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| New logo | Guidelines for Documenting Research Outputs |

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1. preamble

These guidelines are not a substitute for reading, interpreting and implementing the intent of the Conduct of Research Policy. Those using these Guidelines should refer in the first instance to the policy itself, and in the case of conflict, the policy should prevail. The processes, categories and definitions below apply to documenting Unitec’s research outputs. Dean Research and Enterprise, Tuapapa Rangahau (Dean, TR) may approve variations to this process in individual cases and in general.

To achieve these guidelines and promote the accurate recording of research outputs:

* There will be a centralised database of Unitec staff and student research outputs maintained by Tuapapa Rangahau, partnering research and enterprise (TR). All Unitec staff engaged in research and the production of research outputs shall record these outputs in Unitec’s official centralised database.
* The list of research output categories will be inclusive, reflecting the diversity of possible outputs.
* TR shall circulate a process for research output collection from time to time as required.
* Student research degree completions shall be collected and recorded by TR.
* The library will hold electronic copies of all published outputs from Unitec staff and students, as permitted by copyright.
* The annual publication of verified research and academic outputs will be taken solely from a central bibliographic source.
* In cases of ambiguous classification, dispute or where some discretion is required, Dean, TR will assist and make final decisions around inclusion or categorisation.
* The style of the American Psychological Association is to be used in all bibliographies produced by Unitec where possible.
* Staff are responsible for ensuring the accuracy of these records and that all required information is supplied for the purpose of output verification.
* Designated staff within Practice Pathway Groups and Networks shall have the authority to verify outputs from their area of responsibility as valid and accurate outputs.
* The output collection process shall be overseen by TR, and final approval and acceptance of all outputs will be undertaken by TR.
* Research outputs shall be reviewed by Academic Board on an annual basis.
	1. Definitions

**Research**

In line with the PBRF definition - Research is defined as original investigation undertaken in order to contribute to knowledge and understanding and, in the case of some disciplines, cultural innovation or aesthetic refinement. It typically involves enquiry of an experimental or critical nature driven by hypotheses or intellectual positions capable of rigorous assessment by experts in a given discipline. It is an independent\*, creative, cumulative and often long-term activity conducted by people with specialist knowledge about the theories, methods and information concerning their field of enquiry. Its findings must be open to scrutiny and formal evaluation by others in the field, and this may be achieved through publication or public presentation. In some disciplines, the investigation and its results may be embodied in the form of artistic works, designs or performances. Research includes contribution to the intellectual infrastructure of subjects and disciplines (e.g. dictionaries and scholarly editions). It also includes the experimental development of design or construction solutions, as well as investigation that leads to new or substantially improved materials, devices, products or processes.

\* The term ‘independent’ here should not be construed to exclude collaborative work.

**Quality Assurance**

A quality-assured research output is defined as any research output that, prior to its publication (public dissemination, presentation, performance or exhibition), has successfully completed a formal quality-assurance process. Successful completion of a formal quality- assurance process means the output must have been subject to formal, independent scrutiny by those with the necessary expertise and/or skills to assess its quality (including, where relevant, its rigour, logic, clarity, originality, intellectual significance, impact, applications, artistic merit, etc).

Formal quality assurance processes vary between different disciplinary areas. They include but are not limited to:

* Blind peer-review or refereeing processes undertaken by journals and book publishers.
* Other review processes employed by editors, editorial committees or publishers.
* The refereeing of conference papers.
* Review processes undertaken by major galleries, museums and broadcasters, including review by a suitable curator.
* Review processes employed by users of commissioned or funded research.

Review of the research in the public area after its publication or public dissemination does not normally meet the definition of a quality-assured research output. Quality assurance is normally done by academics external to Unitec. The process of quality assurance assumes that the author takes heed of referee’s comments exclusive of sound and accepted reasoning to the contrary. Subsequent to alteration and acceptance by the publisher, the output maybe considered ‘in press’ for eventual publication, although items are only considered complete once published. It is at this stage an output can be verified as ‘published.’

Editing differs to quality assurance in this context by considering instead grammar, style, format or spelling. Little if any attention is paid to the academic content of the article.

The existence of an editorial board does not necessarily mean that its members review articles.

