RESEARCH AND RESEARCH DEGREES POLICY

Purpose

This document outlines the foundations and principles of research conducted at AIB. The foundations of research at AIB include a focus on research topics that are practical and work-applied research and a focus on the use of mixed methods and qualitative research. The principles guiding research at AIB are that AIB is committed to enabling research among its academic staff, to ensuring researchers (including research students) adhere to the Australian Code of Responsible Conduct of Research and work with integrity, to encouraging collaboration and dissemination of research, and to providing appropriate and effective support to research students.

Scope

This policy applies to all research carried out by academic staff and research higher degrees candidates.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the glossary.

Details

1. **AIB Research Policy**

   1.1 The Australian Institute of Business (AIB) is a business school built on a foundation of Work-Applied Learning. Its research is focused on issues that confront managers in their workplace. AIB Research has practical application and is no less rigorous than other research. It emphasises a scholarly approach to solving real world problems.

   1.2 At AIB, research characteristically follows one of three paths. First, there is the use of action research and action learning, in which groups of participants engage directly in the research process. A second approach is through case research, where one or more organisations or situations are the subject of a specific research study. Finally, reflective practice enables the researcher to draw on past experience and explain the various outcomes.

   1.3 Overall, qualitative rather than quantitative research is favoured. Most of the research undertaken is inductive rather than deductive, an approach that is derived from its Work-Applied foundations. In contrast, much published research from business schools is theoretical, even though that is less likely to be read by managers than research with more practical outcomes. Inductive research, on the other hand—which seeks to proceed without preconceptions, preferring to observe organisational behaviour and then to draw conclusions on what it finds—is more likely to be applied in the business world than any other kind.

2. Research Culture of AIB

2.1 AIB's research culture is characterised by a focus on Work-Applied Learning and research, and on research methodologies appropriate to Work-Applied research in Business. It strives to enhance its reputation by conducting research into Work-Applied Learning and Work-Applied Research processes, including action research, case research and reflective practice.

2.2 The prime objective of AIB is to become a Centre of Excellence in Australia and overseas for Work- Applied Learning and Work-Applied Research in Business and Management education. It has built a strong reputation in encouraging the development of Work-Applied Learning in Business and Management Education globally.

2.3 AIB, as a private higher education provider, does not normally seek Federal or State Government University Research Grants. Conditions for these Grants are focused on University academic- prescribed research methods and processes. Staffing and operational requirements at AIB differ in some respects from University practice. However, AIB ensures, through proper accountability procedures, that its academic quality and research standards are no less than those required for Universities, and that its designation of faculty as 'research active' is comparable to Universities.

2.4 AIB's research interest is in the methodologies appropriate for Work-Applied Learning and Work- Applied Research in Business and Management, and their application. Discipline-specific business research is undertaken at AIB primarily where it has an impact on research processes. Faculty employed by AIB are matched to the overall needs of research, facilitation, administration, and teaching. All academic faculty members are encouraged to research the latest developments in their disciplines and contribute new insights into their disciplines by personal research, from AIB's own research and from wider literature, in other words they are encouraged to be 'research active,' leading to constant updating and renewal of their teaching and learning practices. They plan and document their progress in personal research and scholarship by regularly participating in preparing and evaluating their individual scholarship plans focusing on their individual academic development objectives developed in consultation with AIB, including development in Work-Applied Learning processes and practices.

2.5 AIB encourages faculty from its linkages overseas to work in Australia as visiting faculty to assist in the interchange of research views.

3. Collaborative Research Across Institutions

3.1 AIB works collaboratively with the Global Centre for Work-Applied Learning (GCWAL), with an objective of 'Linking Industry, Research and Education'. GCWAL has forged links with Universities, Higher Education Institutions and other interested bodies in overseas countries to exchange and disseminate latest global research into Work-Applied Learning.

3.2 As a Centre of Excellence, GCWAL publishes the Journal of Applied Management, a peer reviewed journal focusing on Work-Applied Research and its application in business settings.

3.3 Recently rebranded as the Journal of Work-Applied Management, the journal will continue to serve the wider Work-Applied Learning community, including AIB.

3.4 Doctoral research degree outcomes have been published in the Journal of Work-Applied Management together with research into Work-Applied Learning for business and its application.

