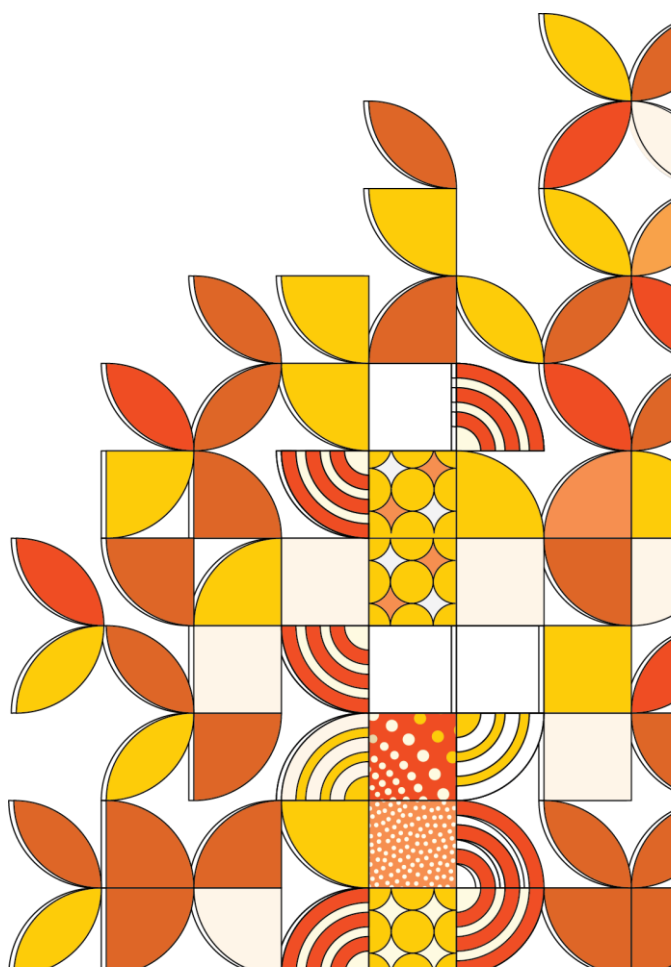# Research, Scholarship, and Publication Framework

SECTION 1

Purpose

1. The Institute of Health and Management (IHM) promotes academic excellence through a unified approach to research and scholarship.

2. This Framework articulates IHM's principles, responsibilities, and procedures for conducting research and scholarly activities with integrity and rigour.

3. It aligns with the *Higher Education Standards Framework (Threshold Standards) 2021* and the *Australian Code for the Responsible Conduct of Research 2018* (the 2018 Code), and supports a culture of inquiry, ethical practice, and evidence-based education.

Scope

4. This Framework applies to all IHM staff, students, visiting academics, adjuncts, and collaborators engaged in research or scholarship under IHM's auspices, regardless of funding source or affiliation. It applies to both independent and collaborative research and covers all forms of scholarly outputs.

5. Researchers must comply with this Framework, applicable legislation, and external codes. Joint projects require adherence to both the IHM and the partner institution's protocols.

Definitions

6. For the purposes of this Framework,

   6.1 Research: The creation of new knowledge and/or novel application of existing knowledge, as defined by the Australian Research Council for Excellence in Research for Australia (ERA).

   6.2 Scholarship: Engagement with disciplinary developments to enhance teaching, learning, and professional practice (Examples of scholarly activity may include reading and critically reviewing literature, updating curriculum with new findings, attending or presenting at academic conferences, engaging in professional practice for skill enhancement, or participating in communities of practice in the discipline).

7. For definitions of other terms used in this Framework, refer to IHM's Glossary of Terms.

Suite Documents

8. This Framework is linked to the following suit documents:

   7.1 Academic Honesty and Integrity Policy.

   7.2 Academic Honesty and Integrity Procedure.

   7.3 Copyright Policy.

   7.4 Copyright Procedure.

   7.5 Other documents as listed in the 'Related Internal Documents' in Section 3 below.

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SECTION 2

Guiding Principles (Research and Scholarship)

9. Excellence and Integrity: Research and scholarship at IHM must be conducted with the highest standards of honesty, rigour and ethical integrity. All stages of research, from design and conduct to reporting of results, should be carried out with care, thoroughness and accountability.

10. Responsible Conduct: Uphold the eight foundational principles of responsible research conduct as specified in the 2018 Code, including honesty, fairness, accountability, and respect for participants and Indigenous knowledge.

