

# Unitec Research Output Types- Evidence Guide

## Overview

This guide identifies the types of research outputs that can be added to Unitec's Research Output Management System (ROMS) and the evidence that needs to accompany these ROMS entries. It has been updated to reflect Tertiary Education Commission's (TEC) changes in preparation for the 2018 Quality Evaluation Funding Round.

ROMS may be audited by the TEC so it is very important that each Research Output added to ROMS includes sufficient independent evidence to verify the output.

- Section One is a quick reference guide for what type of evidence needs to be uploaded to ROMS for each research output type.
- Section Two provides a definition for each research output type and more detail about that type of independent evidence required to verify these research outputs in ROMS.
- Section Three describes the Quality Assurance (QA) process and what evidence is required to identify a research output as QA'd.

As outlined in Section 1.1 of the **Guidelines for Documenting Research Outputs** document (saved on the Research and Enterprise page on the Nest) it is expected that all outputs entered into ROMS meet the Tertiary Education Commission's definition of research. This definition is provided in Appendix A of this document.

TEC continue to adapt their research output categories to stay as relevant as possible for applied research. While reviewing this guide you will note that a wide variety of outputs can be classified as research.

## Section 1: A Quick Reference Evidence Guide

Research Output Types	Evidence required
<b>Book Authored</b>	Title page and bibliographic details or a library catalogue record
<b>Book Chapter</b>	Title and imprint pages, contents page, and entire chapter
<b>Book Review (Unitec Only)</b>	Documentation that demonstrates the output falls within the TEC Definition for Research and includes date, contribution, publication details and place where made publicly available
<b>Conference Abstract (published)</b>	A full copy of the abstract, as well as the conference programme with abstract referenced
<b>Conference Poster</b>	The conference programme listing the poster, and the poster itself
<b>Conference Presentation</b>	Conference programme, paper presented/speaker notes/PPT slides where available
<b>Conference Proceedings</b>	Title and imprint pages, contents page, and entire chapter in proceedings
<b>Artefact/Object/ Craftwork</b>	Photograph(s) of work and copies of material sufficient to verify the design, incl. advertisements, catalogues
<b>Composition</b>	Documentation such as the score or a recording that includes the composer, title of the composition and date of publication
<b>Design Output</b>	Copies of any material sufficient to verify the design that includes authorship, publication date and venue
<b>Dramatic &amp; Literary Texts</b>	Documentation that identifies publication/performance dates, author/performer, title, pagination, publisher
<b>Exhibition - Solo</b>	Documentary photographs of the exhibition or catalogue and media advertisements
<b>Exhibition - Group</b>	Documentary photographs of the exhibition or catalogue and media advertisements

<b>Exhibition - Curatorial Exercise</b>	Exhibition catalogue or media advertisements including evidence of curator role
<b>Film/video</b>	Documents such as catalogue listing or letter from broadcaster sufficient to verify the film/video
<b>Performance</b>	Written evidence such as a programme setting out the performers, dates of performance, title, venue
<b>Edited Book / Volume</b>	Copy of the edited book/volume, or at least title, imprint and contents pages
<b>Educational Material</b>	Title and imprint pages, contents page, and entire chapter or book (where applicable)
<b>Essay – Published (Unitec Only)</b>	Full copy of essay including title and imprint pages or evidence of publication details
<b>Intellectual Property</b>	Copy of the letter confirming the granting of patent/trademark and copy of patent application form showing name(s) of inventor(s)
<b>Journal Paper</b>	Copy of the entire article and a copy of the journal's bibliography details (where not displayed)
<b>Monograph</b>	Copy of the monograph (where possible) or at least the title page and bibliographic details
<b>Other</b>	Documentation that demonstrates the output falls within the TEC Definition for Research and includes date, contribution, publication details and place where made publicly available
<b>Presentation (non-conference)</b>	Written evidence of context where the presentation was delivered and copy of the power point or speakers notes where available.
<b>Report</b>	Copy of the report which includes title page, authorship details, and delivery or completion date
<b>Scholarly Edition/ Literary Translation</b>	Documentation that specifies journal/book title, contents page, and bibliographic details
<b>Software</b>	Evidence of the software release, including author and bibliographic details
<b>Awarded Doctoral Thesis</b>	A copy of the thesis title page and bibliographic details, plus URL to full thesis
<b>Awarded Masters Thesis</b>	A copy of the thesis title page and bibliographic details, plus URL to full thesis
<b>Discussion / Working Paper (published)</b>	Copy of the working paper, including the title page and associated bibliographic details

