



## RESEARCH AND SCHOLARSHIP POLICY

### Purpose

AIB is committed to delivering excellence in Research and Scholarship, investigating contemporary business problems and contributing directly to management practice, while meeting the highest standards of Research Integrity and ethical compliance. Scholarship is seen as an important pathway to Research, supporting Research led learning, teaching and assessment.

This policy sets out the guiding principles underpinning Research Integrity and ethics, and the responsibilities of AIB and Researchers in meeting these principles, practices and academic standards, maintaining the high quality of Research and Research management, and complying with all relevant state, national and international legislation and regulations.

### Scope

This policy applies to all AIB Candidates, students and staff, including full-time and part-time, continuing and casual, onshore and offshore academic staff. The policy also applies to consultants, contractors and other persons involved in Research in collaboration with AIB Staff, Candidates or students, or engaged by AIB to undertake specific Research.

### Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

#### **Research**

The AIB definition of Research and Scholarship is based on the definition used by the Australian Research Council (ARC) to frame the Excellence in Research for Australia (ERA) evaluation:

*'The concept of Research is broad and includes 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, inventions and understandings. This could include synthesis and analysis of previous Research to the extent that it is new and creative.'*

**Scholarship** means gaining understanding, appreciation and insights into a field of knowledge and engaging with advances in the field to inform both the content and methods of teaching; having an informed understanding of the field and/or how it is taught, learned and applied in practice.

## 1. Research Policy

1.1 AIB supports the Research activities of staff, Candidates and students, with priority being given to all domains of business aligned to [Research priority areas](#) set out in the AIB Research Strategy.

- 1.2 AIB promotes, fosters and maintains a Research culture and environment of integrity, through meeting the guiding principles and responsibilities of the [Australian Code for the Responsible Conduct of Research, 2018](#) (the 2018 Code) and compliance with all relevant state, national and international legislation and standards, as well as institutional policy.
- 1.3 AIB will allocate funds in its annual budget to support Research, particularly for academic staff and Higher Degree Research Candidates.
- 1.4 **Research requirements**
- (a) AIB is committed to high quality Research and publications. Accordingly, AIB Staff are expected to maintain Research and publishing activity as appropriate to their appointment, supervise Candidates, and promote the reputation of AIB as a Research Active institute.
  - (b) Recognising that receipt of external Research funding is a part of an academic career, AIB Staff are supported in these opportunities.
  - (c) Candidates are encouraged and supported to disseminate their Research findings through seminars, conferences and publications.
- 1.5 **Research Integrity**
- (a) AIB is committed to sound Research governance and management practices, promotion of responsible Research conduct, and providing a safe Research environment. AIB appoints academics with the strict expectation that they are personally and professionally responsible for conducting Research in a manner that is fully compliant with disciplinary, institutional and regulatory obligations.
  - (b) AIB requires people engaged in Research under its auspices to maintain the highest standards of professional and responsible Research conduct and integrity.
    - (i) Researchers will ensure that they and their Research activities adhere to the principles contained in this policy and the principles of the 2018 Code.
    - (ii) People who conduct or oversee Research at AIB will be appropriately skilled, experienced and qualified, relevant for the type of Research.
    - (iii) Supervisors are responsible for modelling of behaviour and will ensure Candidates under their supervision are aware of, and comply with, the 2018 Code and its obligations.
  - (c) The following guiding principles of Research Integrity are applied to all aspects of Research:
    - (i) Honesty in the development, conducting and reporting of Research;
    - (ii) Rigor in the design, conducting and reporting of Research;
    - (iii) Transparency in declaring and managing interests and reporting of Research;
    - (iv) Fairness in the treatment of others;
    - (v) Respect for Research participants, cultural heritage and knowledge, animals used in Research, and the environment;
    - (vi) Accountability for the development, conducting and reporting of Research and good stewardship of resources; and
    - (vii) Promotion and fostering of a culture of Research Integrity.
  - (d) Researchers (ie. any person who conducts, or assists with the conduct of, Research) must:
    - (i) present information truthfully and accurately in developing, undertaking and reporting Research;
    - (ii) identify, disclose and manage any actual, potential or perceived conflicts of interest in keeping with applicable requirements or standards;

- (iii) ensure that Research methods, results and outputs are robust, justifiable, conducted with rigour and open to scrutiny and debate;
- (iv) communicate Research results in a responsible manner, acknowledge the contribution and role of others in Research, including authorship where appropriate;
- (v) ensure good stewardship of resources and minimise adverse effects of Research on individuals, communities and the environment;
- (vi) recognise, value and respect the diversity, heritage, knowledge, cultural property and connection to land of Aboriginal and Torres Strait Island peoples, engage with Aboriginal and Torres Strait Islander peoples prior to Research being undertaken, and report the outcomes of the Research back to those involved in the Research;
- (vii) be aware of and comply with relevant legislation, policies and guidelines;
- (viii) where Research requires ethics and/or other relevant compliance approvals, AIB undertakes to seek approvals in accordance with the Ethics Review Committee Terms of Reference and other applicable policies and procedures prior to conducting their Research, attain such approvals if necessary, and conduct their Research in a manner consistent with the approval given.

