Research Policy

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Category: Research	Date Created: October 2001
Responsibility: Chair Research Committee	Date Last Modified: June 2013
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Purpose

The purpose of this policy is to define research and articulate UCOL's expectations of staff in relation to it.   For the purpose of this policy the definition of research is set out in Appendix A (being the NZQA Definition of Research 2008).

Scope

This policy applies to all staff and students undertaking academic research projects. Institutional research projects may be submitted to the Research Committee for advice.

Responsibility

The primary responsibility for research at UCOL lies with the Executive Deans and Managers. The Research Committee is responsible for monitoring research activity undertaken at UCOL and developing and maintaining the *'Code of Ethical Conduct for Research and Teaching Involving Humans as Research Participants'* and/or the UCOL *'Use of Live Animals for Teaching and Research Policy'* as appropriate. The Committee is responsible for approving research proposals from staff and/or graduate students, and will provide ethical advice and assist with mentoring and supporting staff and/or students undertaking research.

Responsibility for the approval of UCOL student research projects is delegated to the relevant UCOL programme team(s).

Policy Statements

1. That the majority of UCOL academic staff teaching in degrees will be actively engaged in research.

2. All research projects conducted by UCOL staff and/or graduate students, involving UCOL staff or students as participants, (except projects proposed for institutional purposes[1]) must be approved by the UCOL Research Committee.

3. Projects approved by another tertiary institution as part of a staff member's research or research by a non-UCOL staff member must be submitted to the Research Committee for approval when the project involves UCOL staff or students.

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[1] An institutional research project is deemed to involve research for the purposes of informing UCOL's business and administrative decision. Such projects do not require Research Committee approval, but must be authorised by the Office of the Chief Executive or its delegate, subject to addressing ethical considerations. Projects carried out for administrative purposes may however be submitted to the Research Committee for advice, if the researcher so wishes.

4. Any work created or developed during the research is covered by UCOL's *'Intellectual Property – Staff Policy'*.
5. UCOL staff will give the Executive Dean notification of research in which they are engaged if the research has not been captured by the Research Plan.
6. All staff and/or students involved in research which requires the co-operation of human, and/or animal participants and/or the use of live animals are subject to the UCOL *'Code of Ethical Conduct for Research and Teaching Involving Humans as Research Participants'* and/or the UCOL *'Use of Live Animals for Teaching and Research Policy'* as appropriate.
7. UCOL staff undertaking research approved by the Research Committee must report regularly on their research activity according to the UCOL *'Research Reporting Guidelines'*.
8. UCOL student research projects must be approved by the relevant UCOL programme team.

Relevant Legislation

- Human Rights Act 1993
- Privacy Act 1993
- Health Information Privacy Code 1994
- Code of Health and Disability Services Consumer's Rights 1996
- Animal Welfare Act 1999

Related Documentation

- [Academic Statute](#)
- [Academic Quality Management System (AQMS) 2010, Part B, Section 11](#)
- [Application for Student Research Approval Form and Guidelines](#)
- [Code of Ethical Conduct for Research and Teaching Involving Humans as Research Participants](#)
- [Information on Doing Research](#)
- [Intellectual Property - Staff Policy](#)
- [Intellectual Property – Student Guidelines](#)
- [Lecturers Guidelines for Student Research Projects](#)
- [Research Approval Application Form](#)
- [Research Reporting Guidelines](#)
- [Use of Live Animals for Teaching and Research Policy](#)
- [Use of Live Animals for Teaching and Research Procedure](#)
- [Research Strategy 2011-2013](#)

Appendix A – NZQA Definition of Research (NZQA 2008)

Definition of Research

Research is an intellectually controlled investigation which leads to advances in knowledge through the discovery and codification of new information or the development of further understanding about existing information and practice. It is a creative, cumulative and independent activity conducted by people with knowledge of the theories, methods and information of the principal field of inquiry and its cognate areas(s). Research typically involves either investigation of an experimental or critical nature, or artistic endeavour of the type exemplified by musical composition. The results of research must be open to scrutiny and formal evaluation by others in the field of inquiry and this may be achieved through publication in peer-reviewed books and serials, or through public presentation. Research is often characterised by the identification of fruitful new topics for investigation and unexpected uses for its findings.

Research activities play a vital role in creating an environment in which the optimum teaching and learning processes occur, and in which staff and students are stimulated by the interplay of new ideas and the spirit of enquiry. Learning, at graduate and postgraduate levels, takes place in an environment of developing and advancing knowledge, problem solving, critical evaluation, investigation and an awareness of the limits of enquiry and understanding.

Research may be found in the following contexts,[2] although they are not mutually exclusive:

a   Basic or fundamental research: experimental or theoretical work undertaken primarily to acquire new knowledge without any particular application or use in view.

b   Strategic research: work which is intended to generate new knowledge in an area which has not yet advanced sufficiently to enable specific applications to be identified.

c   Applied research: work which develops or tests existing knowledge and is primarily directed towards either specific practical objectives or towards the evaluation of policies or practices. Work which involves the routine application of established techniques on routine problems is unlikely to constitute research.

d   Scholarship: work which is intended to expand the boundaries of knowledge and understanding within and across disciplines by the analysis, synthesis and interpretation of ideas and information, making use of a rigorous methodology.

e   Creative work: the invention and generation of ideas, hypotheses, images, performances or artefacts, including design, in any field of knowledge, leading to the development of new knowledge, understanding or expertise.

Activities which *may* be equivalent to research if they meet one or more of the definitions (a-e) outlined above include:

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[2] This part of the definition draws on that developed by the United Kingdom Council for National Academic Awards, *Handbook*, 1991-92 (ISBN 0 903471 68 X).

f   Consultancy, which involves the deployment of existing knowledge and the application of analytical and investigative skills to the resolution of problems presented by a client, usually in an industrial, commercial or professional context.

g   Professional practice, some of which overlaps with consultancy when conducted at an advanced level. In certain subject areas and professions the theorisation and effectiveness of professional practice are advanced by academic staff who practise and participate in it.

NZQA does not regard activity mainly concerned with keeping abreast of new developments in subjects as 'research'. It is assumed that providers will, as a matter of course, ensure that all teachers of degree programmes have sufficient time to keep abreast of new developments both in their subject areas and in methods of teaching and assessment.

All research activities must be conducted in accordance with recognised ethical standards.