

# Research, Creative and Scholarly Outputs Policy

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## Introduction

This policy covers the use of University of Canterbury research, creative and scholarly outputs produced by staff, adjunct staff and post-graduate students. It outlines the criteria for entry, entry procedures and guidelines.

## Definitions

**Output** a particular dissemination, publication, presentation, performance, artwork, communication or pathway that is made available to people other than the author(s). These will primarily be the result of research or other scholarly activity. In this policy, output refers to the actual output as well as the citation used to describe the output.

**Performance-Based Research Fund (PBRF)** a government research fund designed to encourage and reward research excellence in the tertiary sector, managed by the Tertiary Education Commission (TEC). The PBRF includes three measures: Quality Evaluation (QE), Research Degree Completion (RDC) and External Research Income (ERI). Funding is

participating organisations. [Performance-Based Research Fund \(PBRF\) Funding and Allocation Procedures Policy \(PDF, 457KB\).](#)

**Research** creative and systematic work undertaken in order to increase the stock of knowledge including knowledge of human beings and the environment.





## Appendix

### Output Types and Descriptions

Outputs are classified using the PBRF output types and descriptions, as specified in the [PBRF Guidelines 2018 \(Tertiary Education Commission website, PDF, 2.39MB\)](#). As these definitions are specific to the requirements of PBRF assessment, exceptions for the broader use of outputs at the University are noted for each output type.

<b>Research Output Type</b>	<b>Description</b>
<p>Authored Book</p>	<p>A major work of research or scholarship. The authors are credited for the entire work, which means authors are not attributed to each chapter and the work would normally be published with an ISBN (in hard copy, bound; CD-ROM, packaged; and/or e-book format on subscription or fee basis). Consists mainly of previously unpublished material and makes a contribution to a defined area of knowledge.</p> <p>Includes</p> <p style="padding-left: 40px;">Monographs a book or treatise on a single subject usually written by a specialist in the field. The treatment of the subject is detailed and scholarly.</p> <p style="padding-left: 40px;">Loose-leaf publications where the author(s)/contributor(s) create or update the entire volume.</p> <p>Excludes</p> <p style="padding-left: 40px;">scholarly editions / literary translations (see below);</p> <p style="padding-left: 40px;">textbooks with no research component;</p> <p style="padding-left: 40px;">books published by professional publishers</p>

	<p>books published by professional bodies that do not report original research findings but report the results of evaluations, or repackage existing information for the benefit of professionals or practitioners.</p>
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Chapter in a Book

to be included in the proceedings. An item appearing here cannot also appear in the Conference Contribution Other category.

**Includes**

Submission of an unpublished abstract, presentation of the paper AND associated or subsequent publication of paper (this is considered one complete publication, not three separate ones).

An abstract published in conference proceedings, a book of abstracts or journal (or similar publication venue, such as USB flash drive or website) and available independently of the

Creative Work      Outputs resulting from creative practice as research, including the following subtypes.

*Artefact, Object, Craftwork*

Artefacts, objects or craftworks, exhibited, commissioned or otherwise presented or offered for distribution or sale in the public domain, for example, visual arts, craft and cultural creations. Specific examples are illustration, sculpture, media installations, ceramics, jewellery, metalwork, whakairo, taonga, raranga, or cultural artefacts such as large permanent public sculptures.

A collection of artworks displayed together can be entered as Exhibition / Curatorial Exercise.

*Composition*

A published or publicly available score, first performance or first recording by a record label (on CD or DVD) of a musical composition.

Includes (but is not limited to)

compositions created while being played, for example, electronic compositions and jazz improvisation;

published or publicly available score;

recordings;

sound component of a film or video, lyrics, multimedia composition or chant;

commissioned works; and

combinations or developments of the above.

Excludes a repeat performance of the same work.

*Design Output*

A creative research or problem-solving output in the form of design drawings, books, models, exhibitions, websites, installations or built works.

This can include (but is not limited to)

fashion/textile design,





*Film/Video*

Research, creative or scholarly works in audio-visual form and likely to be first presented in a cinema, on television or online.

