

RESEARCH AND SCHOLARSHIP DATA COLLECTION POLICY

Approved	Academic Board
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Responsible Officer	Research Director
Author(s) and Role(s) from most recent	N. Ormerod (Executive Officer, Research Analytics), Research Committee
Related Documents (explicitly cross-referenced)	TEQSA Guidance Note: Research and Research Training (05/07/2018)
Higher Education Standards (2021)	4.1.1(b,d), 4.1.3
National Code (2018) (if directly relevant)	

Preamble

This policy has been developed to reflect two aspects of TEQSA’s requirement for Higher Education Providers. The first is the up-to-date and accurate collection of research and scholarship within any Higher Education Provider offering research degrees, in a format accessible to TEQSA.¹ The second is the recognition by TEQSA that there is a distinction between scholarly work and work properly identified as research, for the purposes of the Higher Education Standards.²

Policy

1. It is the responsibility of individual SCD faculty members to inform the SCD Research Office of their research and scholarly outputs in a timely and accurate fashion. This will normally be done by entering the details of such outputs into the database provided by the Research Office for the purpose of such data collection.
2. To facilitate the collection process, the Research Office will request submission of outputs at regular intervals during the year (4 times per year).

¹ TEQSA *Higher Education Standards Framework*, 4.1.3 requires that: “A system for accurate and up-to-date recording of the research outputs of staff and research students is maintained.” In their commentary on this standard TEQSA notes, “we would otherwise expect the system to be appropriate to the scale and purposes of the provider (for example, an authorised spreadsheet could suffice, provided it is accurate and current). This recording system will also serve to provide evidence of research activity for the purpose of meeting other Standards.” See <https://www.teqsa.gov.au/hesf-domain-4>.

² TEQSA “defines research as ‘academic activities of a higher education provider that contribute to new knowledge through original investigation’.” It also refers to the HERDC definition of research as “the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings.” It makes clear that while all research is scholarly, not all scholarship is research. See TEQSA *Guidance Note: Research and Research Training* (5 July 2018)

3. Entries in this database will be considered the standard reference point for applications for promotion within the SCD and for appointment to research active status within the SCD.
4. Outputs nominated as research will be audited by the Research Office in the first instance by the Executive Officer (Research Analytics), to make a determination as to whether or not the output will be considered a research output of the SCD. An alternative determination may be that the output is, rather, scholarship.
5. If the faculty member disputes the determination, the matter will be referred to the Research Director for the final decision.
6. In addition to entering details into the database, the faculty member will provide copies of any publications for which copies are requested by the Research Office from time to time.