



Massey University

RESEARCH MANAGEMENT SERVICES

Kaiwhakahaere Rangahau Ratonga

Academic Outputs Information Pack 2008



Te Kunenga
ki Pūrehuroa

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1 OVERVIEW

For many years the University has collected bibliographic information for the purposes of reporting annually to the Ministry of Education. Until 2006 this was the responsibility of the University Library.

With the introduction of the Performance-Based Research Fund (PBRF), academic outputs now have a very large impact on bulk grants for the University. This connection also means that the classification of outputs and associated evidential requirements are now largely dictated by the Tertiary Education Commission (TEC); with all the regulation, standardisation, electronic data validation and auditing issues involved.

Responsibility for academic outputs has shifted to Research Management Services (RMS); a section of the Office of the Deputy Vice-Chancellor (Research). With this move comes the decision to overhaul the repository and create the 'Academic Outputs Database' (AOD), for funding and archival purposes. The AOD will be maintained with the Research Information Management System (RIMS); this will record both 'research' and 'professional/community' based activities undertaken by academic staff across the University.

In accordance with the Academic Outputs Policy (2006) the timing of the request for evidence; evidential requirements, categories and cover sheets for academic outputs; and categories of affected staff will be established by the Office of the Deputy Vice-Chancellor (Research), in consultation with Colleges, in light of the following principles:

- i) Consistency with reporting requirements from external funding bodies;
- ii) Consistency of approach across the University;
- iii) Consistency with international conventions;
- iv) Efficiency of administration;
- v) Addressing the needs of Colleges.

Entry and verification of academic outputs, and storage of all evidence collected will also be undertaken by RMS.

Evidence of academic outputs will be collected by an assigned departmental staff member and submitted on a monthly basis to RMS. This will ensure continual availability of information into RIMS for staff to utilise. Academic staff, Heads of Units and College administrators will be able to use the data stored in RIMS to create evidence portfolios, personal web pages, CVs and academic outputs lists.

2 ACADEMIC OUTPUTS PROCESS

Academic outputs will be collected through a monthly delivery process. Departments are to submit all outputs provided by academics to RMS on an arranged day each month. This is specified by the AOD submission calendar; details of submission days have been distributed to departmental administrators.

Once outputs have been received, RMS will go through the process of data entry and verification for each output supplied. Outputs will not be entered unless all appropriate hard-copy evidence is supplied to meet the verification requirements; if an output is missing evidence essential for verification it will be returned with a request for more evidence with details of what evidence is required. Notification of receipt by RMS of each academic output will be sent back to the originator if required.

All evidence collected will be stored in individual summary information folders; evidence will be held for six year periods (for example, 2006-2012) - evidence of outputs from years outside the current six year period will be returned.

A process map has been produced to outline this new academic outputs process (attached as Appendix 1). This sets out responsibilities for those involved in the process.

3 DEFINITIONS

Information for the following definitions has been sourced from:

Tertiary Education Commission. (2005). *Performance-Based Research Fund: Guidelines 2006*. Wellington, NZ: TEC.

3.1 'RESEARCH' AND 'PROFESSIONAL/COMMUNITY'

RMS will be responsible for research outputs and professional/community outputs. Consequently it is necessary to define these terms and provide a benchmark by which to set the standard for the classification of academic outputs.

3.1.1 Research

"... research is 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 (eg 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.

Note: The term 'independent' here should not be construed to exclude collaborative work" (TEC, 2005, p. 20).*

3.1.2 Professional/Community

The importance of outputs from professional and community activities to some academic units in the University must not be underestimated. The University Charter states that "*Massey University's distinctive spirit of community service and extension activity is manifest in many ways, especially in its on-going, practical, problem-solving activities, often in partnership with industry, and in its contribution to local, regional and national communities*", and that "*historically, our outreach and community service has been substantial and sets Massey University apart from its counterpart learning and research institutions*" (Massey University, 2003, p. 3). Hence, it is important that these outputs are included in the AOD.

Outputs from professional and community activities are those that do not correspond with the above definition of research; if an output does not fit this definition it must be classified as a professional/community output.

Professional/Community outputs are those which are not PBRF eligible, and cannot be used in the next Research evaluation. These outputs can, however, be used to make up personal web pages, CVs, output lists etc. Academics are therefore not required to submit ALL of their Professional/Community outputs; it is up to the academic whether they wish to record these sorts of activities.

Please note that outputs relating to routine professional practice (e.g. preparation for teaching) will not be included in the AOD.

3.2 QUALITY-ASSURANCE

The term 'quality-assured' is used to identify an output that has gone through some type of formal review process (see below). It does not denote an output as being of any lesser quality. As a general rule, quality-assured outputs are more desirable; however there could be exceptions to this rule.

The Office of the DVC (Research) reserves the right to request evidence of quality-assurance.

Many conferences use some sort of formal review process on work submitted for conference participation. These processes can often vary for different types of submissions; thus it can become difficult to accurately classify the different sub-categories available for conference contributions as quality-assured. To overcome this difficulty, evidence will be required to confirm the quality-assurance of conference contribution outputs classified as such.

RMS, with departmental assistance, expects to become well-acquainted with quality-assurance processes for conference contributions. A list of conferences for which quality-assurance processes have been verified will be maintained for reference on the AOD website (<http://aod.massey.ac.nz>). This list will be updated regularly, as more conferences are verified.

Each academic output must be classified as either quality-assured or non-quality-assured. It is advised that academic staff use the definitions provided as a guide when classifying an output for this.

3.2.1 Quality-assured

"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)" (TEC, 2005, p. 47).

3.2.1.1 Formal quality-assurance processes

“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*
- *Review processes employed by users of commissioned or funded research” (TEC, 2005, p. 47).*

3.2.1.2 Quality-assured v. reviewed

“Quality-assurance processes are different from review processes as used in the PE component. A research output may have been reviewed in the public arena after its publication or public dissemination. Such reviews do not meet the definition of a quality-assured research output. These reviews, however, may be included under the PE component” (TEC, 2005, p. 47).