3.5 AIB encourages and supports the collaboration between researchers, institutions, industry and across jurisdictions. Specifically, AIB has agreements with selected institutions to enable collaborative research.

3.6 Such collaborative research creates challenges that need to be managed in relation to ownership of intellectual property, conflicts of interest, responsibility for ethical and other clearances, data management, publication and commercialisation of research outcomes.

3.7 AIB expects researchers to comply with relevant legislation, statutory regulations and contractual obligations.

4. Dissemination of Research Output

4.1 General Research Output Dissemination Principles

(a) AIB supports and encourages the timely and responsible dissemination of research findings. This applies to all forms of dissemination, whether or not they are subject to peer review, such as formal publications in academic journals, web publishing, exhibitions or films, professional or institutional repositories. Researchers are expected to disseminate their research as widely as possible, within the constraints of intellectual property, contract or confidentiality requirements.

(b) AIB expects that authorship will be attributed in accordance with Sections 4 and 5 of the 2007 Australian Code for the Responsible Conduct of Research.

(c) To be named as an author in any academic publication, a researcher needs to have made substantial scholarly contribution in a combination of conception and design of the research or analysis and interpretation of research data and the drafting and revision of significant parts of the work so as to contribute to the interpretation.

(d) The right to authorship is not tied to position or profession and does not depend on whether the contribution was paid for or voluntary.

(e) The contribution of materials or routine technical support, the measurements on which the publication is based, the acquisition of funding or the collection of data should be acknowledged as a contribution but does not justify authorship.

(f) General supervision of the research team is not sufficient for authorship. Being named a supervisor is in itself not sufficient to be named an author.

(g) Each author of a research publication takes responsibility for the validity, originality, and integrity of the research that they contributed, or permitted to have contributed, to the research that is disseminated.

4.2 Dissemination of Research Outputs from Research Degrees

(a) All Doctoral theses, except those agreed to be commercial-in-confidence for a period or in perpetuity, and Masters theses where judged to contain information of value to business and research organisations, are available for public use. Theses are available on application from a list, including Abstracts, published on the AIB website.

(b) Candidates undertaking professional doctorates are required, as part of the assessment, to make a presentation of their research and findings at an AIB conference or seminar. Members of the work- place setting for the research and other interested organisations are invited. Candidates and staff of AIB are encouraged to attend.

(c) Candidates are encouraged to publish the presentation in the Journal of Work Applied Management or elsewhere, normally co-authored with member(s) of the advisory team.

5. Accountability

5.1 The Governing Board of AIB has accountability for building AIB's reputation and achieving its objectives in teaching and research. It delegates a number of teaching functions, including the quality of its courses and the quality performance of all faculty, to the Academic Board. Because of the focus of AIB on higher degrees including research courses, the performance of non-teaching faculty is included within this delegation.

5.2 Annual performance review requirements for faculty are distinguished from adjunct staff (as is the case with universities).

5.3 All researchers are expected to adhere to the highest standards of intellectual honesty; integrity; scholarly, theoretical and scientific rigour and ensure that their work conforms to appropriate ethical, safety, and environmental standards.

5.4 Researchers are expected to comply with the 2007 Australian Code for the Responsible Conduct of Research, relevant national and state legislation, AIB policies and procedures.

5.5 A safe working environment is to be maintained for all research. Researchers are expected to demonstrate:

(a) respect for human research participants (living or deceased), animals and the environment;

(b) use of research funds in accordance with terms and conditions under which funds were received;

(c) appropriate acknowledgement of the intellectual contribution of others in research; and

(d) responsible communication of research results.

6. Management of Research Data and Materials

6.1 AIB will provide data management services and safe, secure data storage facilities.

6.2 Researchers are expected to ensure research data and materials are managed and stored securely in accordance with relevant information privacy and records management legislation, AIB policies and procedures.

6.3 The ownership of research data and materials resulting from a research project hosted by AIB resides with Institute and not the researcher or funding body, unless subject to any written agreement between the researcher and AIB or AIB and a third party. Regardless of ownership, AIB as the institution hosting the research remains the custodian of the research data, the materials and the records.