**Publication Dates**

The year in which an output has formally been published, performed or available for distribution, as stated in the document. Dates of submission or acceptance for publication are not considered. Dates of online publication are accepted, however if the item is subsequently published in hard copy this date supersedes the online date of publication.

**Published/Publication**

Published means for public sale and distribution, and available for review in the public arena. Such an output will normally have an ISBN/ISSN number, journal title, and report number, copyright or patent number as appropriate. In the case of an output being available solely online, such as through an online institutional library (like Unitec’s Research Bank) the output is deemed to be published, a URL to the entry is deemed acceptable evidence.

**Editor**

Editors have a significant role in refereeing other contributions to the publication, compile and may format the entire document. The editor may or may not author sections or chapters in the edited publication. The editing role, in the context of research and academic outputs, is scholastic editing for content, rather than administrative, grammatical or format editing for production of the document.

**Education**

Education implies a staff-student relationship and includes teaching and training. No matter what the forum for this interaction is (orally in a ‘classroom’ setting, via CD-ROM or website, class/course notes), such events are generally not research outputs. Included though are texts (printed or on CD-ROM/websites) that are officially published and widely distributed (nationally or internationally) that could be used as educational texts.

1. Mechanisms for Documenting Research Outputs

**Recording Outputs**

Unitec requires that all staff engaged in research and the production of research outputs record these in the centralised outputs database and provide appropriate evidence for the purpose of research output verification and any statutory audit (Conduct of Research Policy 8.1 (1)). This process is outlined in Section Three below.

**Disseminating Outputs – Unitec’s Research Bank**

Unitec also requires that staff disseminate their research and ensure that the outcomes of research reach a wide audience (in accordance with any contractual agreements and copyright limitations). (Conduct of Research Policy 6.9)

Unitec’s Research Bank is an Institutional Research Repository (IRR) in which research may be stored and available for public viewing. It is search engine optimized, making the research easily found. Statistics such as viewing history and social media mentions are collected. Researchers can upload research to the Research Bank and track their statistics themselves by creating an account. For more information go to the Research Bank’s website <http://unitec.researchbank.ac.nz/>

IRRs can be used as evidence in the event a research output has not been published elsewhere.

The URL assigned to a record in the Research Bank is permanent. For this reason, Unitec recommends that research outputs be uploaded to the Research Bank and the URL be added into the centralised outputs database record (where copyright limitations allow).

See also Scholarly Communication Guidelines and the Intellectual Property Guidelines for more information on dissemination of research outputs.

1. procedure for documenting and verifying research outputs

The process for the collection of research and academic outputs is outlined below.

|  |  |
| --- | --- |
| 1. Author
 | 1. Completes electronic entry in ROMS (or other such system) ensuring bibliographic information is included e.g. title, authors, pages etc.2. Attaches required evidence to the entry as per the Unitec Research Outputs Evidence Guide. 3. Proof of quality assurance/refereeing (if appropriate) is also attached. |
| 2. Head of relevant Practice Pathway Group or delegate | Reviews ROMS entries and verifies outputs are complete and that the evidence is appropriate. Liaises with authors where necessary regarding missing or incomplete information. |
| 3. Research Partner - Performance | Checks outputs verified by the Head of relevant Practice Pathway Group or delegate are appropriate and reviews the annual publication report for the Network. |
| 4. TR | Checks all publication details.Returns outputs to departments where necessary.Produces regular reports for relevant discipline committees regarding outputs.Provides end of year reports to all relevant discipline committees for checking and approval. |
| 5. Head of relevant Practice Pathway Group or delegate | 1. Reviews final list of publication outputs and verifies and/or edits as appropriate; it is suggested the list is circulated amongst staff for their review. Corrections are made to entries in ROMS where necessary.2. List is signed off.3. Final list returned to TR. |
| 6. TR | Finalises Network publication lists and assembles Unitec wide publication list. |
| 7. Academic Board | Endorse annual list. |
| 8. Library | Receives electronic copies of outputs and stores in institutional repository, as permitted by copyright. |

Notes – Documenting and Verifying Research Outputs

1. **ROMS**For specific guidelines on operating ROMS please see the Research Outputs Management System Guidelines on [the Nest](http://thenest.unitec.ac.nz/fms/Resource%20Toolbox/Guidelines/Academic%20Guidelines/Staff%20Research/Guidelines%20on%20Research%20Outputs%20Management%20System%20%28ROMS%29.pdf)
2. **Head of relevant Practice Pathway Group or delegate**

It is not necessary for the entire relevant discipline committees to check the outputs before forwarding to TR, this activity could be conducted by a sub-committee or nominated member or members and any contentious items raised with the full committee. The mechanism of checking the outputs by the committee not only ensures the items are complete and correct, but also ensures the committee is aware of research activity within the Network.