3.2.2 Non-quality-assured

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

- *Has not been subject to a quality-assurance process*

OR

- *Is currently in the process of being quality-assured*

OR

- *Has been unsuccessful in completing a formal quality-assurance process (ie it has been peer-reviewed and rejected, possibly two or more times)” (TEC, 2005, p. 47).*

3.2.2.1 Absence of quality-assurance

“Where a research output has been produced (ie published, publicly disseminated, presented, performed, or exhibited) in the assessment period but has not been subject to a quality-assurance process in that period, then it is eligible for inclusion as a non-quality-assured research output. It must not be included as a quality-assured research output” (TEC, 2005, p. 48).

3.3 PE AND CRE

Peer Esteem (PE) and Contribution the Research Environment (CRE) additions to the database remain the responsibility of individuals. Please see the following definitions for clarification of these groupings.

3.3.1 Peer Esteem

“... peer esteem is used as an indicator of the quality of the staff member’s research. It is concerned with the recognition of the staff member’s research by their peers (rather than esteem for the staff member’s other activities within the TEO, their subject area, or the academic community).”

Indicators of peer esteem include:

- *Research-related fellowships, prizes, awards, invitations to share research knowledge at academic and end-user conferences and events.*
- *The staff member’s ability to attract graduate students or to sponsor students into higher-level research qualifications, positions or opportunities because of their research reputation.*
- *Research-related citations and favourable review. In considering the former, please note that the number of citations is not necessarily an indication of high esteem. Some research work may be cited frequently because it is considered to be an example of poor research. Emphasis should be given to evidence of positive review and citation.*
- *Participation in editorial boards” (TEC, 2005, p. 54).*

3.3.2 Contribution to the Research Environment

“The CRE component is concerned with the staff member’s contribution to a vital, high-quality research environment.”

[It] has a number of aspects including, but not limited to:

- *Research and disciplinary leadership*
- *Contribution through students and emerging researchers*
- *Contribution to institutional vitality” (TEC, 2005, p. 58).*

4 COVERSHEET

Each academic output that is submitted for inclusion in the AOD must have a current academic outputs coversheet attached (Appendix 3). There are a number of information fields which must be completed before outputs are sent to RMS.

- A. The name, staff ID and department fields must be completed.
- B. It must be specified whether the output is a research output or a professional/community output.
- C. An output must be classified as either quality-assured or non-quality-assured.
- D. The coversheet must identify if the output is confidential.
- E. The output category must be selected (only one box should be ticked for each output).
- F. Acknowledgement for receipt of outputs submitted can be given to those who request it. If this is required, additional information will need to be included on the coversheet – the appropriate box needs to be ticked and the title and year of the output must be written in the space provided. A photocopy of the coversheet will be sent as a receipt of the output.

Massey University Academic Outputs Coversheet (2008v1)

Name: _____
Staff ID: _____
Unit: _____
Mail Code: _____

If you require confirmation that the output has been received by RMS, please enter the following details: Receipt Required
Year: _____ Output Title: _____

Is this output:

1 Research or Professional/Community? <input type="checkbox"/> Research (PFI) (output) <input type="checkbox"/> Professional/Community	2 Quality Assured? <input type="checkbox"/> Yes <input type="checkbox"/> No	3 Confidential? <input type="checkbox"/> Yes (you must select the Confidential Output Category) <input type="checkbox"/> No
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Please refer to the AOD Website for descriptions and verification criteria of each output type: <http://aod.massey.ac.nz/index.htm>

<input type="checkbox"/> ARTEFACT/OBJECT/CRAFTWORK <input type="checkbox"/> BOOK <input type="checkbox"/> Authored <input type="checkbox"/> Chapter in <input type="checkbox"/> Edited <input type="checkbox"/> Other <input type="checkbox"/> COMPOSITION <input type="checkbox"/> CONFERENCE CONTRIBUTION <input type="checkbox"/> Abstract in Published Proceedings* <input type="checkbox"/> Full Conference Paper <input type="checkbox"/> Full Paper in Published Proceedings* <input type="checkbox"/> Poster <input type="checkbox"/> Oral Presentation <input type="checkbox"/> Proceedings Editor <input type="checkbox"/> Other <small>(*Includes Book, CD-ROM, Website, or Special Edition Journal)</small> <input type="checkbox"/> CONFIDENTIAL OUTPUT	<input type="checkbox"/> DESIGN OUTPUT <input type="checkbox"/> Design <input type="checkbox"/> Event/Exhibition/Performance Design <input type="checkbox"/> Website Design <input type="checkbox"/> DISCUSSION PAPER <input type="checkbox"/> Commissioned <input type="checkbox"/> University/Departmental <input type="checkbox"/> EXHIBITION <input type="checkbox"/> Solo or Co-Authored <input type="checkbox"/> Inclusion in Group Exhibition <input type="checkbox"/> Curatorship <input type="checkbox"/> FILM/VIDEO/MULTIMEDIA <input type="checkbox"/> INTELLECTUAL PROPERTY <input type="checkbox"/> Patent: <input type="checkbox"/> Provisional <input type="checkbox"/> Application <input type="checkbox"/> Granted <input type="checkbox"/> Plant Breeders Rights <input type="checkbox"/> Trademark <input type="checkbox"/> Registered Design <input type="checkbox"/> JOURNAL CONTRIBUTION <input type="checkbox"/> Review Article <input type="checkbox"/> Full Article in Journal <input type="checkbox"/> Full Article in Professional Publication	<input type="checkbox"/> JOURNAL CONTRIBUTION (CONT.) <input type="checkbox"/> Editorial, Brief Communication, Letter or Note <input type="checkbox"/> Journal Editor <input type="checkbox"/> Other <input type="checkbox"/> LITERARY ART <input type="checkbox"/> Creative Writing <input type="checkbox"/> Poetry <input type="checkbox"/> Drama/Play <input type="checkbox"/> MONOGRAPH <input type="checkbox"/> ORAL PRESENTATION <input type="checkbox"/> Professional/Community <input type="checkbox"/> University/Departmental Colloquia Series <input type="checkbox"/> OTHER <input type="checkbox"/> Encyclopaedia/Dictionary Entry <input type="checkbox"/> Concise Publication <input type="checkbox"/> Media Article (Authored) <input type="checkbox"/> Media Interview <input type="checkbox"/> Other	<input type="checkbox"/> PERFORMANCE <input type="checkbox"/> Live <input type="checkbox"/> Recording <input type="checkbox"/> REPORT FOR EXTERNAL BODY <input type="checkbox"/> SCHOLARLY EDITION <input type="checkbox"/> Critical Edition <input type="checkbox"/> Performance Edition <input type="checkbox"/> Scholarly Edition <input type="checkbox"/> SOFTWARE <input type="checkbox"/> TECHNICAL REPORT <input type="checkbox"/> Commissioned <input type="checkbox"/> University/Departmental <input type="checkbox"/> THESIS <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate <input type="checkbox"/> Higher Doctorate <input type="checkbox"/> WORKING PAPER
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Each Output must be on a separate Cover Sheet, accompanied by photocopy evidence as per the Verification Checklists, and sent to:
Research Management Services, for attention: Emma Round, PN123