7. Conflict of Interest

AIB recognises that conflicts of interests can occur or be perceived to have occurred within research and may be unavoidable in some circumstances. This places research, researchers and the AIB at risk. AIB expects that researchers will disclose any actual or apparent conflict of interest that may have the potential to compromise or influence their research. Researchers are expected to ensure that a conflict of interest is identified, disclosed and managed effectively to ensure transparency and integrity.

8. Research Misconduct

AIB has no tolerance for any misconduct or unethical behaviour in its research activities. All allegations that this Code has been breached will be dealt with in accordance with the AIB Academic Integrity Policy.

9. Research in AIB Courses

9.1 Research methodology relevant to Work-Applied Research is integrated throughout all Masters and Doctoral degree courses. Masters Coursework degrees provide the opportunity for project-based workplace research in conjunction with relevant discipline-based courses.

9.2 The Professional Doctorate (DBA) degree provides the opportunity to use work-applied research to make a significant and original contribution to knowledge in the context of professional practice within an organisation or industry. The Doctor of Philosophy (PhD) degree enables the use of work-applied research to make a significant and original contribution to knowledge relevant to organisational and/or industry contexts.

9.3 Doctoral degree courses require the candidate to have in-depth knowledge of: the underlying disciplines, the work setting of concern, and the project methodology for conducting a detailed and extensive research project.

10. Student Support in Research Degree Courses

10.1 AIB supports and encourages the appropriate mentoring and supervision of research candidates, acknowledging their importance in the development of research excellence, integrity, professionalism, mutual respect and recognition.

10.2 AIB works with the candidate to agree to a research advisory team that meets the personal approach needs of the candidate and has the appropriate skill set to ensure that the research project and the course is completed in a timely manner and of a quality to make a contribution to knowledge at the Masters level, or an original contribution to theory and its application at the Doctoral level.

10.3 The skill set AIB seeks in its research advisory team for a candidate, through the qualifications and experience of the team, is two-fold. The primary skill is in mentoring candidates through a high-quality research project process, including: development of a value-added research proposal; sound, relevant and valid data collection and analysis; and communication of findings through a thesis. The primary skill is supported by an appropriate number of experts with in-depth knowledge of the underlying disciplines of the research, and the skill to assist candidates to identify gaps in relevant theory and application knowledge.

10.4 Work-place problems often contain transdisciplinary needs across a number of underlying disciplines. Furthermore, the underlying disciplines associated with work-place problems may cover a number of operational areas, such as finance, marketing, operations, human resource management and strategic management.

10.5 AIB has a part- and full-time core of teaching staff and research advisors. To cover facilitation and transdisciplinary needs AIB has a list of available and approved adjunct staff. A member of staff of the work-place setting may be invited as an expert where appropriate.

10.6 AIB seeks to employ faculty and adjunct staff with the following qualifications:

(a) A doctoral degree qualification,

(b) Experience with advising and mentoring research candidates at the level being supervised,

     (c) Experience in research or in application of knowledge to business such as in: academic or applied research, information collection and dissemination, consulting, or senior management of organisations or projects,

     (d) Maintaining interest in educational development, research, work-place enhancement, or associated fields.

10.7 Supervisors are responsible for overseeing compliance by research candidates with the provisions of AIB policies.

10.8 AIB reviews the performance of its research supervisory staff on at least an annual basis. It formally debriefs all candidates and their research supervisors after completion of their course.

11. Research Active Faculty

AIB has adopted a definition of academic faculty identified as 'research active' in line with common standards utilised in Australian Universities, as specified in Appendices A and B. All academic faculty are encouraged to work towards, maintain or exceed this standard. Faculty selected for research degree supervision and for other senior research leadership roles are required to be research active under this definition.

12. Research Candidate Progress

The progress of a research course candidate is assessed through a six monthly report from the candidate and the advisory team, drawn from full-time, part-time and adjunct staff. A debrief of the performance of the candidate and advisory team is undertaken at the end of the course.

13. Reporting

A summary of Higher Degree performance is presented to the Research and Higher Degrees Committee.

Related Forms:
Nil

Related Policies:
Nil

Responsibility:
Academic Director

Current Status	Version 5
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APPENDIX A

Research Active Definition

Research is defined as the creation and dissemination 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. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.

This definition of research is consistent with a broad notion of research and experimental development (R&D) as comprising of creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humanity, culture and society, and the use of this stock of knowledge to devise new applications.