Includes (but is not limited to)

ethnographic films;

audio-visual presentations of dynamic research output (for example, in fluid mechanics, robotics, visual motion, workplace relations, conference presentations and a guide to collected sound recordings);

original works in film, television or multimedia;

documentaries;

screenings online at festivals, theatres, galleries or other public venues;

venue

	<p>Excludes</p> <p>radio or television interviews, and appearances in documentaries.</p>
Discussion / Working Paper	<p>A paper published, circulated or presented for discussion amongst peers (or that seeks public input on ways to address an issue). The paper may be commissioned by an organisation, published for consultation or produced as part of a working paper series to encourage suggested revision before publication.</p>
Edited Volume	<p>An edited volume is a published collection of chapters, conference papers, articles or essays by different authors, which have been compiled and/or edited by a single editor or multiple editors. The volume may include chapters, conference papers, articles, essays, introductions or commentaries by the editor(s). Includes edited conference proceedings and editing of special issues of journals where the issue editor is not the regular editor. An edited volume would normally have an ISBN or ISSN.</p> <p>Excludes regular editorial work as a member of an editorial board, which should be listed as a research contribution.</p>
Intellectual Property (e.g., patent and trademark)	<p>registered designs on specific products or processes. Patents can have been granted in New Zealand or another country and must have been granted for the first time during the assessment period. The principles for non-traditional research output types apply.</p> <p>Excludes</p> <p>multiple rights for the same product or process, or applications for which no determination has been made on patent rights; and pending or provisional patent applications.</p> <p>Exceptions for broader use of outputs at UC:</p> <p>provisional patents can be included, and patents do not need to be granted within a specific PBRF assessment period.</p>
Journal Article	<p>A substantial work of scholarship published in a scholarly journal that has an ISSN and would normally be peer reviewed.</p> <p>Includes</p> <p>original research in a scholarly journal, such as research notes that are refereed, or critical scholarly texts that appear in article format;</p> <p>review articles in scholarly journals that summarise the current understanding of a field (not book reviews, which are included under Other);</p>

	<p>to referee contributions;</p> <p>refereed research articles in journals that are targeted to scholars and professionals; and</p> <p>articles in a stand-alone series.</p> <p>Excludes</p> <p>addenda to previous published journal articles;</p> <p>articles designed to inform practitioners in a professional field, such as a set of guidelines or the state of knowledge in a field unless it clearly contains new research findings;</p> <p>articles in newspapers and popular magazines;</p> <p>editorials or letters to the editor;</p> <p>book reviews;</p> <p>case histories that are not full journal articles in themselves;</p> <p>commentaries and brief communications of original research;</p> <p>conference proceedings published in journals or special editions of journals; and</p> <p>reviews of art exhibitions, concerts, theatre productions or other media.</p> <p>Note: Sometimes special editions of journals appear as stand-alone books. Contributions to special editions of journals may be counted as either book chapters or journal articles but not both. An item with a parent document that has an ISSN should be categorised as a journal article.</p> <p>Exceptions for broader use of outputs at UC include</p> <p>articles designed to inform practitioners in a professional field, such as a set of guidelines or the state of knowledge in a field unless it clearly contains new research findings; and</p> <p>publication of articles derived from conference papers but independently reviewed and accepted by the journal.</p>
Oral Presentation	<p>An oral research or scholarly presentation delivered at an event or venue that is not considered a conference. The event where presented must be arranged for the dissemination of academic research or discussion.</p> <p>Includes</p> <p>i</p>



	<p>those authorised to have access or the commissioning sponsor. External organisations may include (but are not limited to) charities, commercial companies, local or national governments, United Nations or non-governmental organisations. Reports written for, on</p> <p><b>Excludes</b></p> <ul style="list-style-type: none"> <li>submissions to select committees;</li> <li>progress or final reports on researcher-initiated projects regardless of funder, for example, progress or final report for a Marsden project; and</li> <li>summary reports on activities for a review period, for example, school annual report on activities, or reports relating to consortia activity and performance.</li> </ul>
<p>Scholarly Edition / Literary Translations (where these contain significant editorial work in the nature of research)</p>	<p>or body of works informed by critical evaluation of the sources (such as, earlier manuscripts, texts, documents and letters) often with a scholarly introduction and explanatory notes or analysis on the text and/or original author. This edition may include a translation of the original text(s) as well as significant literature containing interpretations of the text and/or original author and their context.</p> <p>Includes critical scholarly texts (for example, music, medieval or classical texts).</p>
<p>Software</p>	<p>Originally researched, created and published software (computer programs and their associated documentation, consisting of a set of instructions written by a programmer) or database products of commercial quality and offered for sale or distributed as shareware through a recognised publisher or distributor.</p> <p><b>Includes</b></p> <ul style="list-style-type: none"> <li>operating s</li> </ul>

