

Policy Title: Research Induction and Professional Development

Policy Owner: Deputy Vice-Chancellor (Research)

**Keywords: 1) Research 2) Induction 3) Professional Development
4) Supervision 5) Mentoring**

Policy Code: PL227 [ac088]

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1. INTENT

To maintain a culture of responsible research conduct, and support the development of individual and collective research capability, Edith Cowan University (“the University”) will provide research induction, formal training and continuing professional development programs for all staff and students engaged in research. The programs will provide opportunities for staff and students to develop the knowledge, competencies and skills required by researchers operating within the University’s research environment.

The University will also promote the effective supervision and mentoring of research staff and students engaged in research.

2. ORGANISATIONAL SCOPE

This policy applies to all staff, affiliated researchers and students involved in research and research-related activities at ECU.

3. DEFINITIONS

TERM	DEFINITION
“Induction” means	the process whereby research staff and students, who are new to the University, access information, guidance and support required to operate effectively as researchers and to orient themselves and understand how their roles align within the organisation’s goals.
“Professional Development” (PD) means	learning undertaken by research staff and students to maintain and advance their skills, knowledge and competencies, specifically as they relate and add value to their role as a researcher in the University. PD may be achieved not only through participation in formal courses, but also through professional experience,

	collaboration, mentoring, participation in activities of professional organisations and independent study.
“Research” means	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. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.
“Research staff” means	staff engaged in research at the University.
“Research students” means	students engaged in research at the University, including higher-degree-by-research students.

4. POLICY CONTENT

- 4.1 The Office of Research and Innovation (ORI), the Human Resources Services Centre (HRSC) the Graduate Research School (GRS), the Centre for Learning and Development (CLD), Schools, Research Centres and Institutes have a shared responsibility to arrange, support and evaluate research induction and professional development for research staff and research students in the University.
- 4.2 It is the responsibility of ORI, HRSC, GRS and CLD to facilitate a range of research induction and professional development offerings annually. These offerings, which complement other non-centrally organised professional development opportunities within ECU, cater for the needs of:
- i. staff new to ECU;
 - ii. research staff;
 - iii. research staff involved in research student supervision;
 - iv. research students; and
 - v. professional staff involved in or supporting research.
- 4.3 In support of the University’s [Role Based Development Framework](#) (RBDF), research induction and professional development offerings arranged by ORI, GRS and CLD align with the following framework (as per *Appendix 1*)¹:
- *Knowledge and intellectual abilities*: The knowledge, intellectual abilities and techniques to do research;
 - *Personal effectiveness*: The personal qualities and approach to be an effective researcher;
 - *Research governance and organisation*: The knowledge of the standards, requirements and professionalism to do research; and
 - *Engagement, influence and impact*: The knowledge and skills to work with others and ensure the wider impact of research.
- 4.4 Schools, Research Centres and Institutes should promote effective mentoring and supervision of research staff and research students.

¹ Based on the Vitae® © 2010 Careers Research and Advisory Centre (CRAC) Limited (www.vitae.ac.uk/rdf) – used with permission.

- 4.5 Research staff and research students have a responsibility to participate in induction and professional development activities relevant to their research practice and to identify areas of training required, in conjunction with their supervisors, as part of the University's annual performance management process. The establishment of an annual research development plan is also encouraged.
- 4.6 All research staff and research students at the University are required to develop an understanding of responsible research conduct as specified by the University and by the *Australian Code for the Responsible Conduct of Research*.
- 4.7 Research staff and research students are encouraged to complete an appropriate research induction course as soon as possible upon commencing research at the University.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

Policy Owner

The Policy Owner, being the Deputy Vice-Chancellor (Research), has overall responsibility for the content of this policy and its operation in ECU.

All staff, postgraduate students and affiliated researchers of Edith Cowan University.

All staff, postgraduate students and affiliated researchers of Edith Cowan University are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

- 6.1 Other documents which are relevant to the operation of this policy are as follows:
- [Australian Code for the Responsible Conduct of Research](#) (Australian Research Council, Universities Australia and the National Health and Medical Research Council – Australian Government 2007).
 - [Responsible Research Conduct Policy](#).
 - [Academic Staff Performance Expectations and Outcomes \(ASPEO\) Framework Policy](#).
- 6.2 Further information regarding induction or professional development offerings, as outlined in *Appendix 1*, and details on how to register can be located at:
- [Office of Research and Innovation \(ORI\)](#);
 - [Human Resources Services Centre \(HRSC\)](#);
 - [Graduate Research School \(GRS\)](#); and

- [Research Staff Development Calendar](#) (maintained by the Centre for Learning and Development – CLD).