This definition of research encompasses pure and strategic basic research, applied research and experimental development. Applied research is original investigation undertaken to acquire new knowledge but directed towards a specific, practical aim or objective (including a client-driven purpose)[1].

Embedded in the very fundamental fabric of the research process at AIB are the twin concerns for research dissemination and impact of research. Without dissemination of research there is minimal impact. These issues are so important in AIB's research approach that they are included as part of the AIB Research Active definition.

A staff member of the Australian Institute of Business is considered to be Research Active if he or she has in the preceding 3-year period

> Published research publications equivalent to 2 HERDC points
>
> AND
>
> at least one of the following:
> - Supervised to completion 1 research higher degree student in the preceding 3 year period or currently supervising at least 1 research higher degree students; or
> - Obtained at least 1 external grant of more than $5,000 from a competitive grant scheme or industry in the last 3 years; or
> - Completed a non-traditional research output (e.g. external research report); or
> - Obtained a patents or registered design.

Equivalent HERDC points are calculated on the basis of the table provided in Appendix B. The components in the table draw on benchmarking of the "research active definitions" used by other higher education providers.

Early Career Researchers (ECR)

Early Career Researchers (ECRs) are those staff members who have had their doctorates conferred within the last five years. An Early Career Researcher is considered to be research active if he or she has research outputs equivalent to 0.5 HERDC points per year - equivalent to 2.5 HERDC points in the five year period from the date of the conferral of their doctorate.

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[1] http://docs.education.gov.au/system/files/doc/other/draft2015herdcspecifications.pdf

APPENDIX B

Research Outputs Points Table

	Research Output[2]	Detail	Points[3]
a.	Books (A1/A2)	Sole author of the book	5.0
b.	Book chapter (B1)	Sole author of the chapter	1.0
c.	Refereed Journal Article (C1)	Sole author of the article	1.0
d.	Refereed Conference Paper (E1)	Sole author of the full paper	1.0
e.	Conference Presentation Only (E2)	Sole author of the abstract	0.25
f.	Patents		5.0
g.	Registered Designs		1.0
h.	Research Income of $15,000	Total amount for the 5 year period	4.0
i.	Research Related to Professional Practice	Disseminated research in institutional, professional, academic or teaching context contributing to knowledge in the context of professional practice that has had the impact of a significant change in policy, process or product, which is independently documented Sole author of the report.	0.5-5.0
j.	Industry Commissioned Report (Y2)		1.0
k.	Other publication (Y2)	Sole author of the publication	0.5-1.0
l.	Supervised a RHD student to successful completion		4.0
m.	Peer Reviewing	Peer reviewer for a journal	0.25
		Peer reviewer for a conference	0.25
		Peer reviewer for a book	1.00
n.	Editing	Editor of a special issue of a peer reviewed journal	2.0
		Membership of an editorial board actively involved in production of an issue for publication	0.5

Notes:
- This table is a guide to the likely point allocation for research outputs contributing to Research Active status.
- Author Points Allocation
  - Sole author – 100%
  - Up to 3 authors – 50% each unless there is an agreed variance by all named authors and the Deputy Academic Director

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[2] meeting the standard HERDC/ERA inclusion specifications; for HERDC specifications (https://education.gov.au/higher-education-research-data-collection); for ERA specifications (ARC (2014). *ERA 2015. Excellence in Research for Australia. ERA 2015 Submission Guidelines*. Commonwealth of Australia. p. 57-60}.

[3] HERDC equivalent points

- More than 3 authors – 50% each for the first 3 named unless there is an agreed variance by all named authors and the Deputy Academic Director
- Points allocated for i. above occur in a range between 0.5 and 1.0. The exact allocation will be determined by the Deputy Academic Director. The determination will be based on the exact nature of the research output.
- Points allocated for k. above occur in a range between 0.5 and 5.0.
  - Point allocation will be determined against a set of published criteria after an initial determination by the Deputy Academic Director
  - The exact allocation will be based on a submission by the author(s)
    - stating their view of the appropriate rating with comments in relation to each criterion
    - provide evidence from a relevant senior industry professional who is able to address the criteria
  - The points allocation will be ratified by the Research Higher Degree Committee
  - Criteria include:
    - The exact nature and depth of the research
    - The impact of the research (e.g. local, national, international, industry-wide)
    - Implications of the research