11. Ethical Compliance: All research will comply with relevant ethical standards and regulatory requirements. Obtain ethics approval for applicable research projects. Adhere to relevant legislation and ethical codes (e.g., National Statement on Ethical Conduct in Human Research).

12. Quality and Impact: IHM is committed to supporting high-quality research that has academic, professional, or societal impact. Research and scholarly outputs should be of a standard that contributes to knowledge or practice in relevant fields.

13. Academic Freedom: IHM supports free intellectual inquiry within ethical and legal bounds. IHM fosters an environment where ideas can be debated and tested rigorously, without fear of censorship or retribution, provided the principles of integrity and respect are maintained.

14. Transparency and Accountability: IHM maintains transparency in its research and scholarship activities through clear reporting and open communication. Researchers must accurately document their research procedures and findings and share outcomes publicly (through publication or other dissemination) whenever feasible. Any potential breaches of this Framework or research misconduct will be addressed promptly and fairly, in accordance with established procedures.

15. Integration into Teaching: Ensuring scholarly activity informs curriculum and student learning. Staff are expected to engage in scholarly activities to ensure their teaching is informed by current knowledge and methodologies in their discipline. The institution supports the integration of research findings and scholarly insights into curriculum and teaching practice, enhancing the student learning experience.

Research

16. **Research Culture and Support**

    16.1 IHM promotes an inclusive, collaborative and collegial research culture. Researchers are expected to discuss and share their research efforts with peers, engage in seminars or research forums, and contribute to a vibrant academic community.

    16.2 Students should be encouraged to undertake research in collaboration with academic staff members.

16.3 Student research, independently undertaken by a student, must be supervised by an academic to be approved by the relevant Head of School at IHM.

16.4 Resources (e.g. time, funding, infrastructure) are provided to support research aligned with strategic priorities.

16.5 Academic and relevant IHM staff are expected to remain research active, with outputs monitored through performance reviews.

17. **Research Integrity and Ethics**

17.1 All research must comply with the following laws and regulations:

17.1.1 Higher Education Standards Framework (Threshold Standards) 2021, Domain 4 (Research and Research Training).

17.1.2 NHMRC National Statement on Ethical Conduct in Human Research (2025).

17.1.3 Australian Code for the Responsible Conduct of Research, 2018 (the 2018 Code).

17.1.4 Relevant States and Territories data protection legislation.

17.1.5 The Privacy Act 1988 (Cth).

17.1.6 NHMRC Guidelines Under Section 95 of the Privacy Act 1988.

17.1.7 NHMRC Guidelines Under Section 95A of the Privacy Act 1988.

17.1.8 NHMRC Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders (August 2018).

17.1.9 Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research (2020).

17.2 Prior to commencing any research involving human participants, personal information, or any other ethical considerations or sensitive data, researchers must obtain approval from the appropriate ethics committee.

17.3 If the research proposal involves low or negligible risk, ethics approval must be obtained from IHM Low-Risk Human Research Ethics Panel (LR-HREP). Researchers proposing research involving more than low risk are encouraged to partner with external researchers whose organisations have a Human Research Ethics Committee (HREC) to review such research proposals.

17.4 Research must adhere to the principles of voluntary informed consent, confidentiality and privacy of participant data, risk minimisation, and cultural sensitivity. In particular, research that involves Aboriginal and Torres Strait Islander peoples must be conducted with respect for their rights, culture, and protocols, and ideally with their engagement or collaboration in research that affects them (in line with the 2018 Code's Recognition principle). Any such research proposal must be either approved by IHM's LR-HREP or an external HREC as appropriate.

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17.5 All legislative requirements (e.g. Privacy Act, data protection laws, bio-safety regulations, work health and safety laws) must be complied with during the conduct of research.

17.6 Researchers must maintain documentation, report issues promptly, and apply rigorous methodologies.

17.7 Any unexpected issues affecting research participants or deviations from approved protocols must be reported to the LR-HREP promptly.

18. **Conflicts of Interest**

18.1 Researchers must disclose actual or perceived conflicts early in accordance with the IHM *Conflict of Interest Disclosure Framework*.

18.2 Conflicts are managed via an oversight mechanism (e.g. supervision of the Academic Dean or a research ethics and integrity officer) under the Framework cited in clause 18.1.