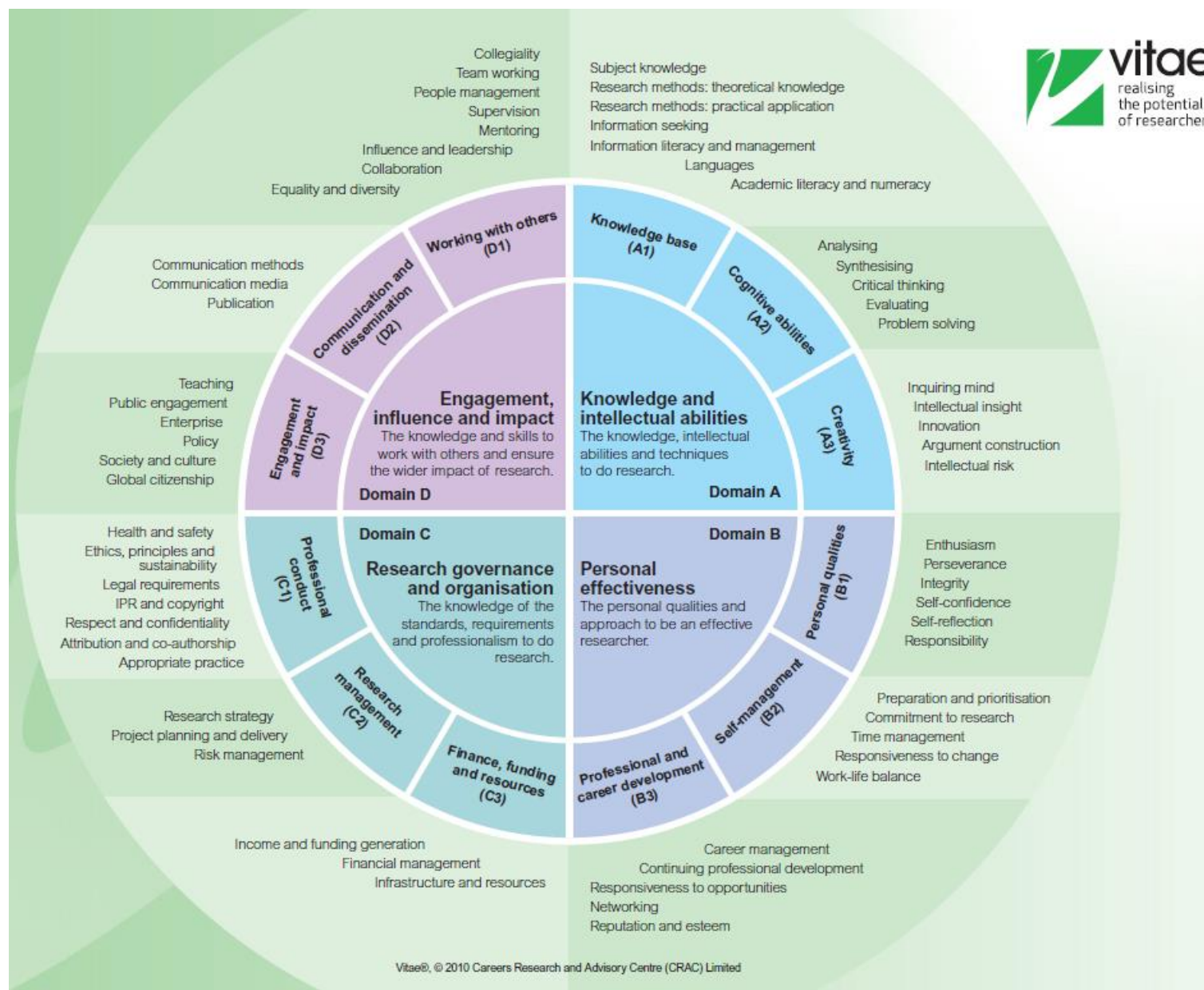
7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

Policy approved by:	Vice-Chancellor
Date policy first approved:	4 October 2010
Date last modified:	20 November 2015
Revision history:	13 August 2014: Updated – Approved by Academic Board (AB53/14) and the Vice-Chancellor 20 November 2015 – minor amendments made as a result of the academic organisational restructure, approved by the Policy Owner.
Next revision due:	August 2017
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ECU RESEARCHER DEVELOPMENT FRAMEWORK