5 CATEGORIES

5.1 TYPES OF OUTPUTS

The numbered categories previously used by the Library for the research outputs database no longer apply.

Appendix 2 details the new classification scheme which constitutes the AOD. This has been developed in consultation with stakeholders across the University, and is nationally and internationally comparable to other university cataloguing systems. Each category/sub-category has a brief description. Academic outputs must be appropriately categorised, according to these descriptions, for them to be entered in the AOD.

5.2 EVIDENTIAL REQUIREMENTS

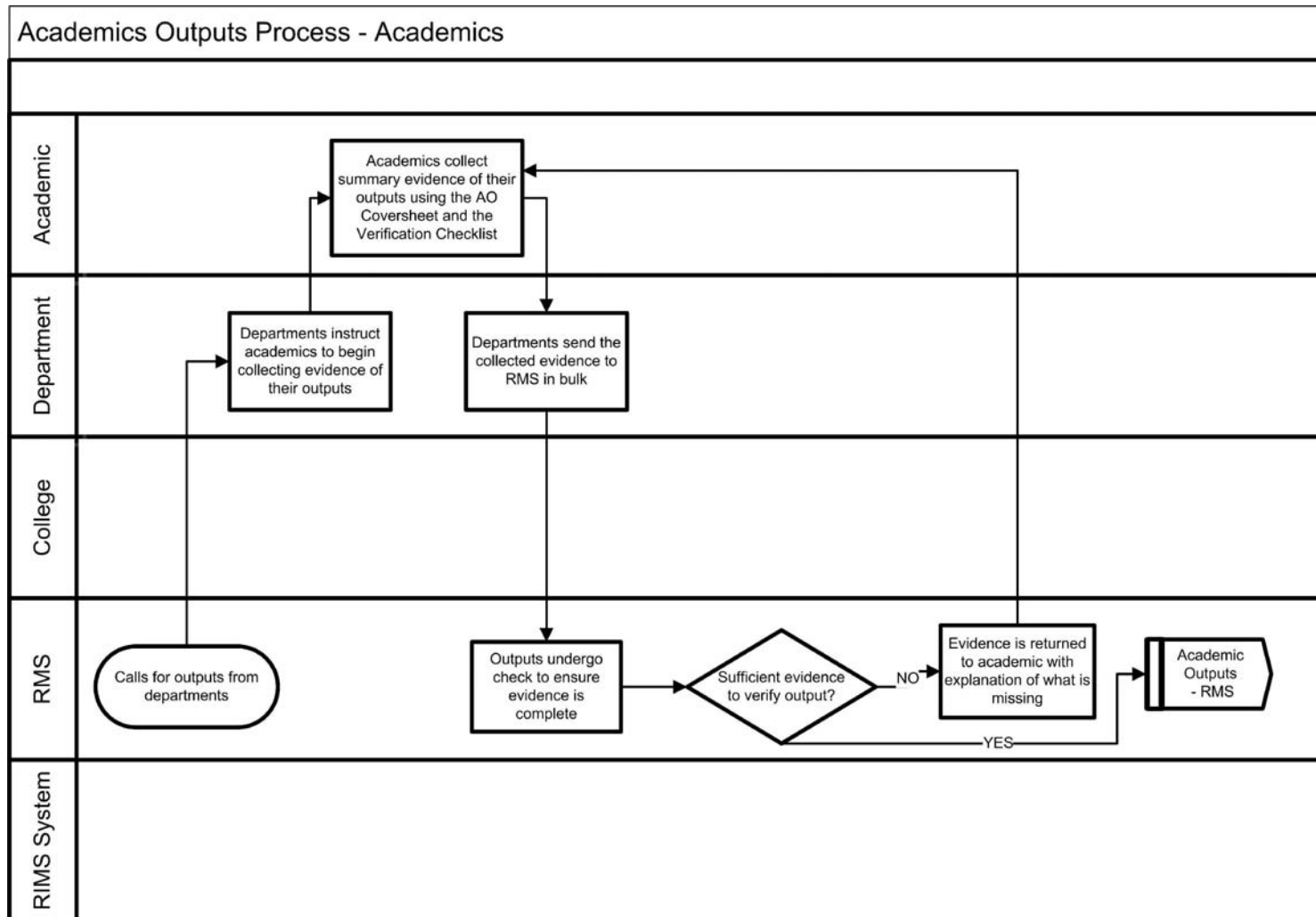
All academic outputs submitted to RMS for inclusion in the AOD must have hard-copy evidence. Included with the category descriptions (Appendix 2) are verification checklists for each output type, detailing the evidence required in order for each particular type of output to be verified. These checklists must be used when compiling evidence for outputs. If fundamental evidence is missing from an output that has been submitted to RMS the output will be returned, with a copy of the checklist, highlighting what is needed for verification.