1. **Quality Assured and Category Classification**

Where an item has been indicated as quality assured, it will be reviewed and authorised by the relevant committee (or designated member/s). This decision may be queried by TR. Similarly the categorisation of items, which has been variable in the past, is to be reviewed and authorised by the relevant discipline committees. The relevant discipline committees can seek guidance from TR or refer to the appropriate policy and guidelines.

1. **Timetable**

Authors are encouraged to enter outputs into ROMS as they are produced throughout the year in order to reduce end of year workload. All outputs need to be entered and completed in ROMS by January for the previous year.

1. **Final List for Review**

The final list is a MS Word document that is an output from the ROMS file that will comprise of the entered and verified outputs. It will be sent to the Head of the relevant Practice Pathway Group for confirmation and final sign-off. It is suggested this list is circulated amongst appropriate staff for their review.

1. **ROMS Reports**

Requests for various ROMS reports can be made to the relevant committee.

1. output categories
	1. General criteria for inclusion as a Research Output
* Where any one of the authors is a full or part-time Unitec staff member or subcontracted party.
* Must meet the definition of Research as set out in section 1.1 of this document.
* The output is distributed external to Unitec.
	1. Exclusions

1. Published errata

2. Items ‘in press’

3. Items not authored by Unitec staff, even if represented under ‘acknowledgements’

4. All material, using any media, used as educational material (e.g. as part of instructional/training courses, programmes, seminars or workshops; course notes). Note: Textbooks that are published, sold and distributed externally and used for education purposes can be included in research outputs

5. Research proposals and grant applications

6. Works of undergraduate students when presented as part of their course of study

7. Internal reports of a non-technical/non-research nature, e.g. institutional policy issues

8. Institutional/departmental research reports

9. Campus maps

10. Part translations

11. Ad hoc promotional publications

12. Non-academic presentations (e.g. guest speakers at social events)

13. Captions, titles and descriptions

14. Quotes or references made by others to one’s work

15. Non-authored inclusions in other items, e.g. unacknowledged photographs in someone else’s article, interviews in the general media

Some items may be collected for internal reporting purposes but can be excluded from some internal and external reporting processes.

See Appendices 6.3 for the Unitec Research Output Types Evidence Guide.

* 1. Selected Cases

**Repetitions**

All outputs are registered only once by an individual. Where there are multiple authors at Unitec each is responsible for entering the output within their own publication record. Where the same exhibition/performance is shown in more than one location or on more than one occasion, note will be made of this within the one entry. Where a piece of work is shown multiple times it is the most recent viewing of that work that should be recorded. It is valid to enter separately different reports on the same data but which has been prepared as different text e.g. scientific and popular/trade articles covering the same experiment. Similarly, the same presentation given in multiple locations (e.g. a lecture tour) should be registered once but with some acknowledgement to the series. Conference entries should only be listed once; proceedings should replace abstract and presentation entries.

**Incomplete Listings**

Any items without complete bibliographic information will be held over until full details are provided.

**New Book Editions**

New editions of books can be listed if they are officially published. Inclusion is based on evidence of significant involvement of Unitec staff in an editorial role and appearance of this ‘author’ in the bibliographic information.

1. Proof of Output

Generally, the output itself is the primary evidence, in addition to proof of publication. It is recommended that a permanent URL is used to link to the research output, where copyright allows.

The Unitec Research Outputs Types Evidence Guide (found in Appendices 6.3) provides further information.

For printed items, a scanned copy of the item *as it appears in the finished document* is to be supplied. Copies of submitted drafts will only be accepted as evidence where scanned copies of publication information is included. Where the publication has been quality assured, proof of quality assurance may be required, either from the author or via the library. This is more difficult with exhibitions and performances. In many cases advertising or gallery notices/invitations can be supplied, as well as information on the curator of the exhibition.

