval and safety clearances must be obtained by researchers prior to the commencement of a research project in accordance with the National Code, the National Statement on Ethical Conduct in Human Research, legislation pertaining to Work Health and Safety, and any other relevant legislation and AIHE policy.

4.1.1 Where ethics approval is required, AIHE will engage the services of an external, independent, NHMRC certified research ethics committee.

#### **5. RESEARCH PARTNERSHIP AGREEMENTS**

5.1 Where AIHE is involved in any collaborative research project, collaborating researchers must consider and make arrangements to manage the following issues prior to the commencement of the research project:

- General considerations to give effect to the principles of research integrity:
  - ethics approval and safety clearance;
  - authorship and publication;

- management of research data and primary materials;
  - conflicts of interest;
  - confidentiality;
  - financial management and commercial returns;
  - reporting to appropriate agencies; and
  - intellectual property and copyright; and
- Project specific considerations as relevant:
    - project risk;
    - project achievement criteria;
    - invoicing and payment;
    - assets and in-kind contributions;
    - involvement of students and any impact on publications;
    - consultancies; and
    - any physical or infrastructure requirements.

5.2 The collaborative research agreement must be in writing and acknowledge AIHE's adherence to the Australian Code for the Responsible Conduct of Research.

5.3 The agreement will be submitted by the Head of School to the Academic Board for consideration and Council for approval.

5.4 Researchers must be aware of, and comply with, all policies and written agreements relating to the collaborative research project.

## 6. AUTHORSHIP OF RESEARCH

6.1 Where there is more than one author of a research output, collaborating authors will agree on authorship of a publication at an early stage and should review this agreement periodically.

6.2 Collaborating authors will designate a corresponding author to manage authorship and all communication about the research output.

6.2.1 The corresponding author will:

- ensure that authorship has been offered to all individuals, including staff and students, who meet the authorship criteria stipulated in the Scholarship and Research Policy;
- manage and retain all correspondence between co-authors relating to authorship confirmation and the order of authorship;
- confirm that all authors approve of the manuscript or other research output that will be submitted;
- manage communication about the research output with the publisher/venue/facilitator.

6.2.2 If the corresponding author is based at another institution, co-authors affiliated with AIHE will designate one AIHE co-author as an AIHE responsible author. The AIHE responsible author will ensure, to the best of their ability, that the corresponding author fulfils the above responsibilities.

6.3 All authors of all research outputs will confirm authorship and order of authorship by providing written acknowledgement of authorship to the corresponding or responsible author prior to submission of the research output. The following information will be specified:

- the signatories are the only qualified authors;
- the order of authors' names in the authorship list on the research output is agreed by all authors;
- all authors agree that they have met the criteria for authorship attribution as detailed in the Scholarship and Research Policy;
- all individuals being acknowledged by name have provided their written consent;
- all authors have approved of the manuscript or research output that will be submitted for publication; and
- all authors agree that they are responsible for the content of the research output.

6.4 AIHE authors will retain a copy of all documentation used for acknowledging authorship for their own records. Upon acceptance of the relevant research output, authors will store an electronic copy of the authorship documentation in the AIHE Research Register along with the relevant research output.

## **7. DETECTION, INVESTIGATION AND MANAGEMENT OF RESEARCH MISCONDUCT**

7.1 Any person concerned about a research conduct issue (hereafter referred to as the 'complainant') should first seek advice and guidance about whether the conduct of concern is likely to constitute a breach of the Australian Code for the Responsible Conduct of Research (the National Code) and/or the AIHE Scholarship and Research Policy, or research misconduct (refer AIHE Glossary of Terms).

Complainants may seek information, advice and guidance from a variety of sources, including the AIHE Scholarship and Research Policy, this Procedure, the National Code, the Head of School and academic peers.

7.2 Investigation and management of suspected research misconduct by:

- a staff member will be undertaken in accordance with the procedure for managing a breach of the Staff Code of Conduct;
- a student will be undertaken in accordance with the processes set out in the Academic Integrity Procedure.

## **8. MONITORING AND REPORTING SCHOLARSHIP AND RESEARCH**

8.1 The Head of School will:

- monitor the scholarly activity and research of all permanent and casual academic staff to ensure an appropriate level of scholarship throughout the School and to enable accurate and up-to-date recording of the research outputs of staff;
- monitor and review the development of scholarship and participation in research of the whole academic staff, as well as areas for improvement based on the performance management cycle.

8.2 The Head of School (or his/her delegate) will prepare an annual report detailing scholarly activity and research undertaken by academic staff and present this to the Academic Board. The report will include data on the types of scholarly activity and research undertaken, details of research outputs, individuals who have undertaken scholarly activity and research, and AIHE's contribution financially and in-kind.

8.3 The Academic Board will in turn include a summary of scholarly activity and research outputs as part of its annual report to the Council. Feedback and comments from the Council, generally and specifically, will form the basis of performance management and quality improvement for the School.

## 9. COMPLAINTS AND APPEALS

9.1 Staff dissatisfied with outcomes and penalties applied under the Scholarship and Research Policy have access to the complaints process outlined in the Staff Grievances Policy and related Procedure.

9.2 Students dissatisfied with outcomes and penalties applied under the Scholarship and Research Policy may appeal a decision by writing to the Academic Board within ten (10) days of receiving the decision notice, if they believe that the decision has not considered all the facts or was unfairly made. Refer to the Student Grievances, Complaints and Appeals Policy and related Procedure.

## 10. DEFINITIONS

10.1 See the AIHE Glossary of Terms for definitions.

### Document Control

| Version # | Date       | Key changes                           |
|-----------|------------|---------------------------------------|
| 1.0       | 23/05/2018 | Procedure approved by General Manager |
| 1.0a      | 6/05/2019  | Reviewed, no changes; format updated  |
|           |            |                                       |