## Section 2: Output Type Definitions and full lists of the evidence required for verification

Research Output Type	Definition of Output (TEC standard)	Independent <sup>1</sup> Evidence required for verification
<b>Book Authored</b>	A major work of research or scholarship. Complete book published, normally with an ISBN, and with external circulation. Consists mainly of previously unpublished material and makes a contribution to a defined area of knowledge. Author is credited for the entire book (meaning individual authors are not attributed to each chapter). The publication can be in print or in electronic form.	Documentation that includes: <ul style="list-style-type: none"> <li>• Copy of the Authored book, or at least Title and bibliographic details (scanned or electronic copy)</li> </ul>

<sup>1</sup> Independent' means a source other than the person who is claiming the output. For example, in the case of a book, a full copy of the book confirming all the details would be considered independent evidence

	<p><b>Excludes</b> books with no research component; books published by professional bodies that do not report original research findings but report the results of evaluations or repackaged existing information for the benefit of professionals; pamphlets.</p>	<ul style="list-style-type: none"> <li>• Current URL to book (if applicable)</li> <li>• OR a library catalogue record.</li> </ul> <p>Evidence <b>must show</b> date of publication, authorship, pagination, title and publisher.</p>
<b>Book Chapter</b>	<p>Full chapter or section of a book, consisting of substantially new material, normally has an ISBN and is available for sale. Book should be of a scholarly nature and substantially contribute to a defined area of knowledge. It is written by a single author or multiple authors who share responsibility for the chapter.</p> <p><b>Includes</b> scholarly introductions of chapter length where the content of the introduction reports research undertaken by the editor and makes a substantial contribution to the defined area of knowledge. Critical scholarly texts of chapter length for example, reviews of current research, classical texts or music. <b>Excludes</b> forewords, brief introductions, editorials.</p>	<p>Documentation that includes:</p> <ul style="list-style-type: none"> <li>• Book Title, Bibliographic details, and Contents page (electronic copy or scanned)</li> <li>• Full copy of the book chapter where available (electronic or scanned)</li> <li>• OR a library catalogue record.</li> </ul> <p>Evidence <b>must show</b> date of publication, authorship, pagination, title of chapter, title of book and publisher</p>
<b>Book Review (Unitec Only)</b>	<p>Book reviews can be included as a Research Output if they are of an academic or scholarly nature, particularly if they draw from the author's field of expertise, and are published in a formal and external setting. The publication can be in print or electronic form.</p> <p>The content of the review must be underpinned by research that meets the TEC definition of Research and contributes to a defined area of knowledge. In other words, new knowledge must form part of the review, for example it might include a unique synthesis of current research (rather than only commenting on the content of the reviewed material).</p>	<p>Documentation that includes a full copy of the abstract, and the conference programme with abstract referenced or acceptance letter from the conference organisers for published abstract.</p> <p>Evidence <b>must show</b> date, authorship, pagination, title, publisher, conference.</p>
<b>Conference Abstract (published)</b>	<p>An abstract published as proceedings, book of abstracts or journal (or similar publication venue)) and available independently of the conference at which it was presented. This form of abstract is often the only published version of the output, appearing as a 'mini-paper' containing an introduction/objective and methods, results and conclusions sections. This type of abstract would normally go through a review process and is not the standard type of abstract submitted with a conference presentation.</p> <p>Where the abstract is accompanied or superseded by or a full paper in a published proceedings, this output should be entered in preference to categorising as an abstract output.</p>	<p>Documentation that includes a full copy of the abstract, and the conference programme with abstract referenced or acceptance letter from the conference organisers for published abstract.</p> <p>Evidence <b>must show</b> date, authorship, pagination, title, publisher, conference.</p>
<b>Conference Poster</b>	<p>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.</p>	<p>Documentation that includes:</p> <ul style="list-style-type: none"> <li>• A copy of the conference poster</li> </ul>

