THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Guideline:

Definition of ‘Research Active’

Effective: 1 December 2024

Audience: Staff

Policy Category: Academic
Policy Sub-category: Research

Key words:	research active, register, research quality
Guideline Owner:	Pro Vice-Chancellor Research
Responsible Officer:	Director, Research Office
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Contents

1 PURPOSE 3
2 RELATED DOCUMENTS 3
3 RESEARCH ACTIVE DEFINITION AND CRITERIA 3
4 RESEARCH ACTIVE REGISTER 5

1 PURPOSE

1.1 The purpose of the *Guideline: Definition of 'Research Active'* ('Guideline') is to provide The University of Notre Dame Australia ('University') with a definition of 'Research Active' to be used for its internal strategic and operational requirements and in meeting external regulatory obligations.

1.2 The definition and associated criteria have been developed in accordance with the requirements of the Higher Education Standards Framework (Threshold Standards) 2021, the University Strategy (2022-26) and the University Research Strategy (2023-26).

2 RELATED DOCUMENTS

2.1 This Guideline should be read in conjunction with the following documents:

2.1.1 University Strategy (2022-26)
2.1.2 University Research Strategy (2023-26)
2.1.3 Policy: Higher Degree by Research Supervision
2.1.4 Procedure: Higher Degree by Research Supervision
2.1.5 Academic Excellence Framework
2.1.6 The University of Notre Dame Enterprise Agreement 2022-2026
2.1.7 Policy: Research Funding and Agreements

3 RESEARCH ACTIVE DEFINITION AND CRITERIA

3.1 To be considered 'Research Active', an Academic Staff Member or Adjunct must meet a minimum threshold of research activity over a five-year period.

3.1.1 The threshold is 5 points from the list of eligible items for the relevant academic level of the Academic or Adjunct (see 3.5).
3.1.2 For part-time Academic Staff Members employed at 0.4 FTE or below, the threshold is 3 points.

3.2 The points threshold can be reached by combining points for different eligible items or by having multiples of the same item, up to the points cap for each item type.

3.3 Consistent with the Australian Code for the Responsible Conduct of Research 2018, 'Research' is defined as the creation 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 and may include synthesis and analysis of previous research to the extent that it is new and creative.

3.4 Non-Traditional Research Outputs (NTROs) are research outputs authored/created by UNDA Staff that are disseminated in outlets and/or in forms other than published research books, book chapters, journals articles, or conference publications. This can include creative works, research documents, or other objects not published through traditional routes.

3.5 List of eligible items and points by academic level:

Academic Level A and B

Eligible Items	Points	Cap
High-quality authored research book (not edited book) with a listed press* (or, if not listed, staff can submit evidence of high quality).	5	N/A
High-quality research journal article in a journal ranked SJR Q1 for the relevant discipline in the relevant year of publication (or, if not Q1, staff can submit evidence of high quality).	3	N/A
High-quality research book chapter with a listed press (or, if not listed, staff can submit evidence of high quality).	3	N/A
Research output (research book, journal article, book chapter) which meets the definition of Research and underwent rigorous peer-review process.	1	2
High-quality non-traditional research output (NTRO) where an accompanying research contribution statement has been submitted via IRMA. Staff must submit evidence of the NTRO's high quality.	3	N/A
Non-traditional research output (NTRO) where an accompanying research contribution statement has been submitted via IRMA.	1	2
$5,000 of HERDC-eligible research income to UNDA of which you are a named recipient (1 point for every $5,000 of external research income received by UNDA).	1	N/A
Successful and timely HDR completion (within 4 years full-time for PhD, 2 years for a Masters, or 1.5 years for an MPhil or part-time equivalent) for a UNDA student of which you are Principal or Associate Supervisor (with a minimum 20% supervision load at time of completion).	1	2
Completion of a PhD (dated from the conferral of your degree).	3	1

Academic Level C

Eligible Items	Points	Cap
High-quality authored research book (not edited book) with a listed press* (or, if not listed, staff can submit evidence of high quality).	5	N/A
High-quality research journal article in a journal ranked SJR Q1 for the relevant discipline in the relevant year of publication (or, if not Q1, staff can submit evidence of high quality).	2	N/A
High-quality research book chapter with a listed press (or, if not listed, staff can submit evidence of high quality).	2	N/A
Research output (research book, journal article, book chapter) which meets the definition of Research and underwent rigorous peer-review process.	1	1
High-quality non-traditional research output (NTRO) where an accompanying research contribution statement has been submitted via IRMA. Staff must submit evidence of the NTRO's high quality.	2	N/A
Non-traditional research output (NTRO) where an accompanying research contribution statement has been submitted via IRMA.	1	1
$10,000 of HERDC-eligible research income to UNDA of which you are a	1	N/A

named recipient (1 point for every $10,000 of external research income, received by UNDA).		
Successful and timely HDR completion (within 4 years full-time for PhD, 2 years for a Masters, or 1.5 years for an MPhil or part-time equivalent) for a UNDA student of which you are Principal or Associate Supervisor (with a minimum 20% supervision load at time of completion).	1	2

