

Research and Scholarship Policy

Version number	1
Approved by	Academic Board
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Purpose

Academic staff at the Sydney Institute of Higher Education (SI) will be active in the scholarship in their fields and will continue to contribute to SI's institutional research profile. In undertaking research and scholarship, SI academic staff will uphold the highest standards of academic integrity and ethical conduct. SI has a responsibility to support staff in their research and scholarship, empowering them to observe the appropriate standards of practice and ensuring that their research and scholarship output is accurately recorded.

This *Research and Scholarship Policy* defines the principles guiding research practices at SI, staff responsibilities in undertaking research, summarises the oversight that SI will provide, and defines the ways in which SI will establish a research environment and promotes and protects free intellectual inquiry.

Scope

This policy applies to all individuals involved in research and scholarship activities at SI.

Principles

All research and scholarship undertaken at SI should meet SI's internal standards as well as external standards and regulations.

All research activities will be conducted with integrity, transparency, and accountability. At their core, all research activities will aim to contribute new knowledge to the understanding of the discipline in which they are conducted. Research will be of a sound methodological design, allowing it to be documented and able to be re-created.

SI will not approve any research involving non-human animal participants or biohazardous material.

Academic staff to undertake research and scholarship that is appropriate to their level.

SI is committed to ensuring that all staff are properly informed of their ethical and legal obligations in relation to research and scholarship.

If any researcher at SI breaches legal and ethical frameworks established by the Australian government, SI is obliged to report the breach to the relevant authorities.

Procedures

Training and information

Staff will receive training and information on the following during induction and professional development activities:

- Academic staff obligations and responsibilities with regard to research and scholarship
- SI policies and procedures relevant to academic research
- External codes, standards, and regulations governing the conduct of research in Australia.

Staff have access to further training and information on request.

Research ethics

Staff members who intend to undertake research may generate a research proposal in which the potential ethical issues affecting the research are discussed in detail. In particular, any potential risks or disadvantages and corresponding strategies to manage them will be disclosed.

Proposals will only be approved on the condition that risks have been effectively identified and mitigation measures put in place by the researcher to ensure risks are not realised and any potential harm is minimised.

The following process will be observed for all research proposals:

- Research proposals to be submitted to the relevant supervisor
- The proposal will be reviewed by an ad hoc committee of senior academic staff with no conflict of interest in assessing the proposal to evaluate alignment with internal and external ethical guidelines
- If necessary, research involving human participants will be evaluated by an ad-hoc *Research Ethics Committee* chaired by the [Dean](#)
- If necessary, external consultation on human research ethics will be sought
- The staff member who submitted the proposal will be notified in writing of the outcome of this process.

Responsible research practices

Researchers are expected to observe the academic integrity requirements set out in the *SI Academic and Professional Integrity Policy* and the intellectual property requirements set out in the *Intellectual Property Policy*.

Additionally, the responsibilities of researchers include:

- Proposing research that has a reasonable prospect of producing new and original knowledge
- Keeping detailed and clear records of all research activities and funding if applicable
- Following all relevant safety and ethical guidelines
- Acting with honesty and integrity in carrying out and reporting on research activities
- Approaching research critically and objectively
- Storing collected data and information securely and confidentially

- Ensuring authorship policies and copyright laws are upheld
- Disclosing any conflicts of interest that may affect the results of the research.

Oversight

All research activities are to be undertaken or supervised by staff with the appropriate skills, qualifications, and experience.

All research output will be accurately reported and recorded. The *Academic Board* will review this record periodically to ensure proper oversight of research activities.

SI will report research activities to government bodies as required.

Any usage of data collected by SI or SI staff will be reviewed and approved by the *Corporate Governance Board*.

Research environment

The following measures will be implemented in order to foster an environment that enables staff to engage in rigorous research and free intellectual inquiry:

- All staff will have access to library and information infrastructure and resources to support their research needs.
- Qualified and experienced staff may support less experienced staff in their research activities.
- SI will provide opportunities to disseminate research through professional development activities (see *Professional Development Policy*).
- Instances of academic misconduct will be fully investigated and addressed as per the *Misconduct Policy*.

Policy Implementation and Monitoring

The Academic Board delegates responsibility for the day-to-day implementation of this policy to the Dean.

Definitions

Academic integrity: the set of values relating to academic standards that an institution is expected to observe, uphold and promote to staff and students. These include fairness, transparency, honesty, and respect for other scholars and ethical scholarship.

Academic research: an in-depth investigation of a topic that adheres to ideals of scientific inquiry and presents a critical analysis of the research subject.

Academic scholarship: academic thinking and learning that critically engages with its subject matter at a high level.

Critical inquiry: a mode of analysis and research that closely evaluates a text, idea, example or theory

by considering alternative and/or conflicting perspectives and understandings. Critical inquiry produces well-considered analyses that can challenge accepted ideas and generate new avenues for research and inquiry.

Dean: the most senior member of academic staff at SI who is the principle point of contact between the *Corporate Governance Board*, the *Academic Board*, and academic staff.

Workforce Plan: a planning document that outlines SI’s current staff position and future additional staffing needs required to meet the strategic goals of SI over a 5 year period, with a timeline for new staff recruitment.

Intellectual property: any works such as a discovery, form, expression, shape, image, process, a technique that is created through effort, skill or intellect.

Review schedule

This policy will be reviewed by the *Academic Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Academic Board	13/01/2019		13/01/2022

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↗	Academic and Professional Integrity Policy
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↗	Workforce Policy
↗	Intellectual Property Policy
↗	Professional Development Policy
↗	Workforce Plan

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