Last updated: 23 June 2014

ECU Offering	Facilitator(s)	Frequency	Domain A: Knowledge and intellectual abilities			Domain B: Personal effectiveness			Domain C: Research governance and organisation			Domain D: Engagement, influence and impact		
			Knowledge base (A1)	Cognitive abilities (A2)	Creativity (A3)	Personal qualities (B1)	Self-management (B2)	Professional and career development (B3)	Professional conduct (C1)	Research management (C2)	Finance, funding and resources (C3)	Working with others (D1)	Communication and dissemination (D2)	Engagement and impact (D3)
INDUCTION														
ECU Staff Induction	HRSC	Online						✓						
Getting Started as a Research Student at ECU	GRS	Bi-Annual					✓			✓	✓			
Graduate Research Induction Program (GRIP)	GRS	Online					✓							
Postraduate Research Students Induction	GRS	Bi-Annual						✓				✓		
Reach Your Potential - Working at ECU	CLD	Monthly						✓						
Researcher Orientation (You, Your Research and ECU)	ORI/CLD	Bi-Annual						✓	✓		✓		✓	
PROFESSIONAL DEVELOPMENT														
Academic Writing: Paraphrasing and Paraphrasing	GRS	Bi-Annual	✓	✓									✓	
Advanced EndNote	GRS/Library	Bi-Annual	✓	✓									✓	
ARC DECRA Masterclass	ORI	Annual								✓				
ARC Discovery Masterclass	ORI	Annual								✓				
ARC Linkage Masterclass	ORI	Annual								✓				
Cancer Council WA Masterclass	ORI	Annual								✓				
Case Study Masterclass	GRS	Bi-Annual	✓	✓										
Communicating Your Research	GRS	Bi-Annual						✓					✓	✓
Communicating Your Research Masterclass	ORI	Annual											✓	
Completion Masterclass	GRS/Library	Bi-Annual	✓				✓	✓		✓			✓	
Conducting Interviews and Focus Groups	GRS	Bi-Annual	✓										✓	
Content Analysis Masterclass	GRS	Bi-Annual	✓	✓										
Demystifying Your Thesis	GRS	Annual	✓	✓				✓		✓			✓	
Designing and Managing Qualitative Research	GRS	Bi-Annual	✓					✓		✓				
Early Career Supervisor Training Program	GRS	Bi-Annual	✓			✓	✓	✓	✓			✓		✓
ECU Early Career Researcher Scheme Masterclass	ORI	Annual									✓			
ECU Industry Collaboration Scheme Masterclass	ORI	Annual									✓			
English as an Additional Language Course	GRS	Bi-Annual	✓										✓	
Enterprise Tuesdays	ORI	Monthly						✓						✓
Epigeum Research Skills Training Program	GRS	Online	✓					✓	✓	✓				✓

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			Knowledge base (A1)	Cognitive abilities (A2)	Creativity (A3)	Personal qualities (B1)	Self-management (B2)	Professional and career development (B3)	Professional conduct (C1)	Research management (C2)	Finance, funding and resources (C3)	Working with others (D1)	Communication and dissemination (D2)	Engagement and impact (D3)
PROFESSIONAL DEVELOPMENT														
eResearch Masterclass	ORI	Annual	✓		✓							✓	✓	
Establishing and Maintaining Collaborative Relationships	ORI	Annual						✓				✓		
HDR Supervisor Compliance	GRS	~9 x per year + Online	✓			✓		✓	✓			✓		✓
Introduction to EndNote	GRS/Library	Bi-Annual	✓											
Introduction to Qualtrics	GRS	Bi-Annual	✓	✓										
Introduction to Quantitative Research Design	GRS	Bi-Annual	✓							✓				
Introduction to Statistics Using SPSS	GRS	Bi-Annual	✓	✓										
Introduction to Structural Equation Modelling	GRS	Bi-Annual	✓	✓										
Journal Article Writing	GRS	Bi-Annual	✓	✓				✓				✓	✓	
Managing Your Research Project	ORI/GRS	Bi-Annual	✓				✓		✓	✓				
Maximising Your Publishing Opportunities	ORI	Annual											✓	✓
MyPLAN	GRS	Online				✓	✓	✓	✓	✓		✓		
NHMRC Grants Masterclass	ORI	Annual									✓			
Project Planning - Where to Next? Masterclass	ORI	Annual								✓	✓			
Publishing Your Research	GRS/Library	Bi-Annual	✓						✓				✓	
Qualitative Data Analysis and Introduction to NVivo	GRS	Bi-Annual	✓	✓										
Questionnaire Masterclass	GRS	Bi-Annual	✓											
Research Career Planning Masterclass	ORI	Annual						✓						
Research Data Management Masterclass	ORI/Library	Annual	✓							✓				
Research Ethics and Introduction to STREAM Masterclass	ORI/GRS	Bi-Annual							✓					
Research Metrics Masterclass	ORI/CLD/Library	Annual											✓	
Research Network Series	GRS/ORI/Library	Monthly					✓	✓						
Research Online Masterclass	ORI/CLD/Library	Annual											✓	
Reviewing the Literature	GRS	Bi-Annual	✓	✓										
Setting Up a Research Team for Success	ORI	Annual						✓		✓		✓		
Supervisor Conversation Sessions	GRS	2-4 x per year				✓		✓	✓			✓		✓
Supervisor Toolkit	GRS	4 x per year				✓		✓	✓			✓		✓
The Strategic Academic: Surviving and Thriving in Academe	ORI	Annual					✓	✓						
Troubleshooting Your Proposal	GRS	Bi-Annual	✓	✓									✓	
Visualisation Masterclass	ORI	Annual	✓	✓	✓					✓			✓	
Writing Rejoinders Masterclass	ORI	Annual						✓			✓			
Writing Research Funding Proposals Masterclass	ORI	Annual						✓			✓			
Writing Retreats	GRS	Bi-Annual	✓	✓	✓			✓					✓	