	<p>A poster that appears at a conference as a poster only and is not published in the proceedings as a paper or abstract.</p>	<ul style="list-style-type: none"> <li>The conference programme listing the poster or confirmation letter from the conference organisers.</li> </ul> <p>Evidence <b>must show</b> date, authorship, title, conference.</p>
<p><b>Conference – Oral Presentation</b></p>	<p>Prepared, formal presentations delivered at an external conference (or symposium, meeting, forum or summit of national or international importance) with or without accompanying written form.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>Keynote or plenary presentations to a conference.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Role as panel or discussion member (or chair) at a conference</li> <li>Opening or closing addresses that are not keynote or plenary presentations</li> <li>Facilitation of workshops at conferences</li> <li>Presentations at a conference that are summaries of discussions or papers presented at the conference.</li> </ul> <p>NOTE: All the above can be categorised in the research contribution section of ROMS</p> <ul style="list-style-type: none"> <li>Presentations (formal and prepared) to peer groups at other institutions or to businesses (these should be recorded under presentation – non conference).</li> <li>Presentations at Unitec for an internal Unitec audience only, such as the Unitec Research or Teaching and Learning Symposiums.</li> </ul> <p>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.</p>	<p>Documentation that includes:</p> <ul style="list-style-type: none"> <li>Listing of the output in conference handbook, programme or website</li> <li>OR confirmation letter from the conference organisers.</li> <li>AND PowerPoint presentation/presenter's speaker notes (where available)</li> </ul> <p>Note: It is not enough to include the url to the conference or conference programme, screen shots of the relevant on pages need to be uploaded as websites can expire.</p> <p>Evidence <b>must show</b> date and authorship.</p>
<p><b>Conference – Paper Published in Proceedings</b></p>	<p>Full papers published in the proceedings of a conference attended by the author(s) and available independently of the conference in which it was presented. Published papers would normally undergo editorial selection to be included in the proceedings. Do NOT include a separate output for an oral presentation delivering exactly the same research material at the conference. The year of publication, rather than the year of presentation, applies.</p> <p><b>Excludes</b> papers that are provided only to conference participants and not to the general public</p>	<p>Documentation that includes:</p> <ul style="list-style-type: none"> <li>Title, imprint and contents page for the conference proceedings</li> <li>Entire paper as published in the proceedings.</li> </ul> <p>Evidence <b>must show</b> date of publication, authorship, pagination, title of paper, title of proceedings, publisher, editors (where applies)</p>
<p><b>Artefact/Object/Craftwork</b></p>	<p>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</p>	<p>Documentation that includes:</p>

	<p>creations. Specific examples are: illustration, sculpture, media installations, ceramics, jewellery, metalwork, whakairo, taonga, raranga, or cultural artefacts such as large permanent public sculptures.</p> <p>All creative works result from original investigation in order to contribute knowledge and understanding, and/or cultural innovation or aesthetic refinement. The research output should embody this investigation.</p>	<ul style="list-style-type: none"> <li>• Photograph and associated written documentation</li> <li>• OR audio or video recording</li> <li>• OR written documentation such as programme or letter from the gallery;</li> <li>• OR Copies of any material sufficient to verify the design.</li> </ul> <p>Evidence <b>must show</b> creator(s), names of galleries/venues and locations, opening and closing dates and co-exhibitors where applicable.</p>
<p><b>Composition</b></p>	<p>An original published/publicly available score, first performance or first recording by a record label (on CD or DVD) of a musical composition. The composition can be part of a film, video, lyrics, multimedia composition or chant.</p> <p><b>Includes</b> (but not limited to):</p> <ul style="list-style-type: none"> <li>• compositions created while being played, for example, electronic compositions, jazz improvisation</li> <li>• sound component of a film or video, exhibition, lyrics, multimedia composition or chant</li> <li>• commissioned works.</li> </ul> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• repeat performance of the same work.</li> </ul>	<p>Documentation that includes:</p> <ul style="list-style-type: none"> <li>• Musical score (electronic or scanned copy);</li> <li>• OR Audio recording (essential for electroacoustic composition);</li> <li>• OR Visual documentation such as photographs or video (if the composition is part of an exhibition)</li> <li>• OR copy of the film (if composition is part of a film)</li> </ul> <p>Evidence <b>must show</b> authorship or contribution, date of publication/public availability, length, venue (for performances), Publisher (for scores).</p>
<p><b>Design Output</b></p>	<p>A creative research/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:</p> <ul style="list-style-type: none"> <li>• Fashion/textile design</li> <li>• Graphic design</li> <li>• Interior design</li> <li>• Industrial design</li> <li>• Architectural design</li> <li>• Multimedia design</li> <li>• Other designs.</li> </ul>	<p>Documentation such as:</p> <ul style="list-style-type: none"> <li>• plans or working drawings;</li> <li>• OR computer models;</li> <li>• OR animation of model outputs;</li> <li>• OR photograph or digital image;</li> <li>• OR video recording.</li> </ul> <p>Evidence <b>must show</b> date publicly available (opening</p>