Any one of several types of evidence is acceptable as proof of quality assurance:

* + Periodicals, where refereeing is the standard practice, and where this is stated in each volume of the journal e.g. in ‘introductions to authors’. List of such journals can be found via the web (<http://science.thomsonreuters.com/mjl/#journal_lists>), or via the library (Ulrich’s International Periodicals Directory).
	+ Correspondence from editorial board or editor which indicates what refereeing involves external assessment or assessment by members of an expert advisory board, panel or committee with board national or international representation. Correspondence must demonstrate connection with the publication.
	+ Correspondence demonstrating referees responses to the submitted article, and/or a copy of the referee’s assessment.
	+ A copy of the publication with evidence of refereeing.

**Electronic evidence needs to be supplied for every output. This must include evidence of publication or presentation, not pre-print word documents or your own notes regarding a presentation.**

1. Research Productivity Traffic Light
	1. What it is

The Research Productivity Traffic Light (RPTL) Report is an internal mechanism by which we measure research productivity.

In order to monitor the extent to which degree programme teaching is underpinned by research activity, Academic Board approved the use of the Research Productivity Traffic Light Report (Traffic Light). Reports have been presented to Academic Board every year since 2012.

For the purposes of the RPTL a ‘research active’ staff member is defined as someone who produces at least one research output that is recorded in ROMS (Unitec’s Research Output Management System) per year, or two within a two year period. Research outputs can either be quality assured or non-quality assured. The analysis uses a traffic light graphic to represent levels of research activity in each programme. A Green result is acceptable, with at least 75% of staff teaching on the programme producing two or more eligible research outputs during the previous two years. An Amber result is marginal, with 50-74% of staff reaching the threshold of two or more outputs; and a Red result is unacceptable with under 50% of staff achieving the required number of outputs.

Following approval from the Academic Board three research activities identified in Unitec’s Research and Enterprise Strategy 2015-2020 were included as productivity metrics in the RPTL for the first time;

* leadership in winning external research income
* leadership in the delivery of a Metro Research Voucher
* leadership of significant Research and Enterprise consultancy.

For the RPTL “Significant Research and Enterprise consultancy” means that the Unitec staff member has to apply their expert knowledge in such a way to a special situation that the resulting consultation advice is a novel contribution to the relevant discipline.

Signs for a consulting project that contains research activity are:

* Development of a new method to solve the problem of the specific case.
* Adaption of known methods taking into account a novel aspect of the new situation.
* Novel combination of two methods or fields in such a way that the interdisciplinary result constitutes a novel method.
* Transfer of a method from an unrelated field and adaption to a new field bringing value to the new field of adaption.
* Co-creation of a method or advice by engaging with a community (e.g. design thinking).
* Collection of significant amounts of new data to allow decision making and advice for the core issue of the consultancy project.
* Conducting a literature review that contains a critical review of the existing scholarship and expresses academic opinion adding to the understanding of the field.
* Typical examples for a consultancy project without a sufficient amount of research activity to count for the Research Traffic Light would be:
* Providing advice solely on the bases of existing knowledge (e g literature overview without a novel interpretation of the state of research).
* Giving workshops or seminars disseminating existing research results and knowledge.
	1. Why we have it

NZQA guidelines clearly state that degree level “teaching must be conducted mainly by academic staff engaged in research.” Therefore, any staff member teaching on courses that contribute to a degree programme, regardless of what level they are taught at, are considered degree teaching and the majority of staff teaching on that programme should be research active[[1]](#footnote-1).

The traffic light programme provides metrics to support Unitec in reaching our targets. The target is 100% Green lit by 2020.

* 1. How it works

**Methodology**

Once per year, the report is generated using the Research Output Management System (ROMS), this includes the outputs from the previous two calendar years.

**Criteria for including staff in the Research Traffic Light:**

* Any permanent full time or part time Unitec employee, or any staff on a contract of 12 months or more, with an FTE of 0.2 or more, who taught significantly on any course in a degree level programme at the time of the research traffic light audit.
* All supervisors of students in postgraduate programmes and supervisors of students engaged in undergraduate research projects.

