

Research Report Policy

Category:	Research
Last Modified:	November 2012
Review Date:	November 2013
Approved By:	Chair, Research Committee
Contact Person:	Director, Research & Innovation, Extn 3488

Introduction:

The annual report, named *Research 201X*, consists of two sections. The first section highlights particular research activities of individuals who have made a major contribution to research for the year in which the report is produced, the second section lists outputs published by staff for that year. This policy outlines the criteria to be used in determining the research outputs eligible for inclusion in the second section of the report.

Policy Statement:

The Research Committee has reviewed the criteria to be used in determining the scholarly works eligible for inclusion in the report.

1. The method used for collection of data for the report will follow that which is used for individual evidence portfolios for the Performance Based Research Fund (PBRF). Therefore, only one point of collection is required for both exercises.
2. **The main criteria for the list of scholarly works in the report will be:**
 - i. that the work has been published in the sense that it is in permanent form and is readily accessible in the public domain;
 - ii. that it has been accepted for publication or production by a person other than the author;
 - iii. that it demonstrates a level of scholarship appropriate to a university;
 - iv. that the work has been quality assured.

3. The items to be submitted for the report are those that are collected using the PBRF research output types (as specified in the PBRF guidelines).

These include the following (quality assured items only):

Artefact/Object
Authored Book
Chapter in Book
Composition
Conference Contribution: Abstract
Conference Contribution: Full conference paper
Conference Contribution: Oral presentation
Conference Contribution: Other
Conference Contribution: Paper in published proceedings
Conference Contribution: Poster presentation
Confidential Report
Design Output
Discussion Paper
Edited Book
Exhibition
Film/Video
Intellectual Property (eg. patent, trademark)
Journal Article
Literary Translations (where these contain significant editorial work in the nature of research)
Monograph
Oral Presentation
Other Form of Assessable Output
Performance
Report for External Body
Scholarly Edition
Software
Thesis – Masters or Doctoral
Technical Report
Working Paper

4. The following items will not be acceptable:

- Newspaper articles;
- Magazine articles, except where these are quality assured and scholarly in nature*
- Editorials, except where these are quality assured and scholarly in nature;
- Book reviews, except where they are published in reputable peer-reviewed journals;
- Transcripts of radio interviews or comment;
- Abstracts, except where they are published as a record of a conference contribution in a peer-reviewed publication;
- Departmental discussion papers/research reports.

*If an academic would like outputs of these types to be included in the report they will need to make a case to the AVC Research that the output is scholarly in nature. Any decision regarding the inclusion of these outputs rests with the AVC Research.

5. For Conference Contribution outputs, where multiple forms of an output from the same conference exist (e.g. an oral presentation and/or a full conference paper and/or a paper in a

published proceedings), only one version of the output should be entered into Profiler (the Conference Contribution sub-type may be updated over time to reflect subsequent publication of a conference proceeding).

6. Each year, before the report is to be produced, a memorandum be sent to HODs/staff with the date by which they will be required to update their individual portfolio information with relevant outputs.
7. To ensure consistency in the report, Research & Innovation, in conjunction with the Library, will attempt to verify all outputs. A Quality Control/Quality Assurance process, in conjunction with the Departments and Colleges, will also be undertaken.
8. Where there is doubt, Research & Innovation may seek guidance from College research committees regarding the application of the PBRF definition of quality assurance.
9. Staff (including adjunct staff) and postgraduate students are eligible to have their research outputs included in the report as long as the research leading to their publication was (largely) undertaken at UC.

New staff who have commenced employment at UC, either during the previous year or in the current year, should only include the outputs they published while at UC. These staff are encouraged to enter all their research outputs into the database. The responsibility for removing their non-UC outputs from the report lies with the Research & Innovation team.

Notes:

1. For further information, contact Research & Innovation, Level 2, Geography-Psychology Laboratory Block, Christchurch, ph 364 2688, fax 364 2694, website: <http://www.research.canterbury.ac.nz>

Version Control Table		
Action	Approval Body	Date Amended
Full Review <i>Only changes made in reference to new title i.e. Research and Innovation</i>	Chair, Research Committee	3 March 2009
Amendment <i>New text under 8.</i>	Chair, Research Committee	3 November 2009
Amendment <i>Inclusion of literary translations, magazine articles and editorials of a scholarly nature</i>	Chair, Research Committee	25 January 2011
Rolled for Review in July 2012	Chair, Research Committee	29 February 2012
Amendment <i>New text under 5.</i>	Chair, Research Committee	13 November 2012

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