		and closing dates if applicable), authorship/ contribution, venue, sponsor or commissioner if applicable, scale.
<b>Dramatic &amp; Literary Texts</b>	<p>A work of creative prose, poetry, dramatic text or a literary essay.</p> <p><b>Includes</b> (but not limited to):</p> <ul style="list-style-type: none"> <li>novel/creative non-fiction – a published prose narrative of considerable length</li> <li>play – a published/publicly available script, first performance or first distributed recording of a play written (or co-written) by the author</li> <li>poetry – a published poem or collection of poems, or a poetry recital where the work is new</li> <li>screenplay – a published/publicly available screenplay, first public showing of the related film written (or co-written) by the author</li> <li>short fiction/creative non-fiction or essay – a shorter work of short fiction/creative non-fiction, or a published essay</li> <li>a short literary composition on a particular theme or subject, usually in prose and generally analytic, speculative or interpretative.</li> </ul>	<p>Electronic or scanned documentation of the output such as copy of the full text, library catalogue record or letter from publisher.</p> <p>Evidence <b>must show</b> the date of publication, author (s), pagination, title, publisher.</p>
<b>Exhibition - Solo</b>	<p>The objects/art work may have historical, cultural or scientific importance, or alternatively possess aesthetic qualities or extraordinary characteristics. Includes artwork publically presented in the form of site specific exhibitions, installations, interventions, performances. As well as commissioned artworks included in an exhibition as part of a biennale, national or international festival or other recognised art event.</p> <p>Where a piece of work has been included in multiple exhibitions the highest quality exhibition should be included as the research 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. For PBRF purposes the scale and complexity of the exhibition should be commented on, and if touring, the extent of tour (national, international, number of venues, length of tour).</p>	<p>Documentation of the exhibition can include:</p> <ul style="list-style-type: none"> <li>A video or documentary photographs of the exhibition (required)</li> <li>Exhibition catalogue (title and imprint pages at minimum) with authors works listed</li> <li>Exhibition advertisements/posters</li> <li>A letter from the sponsor / commissioner</li> <li>Other associated documentation where valid.</li> </ul> <p>Evidence <b>must show</b> the authorship, dates publically available, title of the exhibition, venue, sponsor, commissioner and scale if applicable.</p>
<b>Exhibition - Group</b>	<p>Same as above but for an exhibition that included multiple <u>authors</u> contributing objects.</p>	<p>Same as above, with an emphasis on providing evidence of degree of contribution.</p>

