



Research Active Policy

Approved by	Academic Board
Approval date	11/12/2023
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Date for Review	11/12/2028
Responsible Officer(s) and Committee(s)	Research Director/ Research Committee
Related documents	Australian Code for Responsible Conduct of Research Research Active Register
Higher Education Standards (2021)	4.1; 6.3.1c
National Code (2018)	

1. Purpose

The purpose of this policy is to recognise qualified faculty as research active for the purpose of supervising Higher Degree Research (HDR) students.

2. Scope

This policy is for SCD faculty, supervisors, and candidates.

3. Definitions

The Policy Document Glossary applies to this policy.

The following definitions also apply to this policy:

Term	Definition
<i>Early Career Researcher</i>	Means someone who is within five years (or part-time equivalent) of conferral of a doctoral degree.
<i>Experienced Researcher</i>	Means someone who is beyond five years (or part-time equivalent) of conferral of a doctorate.
<i>Research</i>	Means the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions, and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative.
<i>Research Active</i>	Means someone who engages in ongoing research as an inherent part of his or her academic role including curriculum development and teaching.

4. Statements and Objectives

4.1. For the purpose of supervising a HDR candidate a faculty member must accrue at least five (5) points in the preceding five (5) calendar years.

4.2. Research points may be accrued from any of the following categories.

Research Output	Points
Category A—Research	
<i>Book from a commercial publisher</i>	5
<i>Translating and publishing a book with commentary on a scholarly text</i>	3
<i>Editing a book—involving designing the project, commissioning contributors, editing the text, and providing an introduction</i>	3
<i>Chapter in a book from a commercial publisher</i>	1
<i>Article in a refereed journal</i>	1
<i>Chapters in conference proceedings</i>	1
<i>Performance/showing of a creative work as recognised and peer-reviewed within the discipline</i>	1
<i>Receiving external research income of more than \$10,000</i>	1

Research Output	Points
Category B—Scholarship (reflection of standing in the field)	
<i>External research grant</i>	1
<i>Presenting a refereed conference paper at an academic conference</i>	1
<i>Role on an editorial board of refereed journals [or monograph series] or industry recognised committee</i>	1
<i>Invited public lecture pertaining to the area of academic expertise</i>	1
Category C—Supervision and Supervisor Professional Development	
<i>Principal supervisor—success completion of one doctoral candidate</i>	2
<i>Principal supervisor—successful completion of one research masters candidate</i>	1
<i>Co-supervisor who has acted as a primary supervisor for one semester</i>	0.5
<i>Examination of higher degree research theses</i>	1
<i>Participation in professional development provided by the College</i>	1

- 4.3. For the first five (5) years after successful completion of a doctoral degree, the doctorate counts as three (3) points.
- 4.4. Papers delivered at conferences count as a conference paper once but may not be counted again when published.
- 4.5. The Academic Board may, on the recommendation with reasons of the Research Committee (RC), approve listing a faculty member as research active (not otherwise qualified) if in the opinion of the RC that faculty member is sufficiently conversant with the relevant scholarship to supervise a research masters thesis.
- 4.6. The Academic Board may, on the recommendation of the RC, approve an early career researcher to supervise a research master's thesis if they have achieved an output equivalent to an average of one (1) weighted output point per year.
- 4.7. If a person currently performing the role of primary supervisor of a thesis ceases to be recognised as research active, the RC will consider the circumstances and decide in the best interests of the student whether
- a. to permit the supervision arrangements to continue through to completion
 - b. to permit the supervision arrangements to continue while providing supplementary supervision or specific support to the supervisor and candidate, or
 - c. to replace the supervisor by the following semester.
- 4.8. Institution, the Dean and Directors of the Office of the Dean—will be expected to meet the set criteria during their time of tenure at a reduced rate, typically but no more than 50%.

5. Related Procedures and Forms

Procedure	
Appendix A	Research Active Application Process (forthcoming)
Appendix B	Research Active Data Collection and Register Management (forthcoming)
Appendix C	Research Active Register Review (forthcoming)
Templates/Forms	
Appendix D	Research Active Application Form



Appendix D

Research Active Application Form

1. Purpose

Qualified SCD faculty may complete this form to apply for research active status for the purpose of supervising Higher Degree Research (HDR) students.

2. Scope

This policy is for SCD faculty and supervisors.

3. Definitions

The following definitions apply to this form:

Term	Definition
<i>Early Career Researcher</i>	Means someone who is within five years (or part-time equivalent) of conferral of a doctoral degree.
<i>Experienced Researcher</i>	Means someone who is beyond five years (or part-time equivalent) of conferral of a doctorate.
<i>Research</i>	Means the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions, and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative.
<i>Research Active</i>	Means someone who engages in ongoing research as an inherent part of his or her academic role including curriculum development and teaching.

4. Faculty Details

Please provide the following information:

Name:	
Position:	
Classification:	
Member Institution:	
Date:	

5. Research Points

- 5.1. For the purpose of supervising a HDR candidate a faculty member must accrue at least **five (5) points** in the preceding **five (5) calendar years**.
- 5.2. Research points may be accrued from any of the following categories. **Indicate accrued points** in the available column below, labelled **Accrued**.
- 5.3. Papers delivered at conferences count as a conference paper once but may not be counted again when published.
- 5.4. Academics who have substantial administrative roles within SCD and the Member Institutions—such as Principals of a Member Institution, the Dean and Directors of the Office of the Dean—will be expected to meet the set criteria during their time of tenure at a reduced rate, typically but no more than 50%.
- 5.5. **Email the completed form** to the Research Director for submission to the Research Committee.

Research Output	Points	Accrued
<i>Category A—Research</i>		
<i>Book from a commercial publisher</i>	5	
<i>Translating and publishing a book with commentary on a scholarly text</i>	3	
<i>Editing a book—involving designing the project, commissioning contributors, editing the text, and providing an introduction</i>	3	
<i>Completion of a relevant doctoral degree</i>	3	
<i>Chapter in a book from a commercial publisher</i>	1	
<i>Article in a refereed journal</i>	1	
<i>Chapters in conference proceedings</i>	1	
<i>Performance/showing of a creative work as recognised and peer-reviewed within the discipline</i>	1	
<i>Receiving external research income of more than \$10,000</i>	1	

Category B—Scholarship (reflection of standing in the field)		
<i>External research grant</i>	1	
<i>Presenting a refereed conference paper at an academic conference</i>	1	
<i>Role on an editorial board of refereed journals [or monograph series] or industry recognised committee</i>	1	
<i>Invited public lecture pertaining to the area of academic expertise</i>	1	
Category C—Supervision and Supervisor Professional Development		
<i>Principal supervisor—success completion of one doctoral candidate</i>	2	
<i>Principal supervisor—successful completion of one research masters candidate</i>	1	
<i>Co-supervisor who has acted as a primary supervisor for one semester</i>	0.5	
<i>Examination of higher degree research theses</i>	1	
<i>Participation in professional development provided by the College</i>	1	