18.3 Failure to disclose may result in disciplinary action.

19. **Research Outputs and Publication Quality**

19.1 Research outputs include, but are not limited to, publications such as journal articles, books and book chapters, conference papers, creative works, reports for external bodies, and other forms of scholarly dissemination.

19.2 Quality is prioritised over quantity; predatory publishing is strictly prohibited.

19.3 Researchers must participate in peer review and uphold publication ethics.

19.4 Publication should be prioritised in reputed journals indexed in established databases like Scopus, Web of Science, PubMed/MEDLINE, Science Citation Index (SCI), Science Citation Index Expanded (SCIE), Social Sciences Citation Index (SSCI) and publishers such as Elsevier, Springer, Wiley, Taylor & Francis, Oxford University Press, PLOS, Cambridge University Press, Nature, Science and Royal Society of Chemistry etc.

19.5 Researchers should utilise Scimago Journal Rank (SJR) or Journal Citation Reports (JCR) to assess journal quality.

20. **Authorship and Attribution**

20.1 Authorship requires a significant intellectual contribution and consent.

20.2 IHM must be listed as the institutional affiliation for all IHM staff and students who are authors on a research output. If a researcher leaves IHM before publication of work substantially done at IHM, they should still list IHM as an affiliation (along with their new institution if applicable) on the publication.

20.3 Conversely, if a researcher joins IHM and brings work close to completion from a previous institution, they should consult on whether IHM affiliation is appropriate (usually, the previous institution would be primarily listed, along with IHM).

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20.4 Funding (whether from IHM or an external source) and all other relevant support must be acknowledged.

20.5 Authorship disputes (e.g. disagreements about inclusion, exclusion, or order of authors) should be resolved collegially if possible. If needed, the Academic Dean or a delegated research ethics and integrity officer can mediate discussions based on the authorship criteria.

21. **Data Management**

21.1 Data must be securely stored, managed, and retained for at least five years.

21.2 IHM encourages the sharing of research data where ethically and legally appropriate, to further transparency and enable others to validate and build upon research findings.

21.3 Use of IHM-held data requires formal approval. If a researcher intends to use IHM internal data (such as student performance data, institutional survey results, or other information owned by IHM) for research purposes, they must obtain prior permission. A formal request should be submitted to the Academic Dean (or a designated Research and Scholarship Committee), outlining the data required and the research purpose. IHM will consider privacy obligations and data sensitivity in deciding whether to approve such use.

22. **Monitoring, Reporting and Benchmarking**

22.1 All IHM researchers (staff and students) must report their research outputs to the IHM Research and Innovation Manager or a designated officer in a timely manner.

22.2 IHM will maintain **the Research and Scholarly Register**, to record all research and scholarly outputs produced by IHM staff members and students and will be kept current.

22.3 The Academic Board will receive at least an annual report on IHM's research and scholarship performance and review the report.

22.4 IHM may periodically benchmark its research output and quality against comparable institutions or against defined targets (for example, a target number of publications per staff member, or improvements in publication quality) to ensure continuous improvement.

Scholarship

23. **Commitment to Scholarly Activity**

23.1 All academic staff are expected to engage in scholarship.

23.2 Each year, IHM will consider budgeting for staff scholarship activities (such as professional development funds or research grants) as part of its commitment to academic excellence.

23.3 Scholarship ensures teaching is current and evidence informed.

23.4 IHM will provide reasonable support for staff to engage in scholarship. Institutional support may include access to funding, resources, and leave (Refer to *Staff Professional Development Policy and Procedure* for detailed information).

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24. **Scope of Scholarly Activities**

24.1 Includes literature review, professional practice, curriculum design, conference participation, further study, and publishing.

24.2 Activities should be tailored to staff roles and professional goals.

25. **Responsibilities and Expectations**

25.1 Staff must document scholarly engagement in performance reviews.

25.2 Managers facilitate staff engagement in scholarly activities and research and ensure fair workload allocation.

25.3 IHM should embed recognition and rewards into staff promotions, performance review, and appraisal processes.

26. **Integration with Research**

26.1 Academic staff who are research-active are also fulfilling scholarship requirements by virtue of conducting and publishing research (provided they apply their research learning to teaching and share it with colleagues and students).

26.2 Staff who are not engaged in research are nevertheless expected to undertake other forms of scholarship to remain up to date. They might focus more on professional practice or pedagogical innovation as their scholarly contribution.

