
Academic Staff Scholarship Policy

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Academic Staff Scholarship Policy

Policy Statement

This policy outlines the principles, policy, governance and assurance arrangements with regard to academic scholarship at Governance Institute of Australia; and the responsibilities of the Institute and academic staff to deliver these arrangements.

Definitions

1. For the purpose of this policy:

- **Academic integrity:** The expectation that academic staff, students, and all members of the academic community act with honesty, trust, fairness, respect and responsibility. Breaching academic integrity is also known as academic misconduct, y.
- **Academic scholarship:** refers to the activities concerned with gaining new or improved understanding, or appreciation and insights into a field of knowledge; or engaging with and keeping up to date with advances in the field. Engagement in scholarship can be considered both at provider-level (e.g. policy frameworks, resource allocation, postgraduate course material review and development; or at individual level (e.g. part of an individual's personal professional development, teaching, research or professional practice). A key component of academic scholarship is that academic scholarship advances knowledge or professional practice in a field or transmits advances in knowledge through contemporary approaches to teaching and learning, or research and training.
- **Academic staff:** A person employed or contracted (in the context of this policy) by Governance Institute who undertakes academic tasks, such as teaching, marking and moderation of students' assessment, undertakes academic scholarship (as defined in this section), and undertakes associated academic administration tasks. Academic Leaders provide academic leadership across the above activities.
- **Commissioned material:** means any material in any format or medium created as the result of a specific request or direction by the Institute, formalised by an academic staff member (as defined above).

- **Educational Material:** means any material in any format or medium created or developed for the purpose of teaching at the Institute that may include, but is not limited to, examination and assessment questions, Subject Outlines, presentations and lecture notes.
- **Field of Education:** The classification system used by the Australian Bureau of Statistics (ABS) and higher education providers to classify courses of study, course specialisations and units of study into academic discipline areas.
- **HDR: Higher Degree Research** means a doctoral degree (a PhD or professional doctorate) or a master's degree undertaken by research, classified at level 10 and level 9 of the AQF, respectively.
- **Predatory journal:** an 'academic' journal that is not peer reviewed; and will publish 'academic' works submitted by an author, subject to the author paying a fee specified by the journal.
- **Scholarly Output:** The outcome, output or evidenced progress towards the completion of an academic scholarship activity, as defined in Part C of this policy that is not considered a Scholarly Work or Educational Material, as defined in this policy.
- **Scholarly Work** means any work of a scholarly nature generated from academic scholarship / scholarly activity including, but not limited to, a journal article, book chapter, or conference paper. Education materials and Commissioned materials, as defined in this policy, are not considered scholarly works.

Part A — Principles

2. Governance Institute of Australia:
 - a. affirms that as an Institute of Higher Education that the benefits of academic scholarship include the enhancement of Governance Institute's external profile, credibility and standing as a higher education provider; and that academic scholarly activity enriches students' learning when the findings of academic scholarship are imparted by academic staff into their teaching.
 - b. develop and nurture scholarship and excellent academic leadership and to formally mentor academic staff in undertaking scholarly activities.

- c. will only recognise academic scholarship as conducted within the field or fields of education applicable to the Institute's courses, or as otherwise approved by the Academic Board.
- d. maintains that scholarly works and outputs generated by academic staff scholarly activities are subject to the relevant provisions of the Intellectual Property (IP) Policy of the Institute.

Part B — Governance and Assurance of Academic Scholarship

- 3. The Academic Board is responsible for resourcing, approving, monitoring and quality assuring the Institute's academic scholarship strategy and activities.
- 4. The Academic Board is responsible for formulating the academic scholarship strategy, developing appropriate policies, guidelines and performance targets to support it that incorporate appropriate quality assurance provisions.
- 5. The Academic Board will identify the risks associated with academic scholarship, and will identify and implement appropriate risk treatments, subject to the approval of the Academic Board.
- 6. The Academic Board will receive reports at least annually on the implementation and progress of the academic scholarship activity.
- 7. The Institute will establish a central, electronic repository for academic staff to record and upload evidence of their scholarly activity for effective record keeping and compliance reporting purposes.

Part C — Academic Scholarship Activities

- 8. Activities that are recognised and satisfy academic scholarship requirements include:¹
 - a. Publication of research outcomes in academic or professional journals or as book chapters or in other publications, as endorsed by the Academic Board.
 - b. Securing research funding from research grants or other funding schemes, which are open to applicants from Institutes of Higher Education where the output aligns with an academic scholarship activity recognised by the Institute.

¹ These activities are based on the [TEQSA Guidance Note: Scholarship v3 \(May 2022\)](#).

- c. Presentation of research outcomes at an academic or professional conference within the field of education of the Institute.
- d. Enrolment in a HDR degree within the same field of education of the Institute.
- e. Peer reviewing articles for publication in academic or professional / industry-based publications.
- f. Authoring or editing textbooks, or authoring chapters of textbooks or other educational resources (but not *educational materials*, as defined in Section 3 of this policy) that align to the field of education of the Institute.
- g. Participation with industry partners in industry-led research or consultancy projects where the academic staff member contributes by undertaking applied / theoretical research or a similar scholarship activity.
- h. Development and review of curriculum for courses, subjects, training or short courses offered by the Institute or by another Institute or agency that are within the same field of education as the Institute.
- i. Reviewing professional standards, accreditation guidelines or examination papers for a professional association that are within the same field of education as the Institute.
- j. Other scholarship activity, as endorsed and approved by the Academic Board that is not considered as *educational material* or *commissioned material*.

Part D — Responsibilities of the General Manager, Education and Academic Staff

Responsibilities of the General Manager, Education

- 9. Making available appropriate financial and people resources (such as senior academic leaders as mentors) to support academic staff (including contractors) to engage in academic scholarship activities and produce scholarly outputs.
- 10. Formalising academic scholarly activity as a core requirement in all academic job descriptions.

11. Ensuring the risks related to academic scholarship activity are identified, mitigated and included on the academic risk register.
12. Ensuring that academic staff understand that any scholarly works or scholarly outputs created as a result of their scholarship activity are subject to the relevant provisions of the Institute's Intellectual Property (IP) Policy.

Responsibilities of Academic Staff

13. All academic staff are required to undertake academic scholarship activities as a condition of their employment or engagement at the Institute, in accordance with this policy and its related policies.
14. All scholarly outputs and works produced by academic staff will fully comply with this policy, the Institute's Intellectual Property Policy and Academic Integrity Policy; and any other related policies of the Institute.
15. All academic staff are required to foster and promote a culture of academic scholarship and upholding academic integrity as an integral principle of higher education in their teaching and scholarly works.
16. All academic staff are required to keep the Institute's central, electronic scholarly activity repository up-to-date with details of their academic scholarly outputs/ works that must include supporting evidence whenever available.
17. Academic staff understand that any allegations of academic misconduct made against them and / or a breach of the above policies based on their scholarship activities will be taken seriously by the Institute, which will be formally investigated; under an appropriate Governance Institute policy.

Related Documents

- Governance Institute of Australia Academic Integrity Policy

External Legislation

- Higher Education Standards Framework: Threshold Standards 2021 (Cth)
- TEQSA Guidance Note: Scholarship v3 (May 2022)

Version History

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*****END OF POLICY*****