Academic Level D and E

Eligible Items	Points	Cap
High-quality authored research book (not edited book) with a listed press* (or, if not listed, staff can submit evidence of high quality).	5	N/A
High-quality research journal article in a journal ranked SJR Q1 for the relevant discipline in the relevant year of publication (or, if not Q1, staff can submit evidence of high quality).	2	N/A
High-quality research book chapter with a listed press (or, if not listed, staff can submit evidence of high quality).	2	N/A
High-quality non-traditional research output (NTRO) where an accompanying research contribution statement has been submitted via IRMA. Staff must submit evidence of the NTRO's high quality.	2	N/A
$25,000 of HERDC-eligible research income to UNDA of which you are a named recipient (1 point for every $25,000 of external research income, received by UNDA).	1	2
$25,000 of HERDC-eligible research income to UNDA of which you are Chief Investigator (1 point for every $25,000 of external research income, received by UNDA).	1	N/A
Successful and timely HDR completion (within 4 years full-time for PhD, 2 years for a Masters, or 1.5 years for an MPhil or part-time equivalent) for a UNDA student of which you are the Principal or Associate Supervisor (with a minimum 20% supervision load at time of completion).	1	2

***Press List*:** Oxford University Press, Cambridge University Press, Routledge, and official university presses (e.g. Harvard University Press, Edinburgh University Press, UNSW Press etc.)

4 RESEARCH ACTIVE REGISTER

4.1 The Research Office will maintain the register that records details of Academic Staff and Adjuncts designated as Research Active.

4.2 The Research Office will assess Academic Staff and Adjuncts against the Research Active Definition on an annual basis using research records in IRMA and other systems.

4.3 Until 1 January 2026, the Research Office will assess Research Active status against both the previous definition (Guideline effective 14 June 2019) and the current definition contained in this Guideline. Researchers will be registered as Research Active if they meet the criteria for either definition. From 1 January 2026, only the definition contained in this Guideline applies.

4.4 Academic Staff and Adjuncts who are assessed as Research Active will be automatically added to the Research Active Register and notified of the outcome.

4.5 Academic Staff and Adjuncts who do not appear to meet the definition of Research Active will be given the opportunity to submit additional evidence for assessment, including, as relevant:

4.5.1 Evidence regarding research outputs not previously reported to IRMA.

4.5.2 Evidence regarding "significant interruptions relating to career and/or life experiences, which have affected their research capacity, productivity or contribution," (ARC ROPE) e.g., disaster management recovery, medical conditions, disability, caring and parental responsibilities etc., to facilitate equity in the assessment of Research Active status relative to opportunity.

4.5.3 Evidence regarding the quality of specific research ouputs, which are not Q1 or on the Press List, but should be weighted as 'high-quality' outputs (see 3.5). Evidence submitted for assessment must align with the approaches used by TEQSA to assess research quality: "As set out in the Determination 2021, TEQSA must also consider measures of quality such as the quantity of citations of publications and quality of the publication in which research outputs appear, the prevailing practices for a given discipline, Australian Research Council (ARC) research assessments such as the ERA (or alternatives), and other verifiable data collections." (Guidance note: Research requirements for Australian universities, Version 2.1.).

4.5.4 Evidence regarding the quality of specific NTROs that should be weighted as 'high-quality' outputs (see 3.5). Evidence submitted for assessment must align with the University's NTRO Guide.

4.6 The Pro Vice-Chancellor Research will assess applications for Research Active status which involve additional evidence on the recommendation of the applicant's line manager (e.g., National Head of School, Institute Director) in consultation with the Associate Dean Research or other internal or external expert peer-reviewers, as needed.

4.7 In cases of exceptional circumstance, the Pro Vice-Chancellor Research may approve registration of Staff or Adjuncts as Research Active outside the above requirements upon request and with appropriate justification.

4.8 De-registration from the Research Active Register may occur:

4.8.1 when the Academic Staff Member or Adjunct is assessed as no longer meeting the Research Active definition, or

4.8.2 when the Academic Staff Member or Adjunct leaves the University, or

4.8.3 in the case of research misconduct.

Version	Date of approval	Approved by	Amendment
1	14 June 2019	Vice Chancellor, following endorsement by Academic Council 7 May 2019	Effective date - new guideline.
2	26 Nov 2024	DVC Academic	Major amendment - definition of Research Active has been updated to reflect minimum threshold requirements.