**Exclusions:**

* Tutorial assistants, lab technicians, and casual/guest lecturers.
* Industry-based teaching staff who were substantively supervised by a tenured staff member.
* Staff were their only role in a degree level programme is supervising two or less undergraduate research students.
* Staff who took maternity leave or significant extended leave (not research related leave) anytime in the two years preceding the analysis can be excluded from the analysis at the request of that individual.

**Process**

* Academic Leaders or other relevant staff members are requested to update the programme staff list, the Head of the Practice Pathway is then asked to review and verify the programme staff lists relevant to their pathway.
* Research champions are requested to contact relevant staff members to ensure their ROMS accounts and entries are updated and verified.
* Tuapapa Rangahau conducts a preliminary analysis using key metrics.
* Preliminary RPTL results for programmes in each pathway are are sent to the Head of Practice Pathway, the pathway Research Champion and other relevant staff where applicable, to verify data and ensure the score is as accurate as possible.
* The final results are then calculated and the report is presented to the Academic Board in October of each year. Following approval from the Academic Board, from 2017 onwards the RPTL report will be produced in March/April of each year in order to align better with other annual reporting metrics.
* The RPTL results are responded to through the Research Development Project.

**Review**

The Traffic Light methodology and process will be reviewed once per year.

1. Appendices
	1. Glossary of Terms and Acronyms Particular to this Document

|  |  |  |
| --- | --- | --- |
| Term or Acronym | Expansion | Definition |
| DOI | Digital Object Identifier | Some databases and websites assign a DOI to all articles.If an article is retrieved from an electronic source the DOI needs to be stated. It an often be found on the front page of the article. If the item does not have a DOI then you will need to reference the journals home page URL. |
| IRR | Institutional Research Repository | An online repository for research carried out in an institution is stored and made available to the world. |
| ISBN/ISSN | International Standard Book Number / International Standard SerialNumbers | Each book or serial publication (journal, magazine etc) is assigned either an ISBN or ISSN. It is usually found on the inside cover of the publication. |
| URL | Uniform Resource Locator | This is the web address where the output is located. |

* 1. Other related documents

|  |  |
| --- | --- |
| **Document** (use hyperlink where possible) | **Author/Owner** |
| Conduct of Research Policy | TR |
| Intellectual Property Guidelines | TR |
| Scholarly Communication Guidelines  | TR |

* 1. Unitec Research Output Types Evidence Guide

It is expected that all outputs entered into ROMS meet the definition of research (as section 1.1 of the Guidelines for Documenting Research Outputs document)