#### 1.6 Research conduct

- (a) AIB expects Researchers, and any members of the AIB community, to act in a timely manner in reporting a case of suspected breach of the code and/or this policy.
- (b) failure to adhere to this policy and the code is a serious matter that may be grounds for disciplinary action.
- (c) AIB's Responsible Integrity Breach Management Procedure outlines how to make, receive and report allegations and complaints about suspected Research breaches or misconduct.

#### 1.7 Research ethics

- (a) AIB encourages its staff, Candidates and students to freely pursue Research, subject only to the normal constraints of such investigation (e.g. legal and ethical considerations, practicality and feasibility, financial, etc.).
  - (i) Research will be conducted ethically and responsibly by staff, Candidates and students.
  - (ii) Research undertaken by staff, Candidates or students that involves human participants must have prior written approval from the AIB Ethics Committee, and such approval is to be given at the discretion of the AIB Ethics Committee and may be subject to any conditions that the AIB Ethics Committee deems ethically appropriate.
  - (iii) Research is exempt from ethics review were both of the following conditions are met:
    - A. there is no foreseeable risk of harm or discomfort; and any foreseeable risk is no more than inconvenience; and
    - B. the project involves only the use of existing collections of data or records that contain only non-identifiable data about human beings.

#### 1.8 Research collaborations

AIB encourages and supports collaboration between Researchers, institutions, industry and across jurisdictions. AIB will have agreements in place with selected organisations to enable collaborative Research. Such Research partnership agreements will include reference to ownership of intellectual property, conflicts of interest, responsibility for

ethical and other clearances, data management, publication and commercialisation of Research outcomes.

#### 1.9 Research data and primary materials

- (a) The responsible conduct of Research includes the secure, complete and accurate management and retention of the Research data and primary materials, such as questionnaires and recordings.
- (b) Ownership and management of intellectual property created by staff, Candidates and students at AIB is covered in the Intellectual Property Policy.

#### 1.10 Research outputs and authorship

- (a) AIB will record appropriately classified Research outputs and include peer-reviewed and non-peer reviewed outputs, such as journal publications, conference papers and Research reports.
- (b) AIB Researchers are required to comply with the criteria for authorship, for fair and appropriate attribution, outlined in the 2018 Code and associated Guide.

#### 1.11 Policy breaches

- (a) AIB has no tolerance for Research Misconduct or unethical behaviour in its Research activities. All allegations that the 2018 Code has been breached will be dealt with in accordance with the [AIB Research Integrity Breach Management Procedure](#), and [Academic Integrity Procedure](#).
  - (i) 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 Australian Code for the Responsible Conduct of Research.
  - (ii) 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 any related procedures.

## 2. Roles and Responsibilities

2.1 Each individual member of internal academic staff is responsible for reporting accurate records of their Research activity within the [AIB Research Portal](#) and to the Associate Dean, Research. External academic staff Research activity is captured and monitored annually. Scholarly Activity undertaken by academic staff is captured through an annual survey.

2.2 The Associate Dean, Research is responsible for:

- Monitoring Research and Scholarly Activity and maintaining records of such activity;
- Reporting at least bi-annually to R&HDC and Academic Board on Research and Scholarly Activity. The report will detail the types of activities undertaken, the individuals engaged in Scholarly Activities and the funds contributed by AIB to support the scholarly activities;
- Fostering discussion with peers on Research and Scholarly Activity;
- Considering, and making recommendations to the Academic Dean, requests to use AIB internal data for Research and Scholarly Activity;

- Coordinating agreements with external parties related to Research and Scholarly Activity.

2.3 The Academic Dean is responsible for:

- Monitoring and reviewing Research and Scholarly Activity for the whole of AIB;
- Oversight of performance management of academic staff including Research and Scholarly Activity;
- Oversight of the allocation of internal funding for Research and Scholarly Activity.

### **3. Scholarship Policy**

3.1 AIB is committed to the principle of Scholarship among its academic staff, Research Candidates, and students and will support scholarly activity for all AIB academic staff and for non-academic staff as appropriate.

3.2 AIB recognises the value of Scholarship to effective teaching, learning and Research. AIB 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.

3.3 Staff members are encouraged to seek appropriate opportunities for Scholarship internally and externally, and AIB will reasonably support staff members in such endeavours.

3.4 AIB will allocate funds in its annual budget to support Scholarship, particularly for academic staff.

3.5 Commitment to Scholarship is a joint responsibility shared by individual staff members, managers and the governing bodies of AIB. Academic staff are required to be involved in Scholarly Activities.

### **4. Procedures supporting this policy**

4.1. The attached procedures support this policy:

- (a) Research and Scholarship Procedure
- (b) Research Integrity Breach Management Procedure

#### **Related Policies and Procedures:**

Academic Appointment and Promotions Policy

Intellectual Property Policy

Research Integrity Breach Management Procedure

Student Grievance Handling Policy and Procedure

Sexual Assault and Harassment Policy and Procedure

#### **Responsibility:**

Academic Dean

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