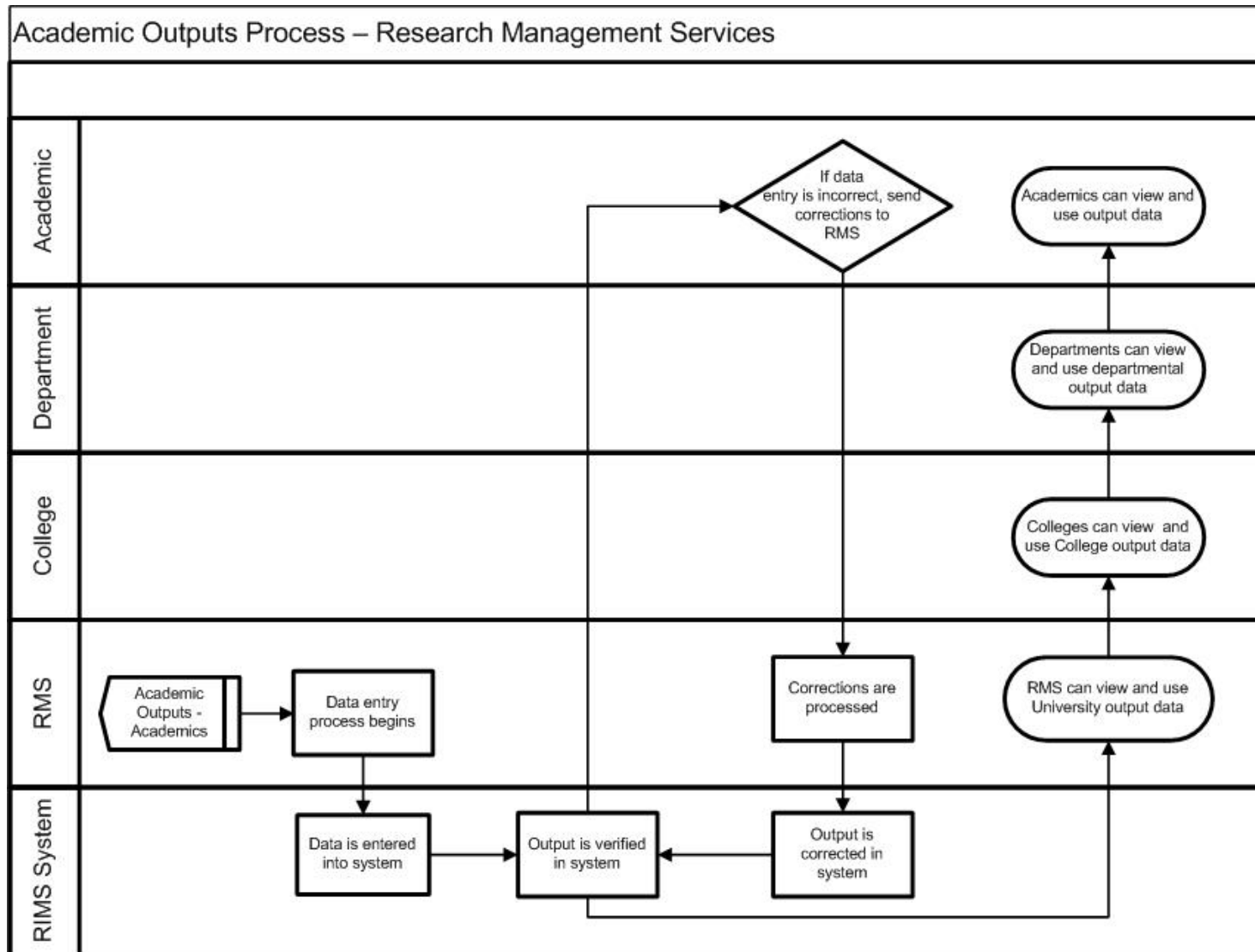
Quality-assurance of conference contributions is now an evidential requirement for verification. To aid the process of verifying conference contributions, a list of conferences for which the quality-assurance processes have been verified has been produced.

If a conference output is quality-assured, and the associated conference is not on the list, evidence will need to be supplied to confirm quality-assurance. Such evidence may already be provided in the conference proceedings; if it is not, this information may need to be obtained from other means such as the call for papers, a referee report or confirmation from a suitable conference organiser.

If a conference contribution output is being classified as non-quality-assured, no additional evidence is required.

6 APPENDIX 1: Academic Outputs Process Map





7 APPENDIX 2: Category Descriptions and Checklists

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
Artefact / Object / Craftwork		<p>This category includes but is not restricted to:</p> <ul style="list-style-type: none"> • Artefacts, objects or craftworks, exhibited, commissioned or otherwise presented or offered for distribution or sale in the public domain • Cultural artefacts such as large permanent public sculptures • Combinations or developments of the above 	<ul style="list-style-type: none"> • Creator(s) (include all collaborators) • Title of work • Publication date • Location • Client/Commissioning body (if applicable)
Book	Authored	<p>A book written by a single author or by multiple authors who share responsibility for the whole book. The book must have an ISBN.</p>	<ul style="list-style-type: none"> • Author(s) • Book title • Publication year • Publisher • Place published • ISBN • Total number of pages