|  |  |  |
| --- | --- | --- |
| **Unitec Output Types** | **Definition** | **Evidence Required** |
| Artefact/Object/Craftwork | Works include creative literature; design artefacts and objects, including cultural creations; dance performance and choreography; fiction; drama; sculpture etc.All creative works have to result from original investigation in order to contribute knowledge and understanding, and/or cultural innovation or aesthetic refinement. The work should embody this investigation.Note: All creative works should be included in this category, unless specifically catered for in another output category. | Photograph and associated written documentation; OR, written documentation; OR, slides and associated written documentation. Evidence must show author, audience/gallery and date of publication.Copies of any material sufficient to verify the design. |
| Book Authored | Complete book published with an external circulation or audience. Staff members are an author for the entire document. The publication can be in print or in electronic form. The content of the book should include significant new research material.  | Title and imprint pages |
| Book Edited | Complete book published with an external circulation or audience. Staff members are an editor for the entire document. The publication can be in print or electronic form. The content of the book should include significant new research material. | Title and imprint pages |
| Book Chapter | Full chapter or section of a book. Other conditions as for book above apply. | Title and imprint pages, contents page, and a full copy of the chapter. |
| Conference Abstract (Published) | Prepared, formal abstracts (only) printed in the proceedings or programme of a conference. Where the abstract is accompanied by an oral presentation and/or a full paper in a published proceeding, these papers are included in the written categories (conference presentation, or conference proceedings) in preference to inclusion in this category. | A full copy of the abstract, as well as the conference programme. |
| Conference Poster | If the poster is accompanied by a full paper in a published proceeding, these papers are included in the written category (conference proceedings) in preference to inclusion in this category. | The conference programme listing the poster. |
| Conference Presentation | Prepared, formal presentations given to an external conference or other such audience. Not included are presentations (formal and prepared) to peer groups at other institutions or to businesses (these should be recorded under presentation – non conference).Where the oral presentation is accompanied by full papers in a published proceeding, these papers are included in the written category (conference proceedings) in preference to inclusion in this category, in which the year of publication applies.Where an oral presentation has been given by a person who has not authored the work which is being reported, and permission of the authors has been given for this person to present the work, the presentation will be listed firstly under the presenter(s) name followed by the names of the authors of the work. | A full copy of the paper presented, if available, OR PowerPoint presentation or presenter’s notes in lieu, as well as the conference programme listing the presentation. |
| Conference Proceedings | Full papers published in the proceedings of a conference attended by the author(s).Separate reference to the same oral presentation at the conference is NOT made. The year of publication, rather than the year of presentation, applies.Refereed papers published in proceedings and invited keynote addresses normally rank ahead of poster presentation (where not published in proceedings), abstracts (where submitted alone and not as full paper), non-refereed papers and oral presentations. | Title and imprint pages, contents page, and entire chapter/paper in as published in the proceedings OR paper, programme and evidence the paper has been fully published as a proceedings (e.g. electronic link to paper online) |
| Composition | Original musical composition. The composition can be part of an exhibition or film. The ‘author’ will need to provide a printed musical score which must be published or made available for external circulation. In the case of an electroacoustic composition a recording is essential and a score or equivalent is optional. | Documentation that includes the composer, title of the composition and date of publication. |
| Educational Material | Textbooks professionally published and either commissioned for production, or sold for use by students at courses external to those offered solely at Unitec. Authoring status of sections and of the whole book should be unequivocal. They must be of significant merit and result from considerable scholarly effort. They could be in written and electronic form. They should be substantially externally moderated and edited for academic content, and evidence of this should be provided. Production of these materials is not necessarily the result of new knowledge creation but more the result of scholarship. Significant items only. Exclusions:* Unpublished course notes used for study or teaching, whether at Unitec or elsewhere.
* Texts unavailable to a large and/or wide audience.
* Texts that are not sold, commissioned for preparation, or for which monetary gain does not accrue to Unitec from the external course for which it is provided.
* Texts for one-off training or teaching events.
 | Title and imprint pages, contents page, and entire chapter (where applicable). |
| Essay (published) | Must be published and accessible to an external audience. An essay is usually a short piece of work often from an author’s personal point of view. | A full copy of the essay, as well as title and imprint pages, OR evidence of publication details. |
| Exhibition solo/group | Original exhibition events given to an external audience (must be advertised/open to the public). Written proof required (e.g. programme), except where documented evidence is valid (e.g. film, compact disc recordings). The criteria for content would be that it is original and of significant scholarly or artistic value. Entries should note the date or season of first exhibition. Where a piece of work has been included in multiple exhibitions quality assurance should be determined by the final form of the output. For example, if a piece of work first exhibited in a local, non-quality assured gallery is then selected for exhibition at a larger quality assured gallery or international exhibition, then it is the later exhibition that should be recorded and used to determine the quality assured nature of the output. | Copy of written evidence such as exhibition catalogue (title and imprint pages at minimum) or media advertisements. Evidence must show the author, dates of the exhibition, title of the exhibition, and venue. |