<p><b>Exhibition - Curatorial Exercise</b></p>	<p>A curatorial work undertaken by an academic to form an exhibition (including catalogues). The objects/art work may have historical, cultural or scientific importance, or alternatively possess aesthetic qualities or extraordinary characteristics.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>artwork exhibited in regional, national or international galleries, in dealer galleries or other sites of public presentation</li> <li>artwork publicly presented in the form of site-specific exhibitions, installations, actions, interventions, performances</li> <li>commissioned artworks included in an exhibition as part of a biennale, national or international festival or other recognised art events.</li> </ul>	<p>Documentation that includes:</p> <ul style="list-style-type: none"> <li>Exhibition catalogue (title and imprint pages at minimum) with list of works</li> <li>Media advertisements</li> <li>A letter from the sponsor / commissioner.</li> </ul> <p>Evidence <b>must show</b> the curatorial status, dates of the exhibition, title of the exhibition, venue, sponsor, commissioner or scale if applicable.</p>
<p><b>Film/video</b></p>	<p>Research, creative or scholarly works in audio-visual form and likely to be first presented in a cinema, on television or online. The criteria for content is that it is original, of significant scholarly or artistic value and screened to an external audience. It is useful to provide a comment on the scale and complexity of the file or video.</p> <p>Includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>ethnographic films</li> <li>audio-visual presentations of research output</li> <li>original work in film, television, multimedia</li> <li>documentaries</li> <li>screenings online or at festivals, theatres, galleries or other public venues</li> <li>original contributions to cinematography, sound design, art direction, production and post-production, direction and other areas of specialty.</li> </ul>	<p>Documentation such as a catalogue listing, or a letter from the broadcaster that includes:</p> <ul style="list-style-type: none"> <li>date of release or broadcast</li> <li>broadcaster</li> <li>creator(s) and role(s) (for example, evidence that the person claiming the work was involved)</li> <li>date release or broadcast, duration</li> <li>current URL link to film/video (if applicable).</li> </ul>
<p><b>Performance</b></p>	<p>A live or recorded performance (by, for example, an actor, musician, dancer, conductor) to an external audience (must be advertised/open to the public, or broadcast to the public). 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</p> <p><b>Includes</b> (but is not limited to):</p> <ul style="list-style-type: none"> <li>performance in a play, musical, opera, concert, television or radio production</li> <li>theatre productions (stage play, mime, circus, puppet show, variety act, comedy show)</li> <li>concerts and recitals (music or dance)</li> <li>broadcast performances and other modes of presentation</li> <li>production of an audio/visual medium (such as CD or DVD recording)</li> <li>mōteatea, oriori, haka, whaikōrero orations or waiata-a-ringā</li> <li>artistic direction of a staged production</li> </ul>	<p>Documentation such as:</p> <ul style="list-style-type: none"> <li>Audio or audio-visual recording</li> <li>OR transcription, script or score</li> <li>Copies of any associated written documentation including theatre programme</li> <li>OR letter from producer</li> <li>OR press story or review.</li> </ul> <p>Evidence <b>must show</b> the date (including opening and closing dates), role of the person within the performance, venue/location, basis of funding, scale.</p>

	<ul style="list-style-type: none"> <li>• advisor roles in a theatre production (for example, design, dramaturgy).</li> </ul> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>• radio or television interviews</li> <li>• appearances in documentaries</li> <li>• productions with an internal audience only; repeat performances.</li> </ul>	
<b>Edited Book / Volume</b>	<p>Complete book published for external circulation or audience where staff member is 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.</p> <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).</p> <p>Includes edited conference proceedings and editing of special issues of journals where the issue editor is not the regular editor. Would normally have an ISBN or ISSN.</p> <p><b>Excludes:</b> regular editorial work as a member of an editorial board, which should be listed as a research contribution.</p>	<p>Documentation should include a copy of the edited book or volume (electronic or scanned) or at least the Title, Bibliographic details and Contents pages.</p> <p>Evidence <b>must show</b> the date, editorship, publisher, title and pagination.</p>
<b>Educational Material</b>	<p>Textbooks professionally published and either commissioned for production, or sold for use by students for courses external to those offered solely at Unitec.</p> <p>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.</p> <p>Significant items only.</p> <p><b>Exclusions:</b></p> <ul style="list-style-type: none"> <li>• Unpublished course notes used for study or teaching, whether at Unitec or elsewhere</li> <li>• Texts unavailable to a large and/or wide audience</li> <li>• 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</li> <li>• Texts for one-off training or teaching events.</li> </ul>	<p>Copy of the publication (electronic or scanned) or at least the Title, Imprint and Contents pages.</p> <p>Evidence <b>must show</b> the date, authorship, publisher, title and pagination.</p>
<b>Essay – Published (Unitec Only)</b>	<p>Must be published and accessible to an external audience. An essay is usually a short piece of research informed work often from an author’s personal point of view.</p> <p>The content of the review must be underpinned by research that meets the TEC definition of Research and contributes to a defined area of knowledge. In other words, new knowledge must be part of the essay, for example it might</p>	<p>Full copy of essay including title and bibliographic details showing evidence of external distribution.</p>