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
	Chapter In	A chapter contribution to an edited book that has been written by a single author or by multiple authors who share responsibility for the chapter. The book must have an ISBN.	<ul style="list-style-type: none"> • Author(s) • Editor(s) • Chapter title • Book title • Publication year • Publisher • Place published • ISBN • Page Numbers
	Edited	Editorial responsibility is assumed for the whole book, either as an individual or by multiple editors. The book must have an ISBN.	<ul style="list-style-type: none"> • Editor(s) • Book title • Publication year • Publisher • Place published • ISBN • Page Numbers
	Other	Any book contribution which is not defined in the categories above.	<ul style="list-style-type: none"> • Author(s) • Editor(s) (if applicable) • Output title • Book title • Publication year • Publisher • Place published • ISBN • Page Numbers

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
Composition		<p>Musical composition published, performed or recorded and distributed by a recording company. Composition includes but is not limited to:</p> <ul style="list-style-type: none"> ○ Published scores ○ Recordings ○ Performances (e.g. jazz improvisation) ○ Commissioned works ○ Combinations or developments of the above 	<ul style="list-style-type: none"> ● Composer(s) ● Title of composition ● Publication year ● Publisher / performing body / recording company or venue ● Place published / performed / recorded / of venue ● Length (time / no. of pages) (if available) ● ISBN/ISSN (if applicable) ● Commissioning body (if applicable) ● Date of performance (if applicable)
<p>Conference Contribution Includes the following formats:</p> <ul style="list-style-type: none"> ● Book ● Website ● CD-ROM ● Special edition journal 	Abstract in Published Proceedings	<p>A published abstract or synopsis of research submitted to a conference, or a workshop/seminar of national or international importance</p>	<ul style="list-style-type: none"> ● Author(s) ● Abstract title ● Proceedings title ● Publication year ● Publisher ● ISBN/ISSN (if applicable) ● Page number(s) (if applicable) ● Conference title, dates and location ● Quality-assurance (if applicable)

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
	Full Conference Paper	A full written paper that is publicly disseminated at a conference, or a workshop/seminar of national or international importance. It may be peer reviewed.	<ul style="list-style-type: none"> • Author(s) • Paper title • Publication year • Total number of pages • Conference title • Conference dates • Conference location • Quality-assurance (if applicable)
	Full Conference Paper in PUBLISHED Proceedings	A full written version of a conference presentation which is published in conference proceedings. Papers must have been presented at a conference, or a workshop/seminar of national or international importance.	<ul style="list-style-type: none"> • Author(s) • Paper title • Proceedings title • Publication year • Publisher • ISBN/ISSN (if applicable) • Page numbers/total number of pages • Editor(s) (if applicable) • URL address (if applicable) • Conference title, dates and location • Quality-assurance (if applicable)
	Poster	A visual representation of research which is publicly disseminated at a conference, or a workshop/seminar of national or international importance.	<ul style="list-style-type: none"> • Author(s) • Poster title • Publication year • Conference title • Conference dates • Conference location • Quality-assurance (if applicable)

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
	Oral Presentation	An oral presentation of research given to a conference, or a workshop/seminar of national or international importance.	<ul style="list-style-type: none"> • Author(s) • Presentation title • Publication year • Conference title • Conference dates • Conference location • Quality-assurance (if applicable)
	Proceedings Editor	Editorial responsibility is assumed for the proceedings of a conference, either as an individual or by multiple editors.	<ul style="list-style-type: none"> • Editor(s) • Proceedings title • Publication year • Publisher • ISBN/ISSN (if applicable) • Conference title, dates and location
	Other	Any conference contribution which is not defined in the categories above (e.g. recital, conference workshop)	<ul style="list-style-type: none"> • Author(s) • Contribution • Publication year • Conference title • Conference dates • Conference location • Page numbers (if applicable) • Quality-assurance (if applicable)
Confidential Output		Any output which contains confidential information that is accessible only to those authorised to have access.	<ul style="list-style-type: none"> • Author(s) • Output title • Publication year • Commissioning body • Total number of pages

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
Design <small>*see Appendix 4 for information pertaining to research outputs in this category</small>	Design Output	A design output which may include but is not limited to: <ul style="list-style-type: none"> • Fashion/textile design • Graphic design • Industrial design • Interior design • Other designs 	<ul style="list-style-type: none"> • Designer(s) • Design title • Publication date • Publisher • Place published • Commissioning body (if applicable) Any other material relevant to verify the design
	Event / Exhibition / Performance Design		<ul style="list-style-type: none"> • Designers • Title • Publication year • Opening and closing dates • Venue(s) (up to three) • Location • Commissioning body (if applicable)
	Website Design		<ul style="list-style-type: none"> • Author(s) • Name of website • Publication year • URL address • Commissioning body (if applicable)
Discussion Paper	Commissioned	A commissioned paper produced as a series in order to disseminate research papers and encourage discussion and suggested revisions prior to publication. Often has an ISBN/ISSN.	<ul style="list-style-type: none"> • Author(s) • Paper title • Publication year • Commissioning body • Volume/Number (if applicable) • Page numbers • ISBN/ISSN (if applicable)

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
	University / Departmental	A paper produced as a series in order to disseminate research papers and encourage discussion and suggested revisions prior to publication. Often has an ISBN/ISSN.	<ul style="list-style-type: none"> • Author(s) • Paper title • Publication year • University/Department • Volume/Number • Page numbers • ISBN/ISSN (if applicable)
Exhibition <small>*see Appendix 4 for information pertaining to research outputs in this category</small>	Exhibition outputs include but are not limited to; sculpture, painting, photography, multimedia, new media, installation, site-based works, video, performance and other time-based media.		
	Solo or Co-Authored	Exhibition or public presentation of original artwork, where the artist(s) are the sole creators of the exhibition, including but not limited to: <ul style="list-style-type: none"> • Artwork exhibited in regional, national or international galleries or in recognised dealer galleries • Artwork publicly presented in the form of site-specific exhibitions / installations / actions / interventions / performances • Combinations or developments of the above 	<ul style="list-style-type: none"> • Author(s) • Title of exhibition • Publication year • Location(s) of exhibition (up to three) • Date(s) of exhibition • Curator (if applicable) • Catalogue ISBN/ISSN/URL (if applicable)