| Film/video | An original film/video given/screened to an external audience. The ‘author’ can have any one (or more) of a variety of MAJOR roles (e.g. director, writer) in the production of the output, and this should be specified within the one reference. The criteria for content would be that it is original and of significant scholarly or artistic value. | Copies of cover/notes sufficient to verify the film/video. |
| Intellectual Property | A patent that has been granted by an official body, nationally or internationally. Documentary evidence is required. Applications for patents are excluded. | Copy of the letter confirming the granting of the patents or trademark, AND a copy of the patent application form, showing the name(s) of the inventor (s). |
| Journal Paper | Authored paper in an externally-circulated academic or industry periodical. In order to meet QA criteria the paper must be published in an appropriate quality assured periodical. If this criterion is not met it must be recorded as non-quality assured. Included in non-quality assured subcategory would be ‘academic’ or scholarly articles in professional, commerce or trade journals. Non-quality assured articles should still meet the definition of research and contribute new knowledge to the discipline, rather than be a synthesis of existing information for industry or professional audiences. | Copy of the entire article and a copy of the journal’s bibliographic details (where these are not displayed on the article). |
| Monograph | A monograph contains a single, substantial, self-contained paper on a significant topic. The decision to publish the paper as a monograph will normally be made by the author in consultation with the Head of Department.Publishing the paper as a monograph will not preclude other forms of publication such as web publication or publication of the paper in academic journals or professional magazines, but the choice of the monograph form should normally be restricted to research outputs which will not generally be published elsewhere in a similar form. Substantial difference in content should exist between any monograph and an externally published paper by the same author on the same topic. | Copy of the monograph (where possible) and a copy of the title page and bibliographic details. |
| Performance | Performance in original theatrical, musical events given to external audiences (must be advertised/open to the public, or broadcast to the public). Written proof is required (e.g. gallery notice/acceptance) except where documented evidence is valid (e.g. film, compact disk recordings). The ‘author’ can have one (or more) of a variety of major roles (e.g. lead performer, director, writer) in the production and this should be specified within the one reference. The criteria for content would be that it is original and of significant scholarly or artistic value, and not part of the authors professional practice Entries should note the date or season of first public performances. Exclusions:* Those productions with an internal audience only; repeat performances.
 | Written evidence such as a programme setting out the performers, dates of performance, title, and venue. |
| Plays | A complete play published with an external circulation or readership. A staff member should be the author or joint author of the whole play.Theatre includes acting, theatre direction, costume design, lighting design, set design, sound design, music theatre, stage management, dramaturgy and theatre studies. If performance is included, the play must be open to the public and advertised externally. Written proof is required.The play/theatre must be original and of significant scholarly or artistic value, and not part of the authors professional practice | Written evidence such as a copy of the play or programme of performance setting out the author, performers, dates of performance, title, and venue. |
| Presentation (non- conference) | Prepared, formal, research presentations given to an external audience such as peer groups at other institutions or to businesses.Exclusions:* Educational or training presentations to internal or external groups (e.g. teacher- student type relationships).
* Information or unprepared presentations to any groups.
* Presentation of research proposals.
 | Written evidence of the presentation, such as a letter of thanks, advertising materials, programme etc. and a copy of the PowerPoint presentation or speaker’s notes. |
| Report | Complete technical/academic papers and reports that are NOT published in journals or books as above. These would usually include such items as confidential reports presented to clients, and would not usually be classed as ‘refereed’ or ‘published’. Despite confidentiality these must also be documented and held separately (not for general access). Reports should:* Be professionally presented, having a proper structure to the document that would normally be expected from the discipline involved.
* Have been produced for a client or clients on behalf of the author’s role at Unitec (not as private consultancy).
* Must, where possible, demonstrate the author’s Unitec affiliation.
* Should acknowledge sponsorship and/or the client.
* Be clearly the product of research, investigation, inquiry, scholarship, analysis, discovery, creativity, new knowledge, creation or the equivalent.
 | Copy of the report which includes title page, authorship details, and delivery or completion date. |
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| Thesis | Theses produced by a student from a postgraduate course at a tertiary institution. Includes Masters, PhD and doctoral theses. For inclusion, the thesis must have been passed as a requirement for the course and amendments made as required by that process. Theses from staff studying at other tertiary institutions as well as Unitec are to be included.Exclusions:* Reports, essays or projects performed by undergraduate students; those theses that did not pass.

Note: On occasions some theses may be published formally as a book. This can be listed in addition to the unpublished thesis as bibliographic details will differ in all cases. Similarly, papers produced from, or included within, a thesis can be listed separately. Theses which are submitted as a collection of published papers can also be entered as usually other material is added to this core of material to complete the thesis. Again, bibliographic details differ from the papers. | A photocopy of the thesis title page and bibliographic details AND a permanent URI to the full thesis. |
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1. http://www.nzqa.govt.nz/assets/Providers-and-partners/Registration-and-accreditation/guidelines-degree-approval-and-accreditation.pdf [↑](#footnote-ref-1)