	include a unique synthesis of current research (rather than only summarising the author's point of view).	
<b>Intellectual Property</b>	<p>Granted patents, copyrights, plant breeder's rights, trademarks, or 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> <ul style="list-style-type: none"> <li>multiple rights for the same product or process, or applications for which no determination has been made on patent rights</li> <li>pending or provisional patent applications.</li> </ul>	<p>Documentations that includes:</p> <ul style="list-style-type: none"> <li>Copy of the letter confirming the granting of the patents or trademark including date that patent/trademark was granted OR official online listing</li> <li>A copy of the patent application form, showing the name(s) of the inventor (s).</li> </ul> <p>Evidence <b>must show</b> date, role (for example, inventor), granting of patent, or trademark.</p>
<b>Journal Paper</b>	<p>A substantial work of scholarship published in an externally circulated scholarly journal that has an ISSN. 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 the non- quality assured subcategory could 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.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>original research in a scholarly journal, such as research notes that are refereed, or critical scholarly texts that appear in article format</li> <li>review articles in scholarly journals that summarise the current understanding of a field</li> <li>invited papers in journals where the journal's standard practice is to referee contributions</li> <li>refereed research articles in journals that are targeted to scholars and professionals</li> <li>articles in a stand-alone series.</li> <li>articles reviewed and recommended by Scientific Organisations or Peer Communities (Peer Community In (PCI) – is an example of a community of researchers in biology).</li> </ul> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>addenda to previous published journal articles</li> <li>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</li> <li>articles in newspapers and popular magazines</li> <li>editorials or letters to the editor</li> <li>book reviews</li> </ul>	<p>Documentation should include:</p> <ul style="list-style-type: none"> <li>The full journal article, as published in the journal (electronic or scanned copy)</li> <li>A copy of the journal's bibliographic details (where these are not displayed on the article)</li> <li>Current URL to journal online (if applicable)</li> </ul> <p>Evidence <b>must show</b> date, authorship, title, pagination, journal title.</p>

	<ul style="list-style-type: none"> <li>• case histories that are not full journal articles</li> <li>• commentaries / brief communications of original research</li> <li>• conference proceedings published in journals or special editions of journals</li> <li>• reviews of art exhibitions, concerts, theatre productions or other media</li> </ul>	
<b>Monograph</b>	<p>A monograph contains a single, substantial, self-contained paper on a significant topic. The treatment of the subject is detailed and scholarly. The decision to publish the paper as a monograph will normally be made by the author in consultation with the Head of their School.</p>	<p>Documentation should include:</p> <ul style="list-style-type: none"> <li>• Copy of the monograph (where possible)</li> <li>• Copy of the title page and bibliographic details.</li> </ul> <p>Evidence <b>must show</b> date of publication, authorship, pagination, title and publisher.</p>
<b>Other (formerly General Media &amp; Journal Other)</b>	<p>Outputs that meet the TEC Definition of Research (see Appendix A) but do not fit into other categories. Outputs must be underpinned by research and while they may be included in the list of potential outputs below this does not mean that they will automatically meet the TEC Definition of Research. The onus is on the author to provide an explanation of why this was the most appropriate form for the research.</p> <p><b>Includes</b>, but not limited to:</p> <ul style="list-style-type: none"> <li>• Devices</li> <li>• reviews of performances, compositions, films</li> <li>• articles published in daily or weekly newspapers or non-scholarly magazines</li> <li>• editorials, letters to editor</li> <li>• brief introductions or prefaces to edited books</li> <li>• dictionary, encyclopedia entries</li> <li>• websites</li> <li>• broadcasts</li> <li>• interviews</li> <li>• non-chapter contribution to books eg. case studies, supplements</li> <li>• letters to the editor.</li> </ul>	<p>Electronic copies of any written documentation or commentary that demonstrates the presented outputs fall within the PBRF Definition of Research and the quality-assurance process where applicable.</p> <p>Evidence <b>must show</b> date, contribution, venue/publication details/place where made publicly available.</p>
<b>Presentation (non-conference)</b>	<p>Prepared, formal oral presentations of original research, for the first time, to an external audience such as peer groups in 'non-traditional' research forums (e.g. hui, industry settings, forums, webinars, colloquia at other tertiary institutions). The event where presented must have been arranged for dissemination of academic research or discussion.</p> <p>When a non-conference presentation is commissioned, on letterhead of a professional body, learned society or government department, and on the basis of research expertise, that fact can be entered as a Research Contribution item. Such commissioning does not render a non-conference presentation quality assured. In the event</p>	<p>Documentation should include written evidence of context where the presentation was delivered, such as:</p> <ul style="list-style-type: none"> <li>• letter from the event organizer</li> <li>• press story or review</li> <li>• OR a letter of attestation by a scholar of acknowledged repute.</li> </ul>