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
	<p>Inclusion in Group Exhibition</p>	<p>Exhibition or public presentation of original sole authored, co-authored or collaborative artworks in group exhibitions, including but not limited to:</p> <ul style="list-style-type: none"> • Exhibitions in regional, national or international galleries or recognised dealer galleries, or other sites of public presentation • Commissioned artworks included in an exhibition as part of a biennale, national or international festival or other recognised art events • Combinations or developments of the above 	<ul style="list-style-type: none"> • Author(s) • Title of exhibition • Publication year • Location(s) of exhibition (up to three) • Date(s) of exhibition • Curator (if applicable) • Catalogue ISBN/ISSN/URL (if applicable)
	<p>Curatorship</p>	<p>Outputs resulting from investigation into the methods and practices of art and social and cultural contexts of its public presentation / dissemination, conducted within the context of historical and contemporary art discourses.</p>	<ul style="list-style-type: none"> • Curator(s) • Year • Title of exhibition • Location of exhibition • Date(s) of exhibition • Catalogue ISBN/ISSN/URL (if applicable)

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
<p>Film/Video/Multimedia *see Appendix 4 for information pertaining to research outputs in this category</p>		<p>Original work in film, television and multimedia including but not limited to:</p> <ul style="list-style-type: none"> • Publication for distribution or sale • Screenings at festivals, theatres, galleries or other public venues • Original contributions to sound design, music composition, art direction, production and post-production, screenplay, direction, and other areas of specialty 	<ul style="list-style-type: none"> • Author(s) • Title of work • Duration • Publication year • Publisher details • Medium of output
<p>Intellectual Property</p>	<p>Patent</p>	<p>Granting by registration of the exclusive right to an invention. It passes through three phases.</p> <p>Provisional: The submission of patent documents to be scrutinised by lawyers. The patent is not publicly disseminated at this stage.</p> <p>Applications – or Complete after Provisional: The patent is published after additional scrutiny. An A1 number is awarded.</p> <p>Granted: Heavy scrutiny by a single patent examiner and/or objectors to the patent. An A2 number is awarded.</p>	<ul style="list-style-type: none"> • Author(s) • Patent name • Date the patent was granted • Patent office location • Patent number

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
	Plant Breeder's Rights	Granting by registration of the exclusive commercial rights to protect and market new varieties of plants and/or their reproductive material.	<ul style="list-style-type: none"> • Author(s) • Plant name • Registration year • Office of registration • Registration number
	Trademark	Granting by registration of the exclusive rights to use a given 'name', 'brand' or 'logo'. The ® symbol indicates the registration of a trademark.	<ul style="list-style-type: none"> • Author(s) • Trademark name • Date the trademark was granted • Trademark office location • Trademark number
	Registered Design	Granting by registration of the exclusive rights to use the external appearance of a manufactured article for up to 15 years.	<ul style="list-style-type: none"> • Designer(s) • Design title • Publication year • Publisher • Registration details
Journal Article	Review Article	A review or synthesis of original works on a particular topic (e.g. book, article, artwork, film, etc) published in a journal. The journal must have an ISSN.	<ul style="list-style-type: none"> • Author(s) • Article title • Journal title • Publication year • Publisher • ISSN • Volume/number • Page numbers • URL Address (if applicable)

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
	Full Article in Journal	An original work published in a scholarly journal. The journal must have an ISSN.	<ul style="list-style-type: none"> • Author(s) • Article title • Journal title • Publication year • Publisher • ISSN • Volume/number • Page numbers • URL Address (if applicable)
	Full Article in Professional Publication	An original work intended to inform practitioners in a professional field. The publication must have an ISSN.	<ul style="list-style-type: none"> • Author(s) • Article title • Publication title • Publication year • Publisher • ISSN • Volume/number • Page numbers • URL Address (if applicable)

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
	Editorial, Brief Communication, Letter or Note	Non-refereed communications which were published in a publication controlled by an editorial board. The publication must have an ISSN.	<ul style="list-style-type: none"> • Author(s) • Article title • Publication title • Publication year • Publisher • ISSN • Volume/number • Page numbers • URL Address (if applicable)
	Journal Editor	Editorial responsibility is assumed for a journal, either as an individual or by multiple editors.	<ul style="list-style-type: none"> • Editor(s) • Journal title • Publication year • Publisher • ISSN • Volume/number (applicable for guest editors) • URL Address (if applicable)
	Other	Any journal contribution which is not defined in the categories above.	<ul style="list-style-type: none"> • Author(s) • Article title • Output title • Publication year • Publisher • ISSN • Volume/number • Page numbers • URL Address (if applicable)

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
Literary Art	Creative writing	Any prose writing that is presented as fiction (long or short) or as creative non-fiction (including life writing).	<ul style="list-style-type: none"> • Author(s) • Title of work • Journal title (if applicable) • Publication year • Publisher • Page Numbers • ISBN/ISSN (if applicable) • URL Address (if applicable)
	Poetry	A work of any length that is presented as poetic writing rather than prose or 'fiction'.	<ul style="list-style-type: none"> • Author(s) • Poem title • Journal title (if applicable) • Publication year • Publisher • Page Numbers • ISBN/ISSN (if applicable) • URL Address (if applicable)
	Drama/Play	Any form of literature written for theatre performance or film production (including television or broadcast) It commonly consists of action and dialogue between characters in three-dimensional space.	<ul style="list-style-type: none"> • Author(s) • Drama/Play title • Publication year • Publisher • Place published or broadcast • Page numbers • URL Address (if applicable)

