

Academic Scholarship Procedure

1. Purpose and Scope

- 1.1 The Academic Scholarship Procedure operationalises the Academic Scholarship Policy so that:
 - 1.1.1 scholarship requirements are managed consistently and effectively;
 - 1.1.2 scholarship is encouraged, supported, and resourced at an institutional level;
 - 1.1.3 academic staff engage in relevant scholarship; and
 - 1.1.4 outcomes from scholarly activities are adequately shared, recognised, and contribute effectively to the improvement of the curriculum and its delivery.
- 1.2 This procedure applies to all academic staff and all staff involved in scholarship decisions.

2. Definition

Refer to *Glossary of Terms*.

3. Procedure

- 3.1 Scholarship is defined as “those activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field. This includes advances in ways of teaching and learning in the field and advances in professional practice, as well as advances in disciplinary knowledge through original research” (TEQSA Guidance Note: Scholarship, v2.5).
 - 3.1.1 AIAT further defines scholarship in terms of Boyer (1990), in which scholarship is differentiated according to the four following functions:
 - a. scholarship of **discovery**: research contributing to the advancement of knowledge (investigative function);
 - b. scholarship of **integration**: rigorous interpretation and contextualisation of original research which brings new insights and connections across disciplines (synthesising function);
 - c. scholarship of **practice**: professional engagement relating directly to a specific field of knowledge (service);
 - d. scholarship of **teaching**: disciplined and dynamic endeavour resulting in the transmission, transformation and extension of knowledge
- 3.2 Academic staff are expected to produce outputs from scholarly activities on an annual basis in accordance with their level of seniority and role in AIAT. The nature and quantity of outputs is negotiated with their manager and reviewed annually based on their negotiated teaching and research workload.
- 3.3 Scholarly activities and outputs may include, but are not limited to:
 - 3.3.1 Book – authored research

- 3.3.2 B1 Book Chapter – research
 - 3.3.3 C1 Journal Article – refereed scholarly journal
 - 3.3.4 E1 Conference Publication – full refereed paper
 - 3.3.5 J Creative works – non-traditional research outputs
 - 3.3.6 Scholarly publication/communication such as literature reviews and conference presentations
 - 3.3.7 scholarly reviews of the current state of knowledge or teaching in a field that contribute to course development
 - 3.3.8 original research in a discipline or on teaching and learning practices
 - 3.3.9 leadership of advanced professional development activities (through, for example,
 - 3.3.10 presentations on the current state of knowledge, practice, or teaching and learning in a field, contributions to professional journals)
 - 3.3.11 contributions to professional bodies or communities of practice in advancing knowledge and practice (such as development of new standards, knowledge, resources or codes of practice)
 - 3.3.12 involvement in relevant activities of scholarly academic societies, editorial roles or peer review (i.e. those concerned with advances in practice or knowledge)
 - 3.3.13 undertaking higher level qualifications that lead to scholarly outputs, in particular high degrees by research
 - 3.3.14 individual or collaborative activities, e.g. ‘journal clubs’, to remain abreast of developments in a field, combined with reflective practice, and/or undertaking advanced specialised practice or scholarly secondments
 - 3.3.15 Industry projects and/or reports.
- 3.4 The Director, Learning and Teaching issues an annual reminder on the importance of, and requirements for, scholarship to all academic staff and provides guidance on potential scholarship activities.
- 3.5 The Director, Learning and Teaching issues regular communications on scholarship opportunities, such as the availability of grants, seminars, conferences, communities of expert practice and workshops.
- 3.6 The Director, Learning and Teaching organises events on topics relevant to the scholarship of learning and teaching. The communication in regard to these events:
- 3.6.1 include a clear description of the activities;
 - 3.6.2 include required funding or resources, such as:
 - a. special leave;
 - b. reduced workload; or
 - c. assignment of academic and non-academic staff to contribute to the activities;
 - 3.6.3 demonstrate relevance to the academic staff’s role and functions;
 - 3.6.4 explain how completing the activities will address AIAT’s current, emerging, or future strategic and operational needs.