26.3 IHM views learning, teaching, scholarship, and research as interconnected activities that collectively enhance academic quality. Scholarship informs curriculum, learning, teaching and supports HESF Domain 3 (Teaching), Domain 4 (Research and Research Training), and PART B (Criteria for Higher Education Providers) B1.1, B1.2 and B1.3 compliance.

Research and Scholarship Responsibilities

27. **Researchers (Staff and Students)**

27.1 Researchers must:

27.1.1 Uphold ethical standards and secure ethics approvals before commencing research.

27.1.2 Accurately attribute authorship and institutional affiliation.

27.1.3 Disclose and manage conflicts of interest.

27.1.4 Manage research data securely and in line with privacy laws and retention standards.

27.1.5 Report publications and scholarly outputs promptly.

27.1.6 Engage in continuous professional development and scholarly activity.

28. **Academic Leaders**

28.1 Academic Deans, Heads of School, Course Coordinators, Research and Innovation Manager, and Research Ethics and Integrity Officer, among others, must:

28.1.1 Promote a culture of scholarship and research integrity.

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28.1.2 Support staff through mentoring, workload allocation, and recognition.

28.1.3 Monitor scholarly engagement and address non-compliance.

28.1.4 Ensure research and scholarship are integrated into curriculum design and delivery.

29. **Governance**

29.1 The Academic Board oversees this Framework, monitors integrity, and ensures alignment with IHM strategic goals.

29.2 The Learning and Teaching Committee also oversees the research and scholarly activities.

29.3 The Research and Innovation Manager manages operational oversight, output reporting, ethics approval, and professional development relating to research.

29.4 The Academic Dean leads implementation, resource allocation, investigation of breaches, and performance monitoring.

Breach Management

30. Breaches include misconduct such as plagiarism, data falsification, unethical authorship, or failure to comply with this Framework and will be managed by the *Academic Honesty and Integrity Policy,* the *Academic Honesty and Integrity Procedure,* and other relevant IHM policies and procedures.

SECTION 3

Associated Information

Related Internal Documents	• Academic Honesty and Integrity Policy and Procedure • Conflict of Interest Disclosure Framework • Student Code of Conduct • Staff Code of Conduct • Academic Leadership and Performance Matrices • Guideline on Low-Risk Research • Low-Risk Human Research Ethics Procedure • Low-Risk Human Research Ethics Approval Form • Benchmarking Policy and Procedure

Related Legislation, Standards, and Codes	• National Statement on Ethical Conduct in Human Research 2025 (NHMRC)
	• Higher Education Standards Framework (Threshold Standards) 2021
	  Domain 3 (Teaching)
	  Domain 4 (Research and Research Training)
	  PART B (Criteria for Higher Education Providers) B1.1, B1.2 and B1.3
	• TEQSA Guidance note: Research and research training (2024)
	• TEQSA Guidance note: Academic and research integrity
	• TEQSA Guidance note: Academic leadership
	• TEQSA Guidance note: Scholarship
	• TEQSA Guidance note: Research requirements for Australian universities (2024)

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	• Australian Code for the Responsible Conduct of Research, 2018 (the 2018 Code) • Relevant States and Territories data protection legislation • The Privacy Act 1988 (Cth) • NHMRC Guidelines Under Section 95 of the Privacy Act 1988 • NHMRC Guidelines Under Section 95A of the Privacy Act 1988 • NHMRC Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders (August 2018) • Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS): Code of Ethics for Aboriginal and Torres Strait Islander Research (2020) (AIATSIS Code) • Australian Code for the Care and Use of Animals for Scientific Purposes • Copyright Act 1968
Date Approved	07/08/2025
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Responsibility for implementation	Academic Dean
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Change History

Version Control		
Change Summary	**Date**	**Amendment Details (short description)**
1.1	22/02/2013	Approved by the Board of Governors
2.0	17/02/2025	Updated the new logo and template
3.0	06/05/2025	Full review after the life cycle, and combined the Research and Scholarship Publication Policy and Procedure into the *Research, Scholarship and Publication Framework* (with new title) Aligned with the terms of reference of newly established Low-Risk Human Research Ethics Panel (LR-HREP)
	11/02/2026	Minor changes inserted to clause 22.2 to remove inconsistencies; approved by the Chief Executive Officer (in exercise of power delegated to him under paragraph 3.4 of Schedule 1 to the Delegation Framework for "Board of Directors powers in urgent and unforeseen circumstances")

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