	<p>that robust peer review of the presentation can be demonstrated, the output may count as quality assured.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Invited lecture in a named series that is prestigious within the discipline.</li> <li>• Whaikōrero, presentations at hui, wānanga.</li> <li>• Webinars which meet the definition of research (original investigation undertaken in order to contribute to knowledge and understanding and, in the case of some disciplines, cultural innovation or aesthetic refinement).</li> </ul> <p><b>Exclusions:</b></p> <ul style="list-style-type: none"> <li>• Presentations of research proposals at Level 9 (master’s level) or less</li> <li>• Educational or training presentations to internal or external groups (e.g. teacher- student type relationships)</li> <li>• Information or unprepared presentations to any groups</li> <li>• Presentations at Unitec for an internal Unitec audience only such as the Unitec Research or Teaching and Learning Symposiums.</li> </ul>	<p>Please include a copy of the power point or speakers notes where available.</p> <p>Evidence <b>must show</b> date, presenter, venue, title.</p>
<p><b>Report</b></p>	<p>A published document (not in a journal or book) that has been commissioned, written by an individual or jointly by several authors and details the results of a research project. Alternatively, it may explore a technical/scientific research problem. The report may include recommendations and conclusions. The report details the results of research carried out for the external organisation or individual sponsor that funded or commissioned the research. The report may be confidential.</p> <p>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 behalf of, or in partnership with, iwi and hapū.</p> <p>Reports should:</p> <ul style="list-style-type: none"> <li>• Be clearly the product of research, investigation, inquiry, scholarship, analysis, discovery, creativity, new knowledge, creation or the equivalent.</li> </ul> <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</li> <li>• summary reports on activities for a review period.</li> </ul>	<p>Documentation should include:</p> <ul style="list-style-type: none"> <li>• Full copy of the report (electronic or scanned)</li> <li>• Copy of commentary, peer- review or similar quality- assurance report if claiming QA status</li> <li>• Letter from the commissioner or sponsoring organisation.</li> </ul> <p>Evidence <b>must show</b> authorship, title, pagination, delivery or completion date and commissioning body where appropriate.</p>
<p><b>Scholarly Edition/ Literary Translation</b></p>	<p>An edition of another author’s original work/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</p>	<p>Documentation can include a electronic or scanned copy of the full scholarly edition/literary translation, or</p>

	<p>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><b>Includes:</b> Critical scholarly texts (for example, music, medieval or classical texts).</p>	<p>at least the title page and bibliographical details, or a library catalogue.</p> <p>Evidence <b>must show</b> date of publication, authorship, pagination, title and publisher</p>
<b>Software</b>	<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>Computer software released and copyrighted for general external use. Electronic copies of the software must be deposited with the central Unitec resource along with documented evidence of copyright and/or release.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>operating systems</li> <li>utilities</li> <li>application programs</li> <li>interactive multimedia</li> <li>video games</li> <li>logic systems.</li> </ul> <p><b>Excludes:</b></p> <ul style="list-style-type: none"> <li>programmed code scripted to enhance existing commercial software applications, programmes or procedures</li> <li>databases of references or material for supporting research programmes of individual researchers.</li> <li>non-released drafts (e.g. beta versions)</li> <li>software developed for internal education purposes.</li> </ul>	<p>Documentation can include:</p> <ul style="list-style-type: none"> <li>Software documentation such as a walk through in AVI format with voiceovers or text overlays to identify significant features of the software's operation</li> <li>Record on publisher website or letter from the publisher/distributor.</li> </ul> <p>Evidence in relation to software should address the uniqueness, impact and innovative nature of the development, rather than supplying the software itself.</p> <p>Evidence <b>must show</b> date, publisher (if relevant), scale</p>
<b>Discussion / Working Paper (published)</b>	<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. Working papers need to be available to an external audience.</p>	<p>Full copy of the working paper (electronic or scanned copy)</p> <p>Evidence <b>must show</b> date, authorship, title, pagination, venue (if applicable).</p>
<b>Awarded Doctoral Thesis / Masters Thesis</b>	<p>A Doctoral thesis advancing an original idea through research and leading to the award of a PhD or equivalent qualification at a recognised New Zealand or international university.</p> <p>A Master's thesis of 90 points or above that advances an original idea through research and leading to the award of a Master's or equivalent qualification at a recognised New Zealand or international university.</p> <p>Other relevant professional qualification thesis. Theses from staff studying at other tertiary institutions as well as Unitec can be included. For inclusion, the thesis must have been passed as a requirement for the course and amendments made as required by that process.</p>	<p>A scanned or electronic copy of the thesis, or at least the title and contents page and bibliographic details.</p> <p>Evidence <b>must show date</b> of publication, author, awarding institution, degree (for example, Masters or PhD or other).</p>