- 3.7 Proposals for scholarly activities are developed jointly by each academic staff and their manager as part of the Staff Performance, Planning and Review Procedure. Academic staff and their manager must both agree to the scholarly plan. The academic staff member provides the proposed individual scholarship plan to the Director, Learning and Teaching to facilitate planning of scholarly activities.
- 3.8 Proposals for scholarship must:
 - 3.8.1 demonstrate how the activities will advance knowledge in a relevant discipline, field of study, or learning and teaching in that discipline or field and improve student outcomes;
 - 3.8.2 explain how the outputs from the activity will be shared with AIAT's academic staff, students, non-academic staff, and the broader academic community as applicable;
 - 3.8.3 include relevant methodological considerations, such as student involvement or the need to collaborate with research approved institutions.
- 3.9 Collaborative research projects with research approved institutions must be approved by the Learning and Teaching Committee.
- 3.10 The Director, Learning and Teaching reports to the Learning and Teaching Committee on collaborative research projects as part of the register of scholarly activities.
- 3.11 The Director, Learning and Teaching maintains a register of scholarly activities completed by academic staff for review by the Learning and Teaching Committee.
- 3.12 Academic staff are expected to proactively communicate the output of scholarly activities to the Institute's academic staff and peers as appropriate.
- 3.13 The Director, Learning and Teaching communicates outputs of scholarly activities where the proposed audience includes students or non-academic staff.
- 3.14 The Director, Learning and Teaching regularly recognises the scholarly achievements of academic staff.
 - 3.14.1 Significant achievements or contributions are reviewed by the Learning and Teaching Committee for potential recognition and reward and referred to the Academic Board for approval.
 - 3.14.2 Academic promotion takes into account an applicant's contribution to scholarship.
- 3.15 The Scholarship Plan details proposed strategies to develop and sustain a culture of scholarship, including regular communications from governing bodies and academic leaders.
 - 3.15.1 The Scholarship Plan is submitted for review and prioritisation of activities by the Learning and Teaching Committee.
 - 3.15.2 The Learning and Teaching Committee conducts an assessment of the adequacy of existing learning, teaching and other resources to support the implementation of

the Scholarship Plan and makes recommendations for remediation or improvement to the Academic Board as appropriate.

- 3.16 The Learning and Teaching Committee recommends the Scholarship Plan for approval by the Academic Board.
- 3.17 The proposed annual budget for scholarship support for academic staff is considered by the Academic Board and referred for approval to the Board of Directors.
- 3.18 The Director, Learning and Teaching reports to the Learning and Teaching Committee on progress against the Scholarship Plan on a quarterly basis.
- 3.19 The Learning and Teaching Committee provides a quarterly report to the Academic Board, including recommendations for re-prioritisation or re-allocation of funding.
- 3.20 The Learning and Teaching Committee provides an annual report on impacts of scholarship initiatives and performance, against the Scholarship Plan, to the Academic Board, including recommendations for improvement to scholarship processes.
- 3.21 The Academic Board reviews the effectiveness of scholarship support planning and associated strategies in informing learning and teaching at AIAT on an annual basis.
- 3.22 The Academic Board reports to the Board of Directors on scholarship, including the adequacy of allocated funds and impacts of scholarship initiatives, on an annual basis.

4. Roles and responsibilities

- 4.1 The Board of Directors approves resource implications and other business impacts associated with the Scholarship Plan.
- 4.2 The Academic Board:
 - 4.2.1 oversees ethical conduct and responsible practice in learning, teaching and scholarship;
 - 4.2.2 approves plans and strategies relating to scholarship and the development of an institutional culture of scholarship;
 - 4.2.3 recommends budgets to the Board of Directors associated with the Scholarship Plan;
 - 4.2.4 receives reports about scholarly activities; and
 - 4.2.5 may delegate its powers with regard to scholarship in accordance with the Delegations Schedule.
- 4.3 The Learning and Teaching Committee is responsible for
 - 4.3.1 implementing, monitoring, and making recommendations for improvement on scholarship plans, budget and strategies to Academic Board; and
 - 4.3.2 approving collaborative research projects with research approved institutions.
- 4.4 The Director, Learning and Teaching is responsible for:

- 4.4.1 developing strategies to support and sustain scholarship, both at the institutional level and at the level of individual staff via the annual Scholarship Plan;
- 4.4.2 organising institutional activities to support scholarship;
- 4.4.3 maintaining a register of scholarly activities completed for review by the Learning and Teaching Committee;
- 4.4.4 recognising scholarly achievements and communicating them to the appropriate people and/or committees within AIAT; and
- 4.4.5 reporting against the Scholarship Plan on a quarterly basis to the Learning and Teaching Committee.

5. Procedure Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Procedure name	Academic Scholarship Procedure
Procedure Reference No.	PROC – 18
Procedure Approval	Board of Directors
Procedure Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference Threshold Standards	HESF 2021: 3.1.2, 3.2.3, B.1.1.2
Related Documents	Academic Scholarship Policy Scholarship Plan Learning and Teaching Plan Staff Performance Policy Staff Performance, Planning and Review Procedure
Related Legislation	Higher Education Standards Framework (Threshold Standards) 2021 (HESF) Educational Services (Post-Secondary Education) Award 2020 as amended
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: N/A
Date of approval	2 March 2022
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Policy Category	Academic

6. Document Version Control

Document No	PROC - 18	Last Modify Date	Summary of Changes
Version No	1.0	NA	Academic Progression Procedure

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