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
Monograph		A scholarly book or a treatise on a single subject or a group of related subjects, usually written by one person. It is a one-time publication that is complete in itself.	<ul style="list-style-type: none"> • Author(s) • Monograph title • Publication year • Publisher • Place published • Page numbers • ISBN/ISSN (if applicable) • URL Address (if applicable)
Oral Presentation	Professional/ Community	An oral communication tailored to a professional/community audience.	<ul style="list-style-type: none"> • Author(s) • Presentation title • Place of presentation • Presentation date • Organisation/group being presented to
	University/ Departmental Colloquia Series	An oral communication delivered at a seminar or public occasion arranged for the dissemination of academic research or discussion	

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
Other	Encyclopaedia/ Dictionary Entry	A contribution to a reference work containing articles on various topics. It is a comprehensive summary of knowledge or branch of knowledge	<ul style="list-style-type: none"> • Author(s) • Title of entry • Publication title • Publication year • Publisher • Editor(s) • Page number(s) • ISBN/ISSN • URL Address (if applicable)
	Concise Publication	A condensed, brief or compact communication. It may include the following: <ul style="list-style-type: none"> • Pamphlet • Booklet • Exhibition Catalogue 	<ul style="list-style-type: none"> • Author(s) • Publication title • Publication year • Publisher • Page numbers • ISBN/ISSN (if applicable) • URL Address (if applicable)
	Media Article (Authored)	An authored article published in a media publication. This includes but is not limited to: <ul style="list-style-type: none"> • Newspaper • Magazine 	<ul style="list-style-type: none"> • Author(s) • Article title • Publication title • Publication year • Volume/issue/date • Page number(s)


MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
	Media Interview	<p>An interview published in some form of media. Includes the following formats:</p> <ul style="list-style-type: none"> • Television • Radio • Newspaper/Magazine • Web <p>*Note: This can also be classified as Peer Esteem in your Evidence Portfolio.</p>	<ul style="list-style-type: none"> • Interviewee(s) • Article title • Publication title • Publication year • Publisher • Page number(s) (if applicable) • URL Address (if applicable)
	Other	Any output not described in any other category.	<ul style="list-style-type: none"> • Any hardcopy information to verify authorship, publication year, and title.
Performance	Live	<p>Performances (by, for example, an actor, musician, dancer, conductor) including but not limited to the following:</p> <ul style="list-style-type: none"> • Theatre productions • Concerts and recitals 	<ul style="list-style-type: none"> • Performer(s) • Year • Title of performance • Date(s) of performance • Location of performance • Duration (if available) • Medium (if applicable)
	Recording	<ul style="list-style-type: none"> • Broadcast performances and other modes of presentation • Production of a audio/visual medium (such as CD or DVD recording) 	<ul style="list-style-type: none"> • Performer(s) • Publication year • Recording title • Publisher • Place published • Duration (if available) • Medium

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
Report for External Body		A report that is commissioned and funded by an external organisation or Government Department.	<ul style="list-style-type: none"> • Author(s) • Report title • Commissioning body • Publication year • Page numbers • ISBN (if applicable)
Scholarly Edition	Critical Edition	An authoritative text on a given work/body of works, based on critical evaluation of all available sources, including detailed performance notes and a commentary on the decisions made in editing the work.	<ul style="list-style-type: none"> • Author(s) • Publication title • Publication year • Publisher • Place published • Page numbers • Volume/issue/series numbers (if applicable) • ISBN/ISSN (if applicable) • URL Address (if applicable)
	Performance Edition	A performance edition of a work/body of works informed by a critical evaluation of sources on which the performance notes and the performance itself are based.	
	Scholarly Edition	An edition of a work/body of works informed by critical evaluation of the sources (such as earlier manuscripts, texts, documents, letters, etc.), which sometimes includes analysis and commentary by one or more scholars known to be expert in the subject.	

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
Software		Innovative software products of commercial quality that are offered for sale or distributed as Shareware through a recognised publisher or distributor.	<ul style="list-style-type: none"> • Author(s) • Software title • Publication year • Operating system requirements • Publisher and place published • URL Address (if applicable)
Technical Report	Commissioned	A published document which has been commissioned, written by an individual or jointly by a number of authors detailing the results of a technical or scientific research project.	<ul style="list-style-type: none"> • Author(s) • Report title • Publication year • Commissioning body • Page numbers • URL address (if applicable)
	University/ Departmental Series	A published document written by an individual or jointly by a number of authors detailing the results of a technical or scientific research project.	<ul style="list-style-type: none"> • Author(s) • Report title • Publication year • University/Department • Page numbers • URL address (if applicable)
Thesis	Masters	A thesis advancing an original idea through research, that is submitted in part examination for an awarded Masters Degree.	<ul style="list-style-type: none"> • Author • Thesis title • Name of university • Year of completion
	Doctorate	A thesis advancing an original idea through research, that is submitted in part examination for an awarded Doctoral Degree.	

MU Category	Sub-Category	Description	Hard Copy Evidence Required for Verification
	Higher Doctorate	A thesis advancing an original idea through research, that is submitted in part examination for an awarded Higher Doctoral Degree.	
Working Paper		A paper published by a University department as a record of activities involved in carrying out a project. Often has an ISSN/ISBN.	<ul style="list-style-type: none"> • Author(s) • Paper title • Publication year • Publisher and place published • ISBN/ISSN (if applicable) • Page Numbers • URL address (if applicable)