	<p><b><u>Excludes:</u></b></p> <ul style="list-style-type: none"> <li>• Reports, essays or projects performed by undergraduate students</li> <li>• Honorary doctorates</li> <li>• Master's courses or papers of less than 90 points (for example, research project, dissertation).</li> </ul> <p>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.</p> <p>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.</p>	
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## Section 3: Quality Assurance

When you add a new research entry in ROMS you will be asked to identify whether or not the output is Quality Assured.

The Tertiary Education Commission defines a quality-assured research output as any research output that successfully completed a formal quality- assurance process before its final version was first made available in the public domain.

This means the output has been subject to formal, independent scrutiny by those with necessary expertise or skills or both, to assess its quality. This may include, for example, its rigour, logic, clarity, originality, intellectual significance, impact, applications and artistic merit.

Formal quality-assurance processes vary between different disciplinary areas and output types. They include, but are not limited to:

- peer-review or refereeing processes undertaken by journals and book publishers
- other review processes employed by editors, editorial committees or publishers
- the selection of conference papers or abstracts and the refereeing of conference papers
- review processes specific to Māori or Pacific research processes or methodologies
- review processes undertaken by major galleries, museums and broadcasters
- review processes employed by users of commissioned or funded research (including confidential reports) including commercial clients and public bodies.

A non-quality-assured research output is one that:

- has not been subject to a quality-assurance process
- is currently in the process of being quality assured
- has been unsuccessful in completing a formal quality-assurance process (for example, it has been peer reviewed and rejected).

## Appendix A: The Tertiary Education Commission's (TEC) Definition of Research

Unitec uses TECs Performance Based Research Fund (PBRF) Definition of Research which follows:

Research is original, independent investigation undertaken to contribute to knowledge and understanding and, in the case of some disciplines, cultural innovation or aesthetic refinement<sup>2</sup>.

Research typically involves inquiry of an experimental or critical nature driven by hypotheses or intellectual positions capable of rigorous assessment by experts in a given discipline.

Research includes work of direct relevance to the specific needs of iwi, communities, government, industry and commerce. In some disciplines, research may be embodied in the form of artistic works, performances or designs that lead to new or substantially improved insights. Research may include:

- contributions to the intellectual underpinning of subjects and disciplines (for example, dictionaries and scholarly editions)<sup>3</sup>.
- the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products, communications or processes
- the synthesis and analysis of previous research to the extent that it is new and creative.

Research findings must be open to scrutiny or formal evaluation by experts within the field. This may be achieved through various forms of dissemination including, but not limited to, publication, manufacture, construction, public presentation, or provision of confidential reports.

Activities that are part of routine standard practice and do not embody original research are excluded, such as:

- routine testing
- data collection
- preparation for teaching
- the legal and administrative aspects of intellectual property protection and commercialization activities.

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<sup>2</sup> The term 'independent' does not exclude collaborative work.

<sup>3</sup> The term 'scholarly' is defined as the creation, development and maintenance of the intellectual infrastructure of subjects and disciplines, in forms such as dictionaries, scholarly edition, catalogues and contributions to major research databases.