8 APPENDIX 3: Academic Outputs Cover Sheet

 Massey University		Academic Outputs Coversheet (2008/v1)		Name: _____ Staff ID: _____ Unit: _____ Mail Code: _____	
If you require confirmation that the output has been received by RMS, please enter the following details:				<input type="checkbox"/> Receipt Required	
Year:	Output Title:				
Is this output:					
1	Research or Professional/Community? <input type="checkbox"/> Research (PBRF eligible) <input type="checkbox"/> Professional/Community	2	Quality Assured? <input type="checkbox"/> Yes <input type="checkbox"/> No	3	Confidential? <input type="checkbox"/> Yes (you must select the Confidential Output Category) <input type="checkbox"/> No
Please refer to the AOD Website for descriptions and verification criteria of each output type: http://aod.massey.ac.nz/index.htm					
<input type="checkbox"/> ARTEFACT/OBJECT/CRAFTWORK BOOK <input type="checkbox"/> Authored <input type="checkbox"/> Chapter in <input type="checkbox"/> Edited <input type="checkbox"/> Other <input type="checkbox"/> COMPOSITION CONFERENCE CONTRIBUTION <input type="checkbox"/> Abstract in Published Proceedings* <input type="checkbox"/> Full Conference Paper <input type="checkbox"/> Full Paper in Published Proceedings* <input type="checkbox"/> Poster <input type="checkbox"/> Oral Presentation <input type="checkbox"/> Proceedings Editor <input type="checkbox"/> Other <small>(*Includes Book, CD-ROM, Website, or Special Edition Journal)</small> <input type="checkbox"/> CONFIDENTIAL OUTPUT	DESIGN OUTPUT <input type="checkbox"/> Design <input type="checkbox"/> Event/Exhibition/Performance Design <input type="checkbox"/> Website Design DISCUSSION PAPER <input type="checkbox"/> Commissioned <input type="checkbox"/> University/Departmental EXHIBITION <input type="checkbox"/> Solo or Co-Authored <input type="checkbox"/> Inclusion in Group Exhibition <input type="checkbox"/> Curatorship <input type="checkbox"/> FILM/VIDEO/MULTIMEDIA INTELLECTUAL PROPERTY Patent: <input type="checkbox"/> Provisional <input type="checkbox"/> Application <input type="checkbox"/> Granted <input type="checkbox"/> Plant Breeders Rights <input type="checkbox"/> Trademark <input type="checkbox"/> Registered Design JOURNAL CONTRIBUTION <input type="checkbox"/> Review Article <input type="checkbox"/> Full Article in Journal <input type="checkbox"/> Full Article in Professional Publication	JOURNAL CONTRIBUTION (CONT.) <input type="checkbox"/> Editorial, Brief Communication, Letter or Note <input type="checkbox"/> Journal Editor <input type="checkbox"/> Other LITERARY ART <input type="checkbox"/> Creative Writing <input type="checkbox"/> Poetry <input type="checkbox"/> Drama/Play <input type="checkbox"/> MONOGRAPH ORAL PRESENTATION <input type="checkbox"/> Professional/ Community <input type="checkbox"/> University/Departmental Colloquia Series OTHER <input type="checkbox"/> Encyclopaedia/Dictionary Entry <input type="checkbox"/> Concise Publication <input type="checkbox"/> Media Article (Authored) <input type="checkbox"/> Media Interview <input type="checkbox"/> Other	PERFORMANCE <input type="checkbox"/> Live <input type="checkbox"/> Recording <input type="checkbox"/> REPORT FOR EXTERNAL BODY SCHOLARLY EDITION <input type="checkbox"/> Critical Edition <input type="checkbox"/> Performance Edition <input type="checkbox"/> Scholarly Edition <input type="checkbox"/> SOFTWARE TECHNICAL REPORT <input type="checkbox"/> Commissioned <input type="checkbox"/> University/Departmental THESIS <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate <input type="checkbox"/> Higher Doctorate <input type="checkbox"/> WORKING PAPER		
Each Output must be on a <u>separate</u> Cover Sheet, accompanied by photocopy evidence as per the Verification Checklists, and sent to: Research Management Services, for attention: Emma Round, PN123					

9 APPENDIX 4

EXPANSION OF RESEARCH DEFINITIONS FOR DESIGN, EXHIBITION (SOLE, CO-AUTHORED, INCLUSION IN GROUP EXHIBITION AND CURATORSHIP) AND FILM/VIDEO/MULTIMEDIA

DESIGN

Research outputs result from investigation through the methods and practices of design informed by scholarly discourses in design and other related fields. Research outputs in design include, but are not limited to; fashion design, textile design, visual communication design, animation, graphic design, typographic design, brand identity, illustration, web design, performance design, interior architecture, spatial design, industrial design, (including mass production) transport design and combinations and/or developments of the above. Design research includes innovative work arising from professional practice, when it meets the PBRF definition of research and is publicly accessible through publication and/or exhibition.

EXHIBITION (SOLE, CO –AUTHORED AND INCLUSION IN GROUP EXHIBITION)

Research outputs result from investigation through the methods and practices of art, informed by scholarly discourses in art and other related fields. The research results in artworks that are exhibited or otherwise presented in the public domain. Exhibition outputs include but are not limited to; sculpture, painting, photography, multi-media, new media, installation, site based works, video, performance and other time-based media.

It is important to note that Art as a distinct category while present in the British RAE categories that TEC adapted, is missing from the PBRF categories. This is an oversight that should be addressed following review of PBRF 2006. For the moment, artworks exhibited or otherwise presented in the public domain, including performance and site specific work should be carefully described within the category Exhibition – the only appropriate PBRF category for artworks that are clearly not artefacts/objects/or craftworks.

The artwork included in the exhibition is the research output and the information necessary to describe and quantify the exhibition context (curator/s scale of contribution and co-exhibitors) is to be included in the description of the research output in the “comments relevant to this output section” of RIMS.

EXHIBITION: CURATORSHIP

Research outputs result from investigation into the methods and practices of art and the social and cultural contexts of its public presentation / dissemination, conducted within the context of historical and contemporary art discourses.

Curatorial research outputs include, but are not limited to, exhibitions and associated publications such as catalogues, books and monographs.

FILM /VIDEO/MULTIMEDIA

Original work in film, television and multimedia including but not limited to; publication for distribution or sale, screenings at festivals, theatres galleries or other public venues, original contributions to sound design, music composition, art direction, production and post-production, screenplay, direction, and other areas of specialty. Professional undertakings in film, television and multimedia qualify as research when they meet the PBRF definition of research, are located within a research context, and enter the public domain through distribution, exhibition or other form of publication.