Research Training and Induction Policy and Procedure

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1. PURPOSE

This policy establishes a comprehensive framework for research training and induction at the Australian School of Business Pty Ltd, trading as Australis Business School (Australis), providing Higher Degree by Research (HDR) students with the advanced skills, knowledge, and ethical foundations essential for conducting rigorous and responsible research. The policy ensures that students are supported throughout their research journey, and that they adhere to the highest standards of academic integrity and research excellence. It aligns with TEQSA's *Higher Education Standards Framework (Threshold Standards) 2021*, particularly focusing on Research (4.1), Research Training (4.2), and Academic and Research Integrity (5.2). This policy integrates principles from the *Responsible Conduct of Research Policy* and other HDR-related policies to ensure that Australis fosters a culture of ethical research and excellence.

2. SCOPE

This policy applies to all individuals involved in research at Australis, including staff, HDR supervisors, research students, visiting academics, and external collaborators. It must be read in conjunction with other relevant Australis policies, such as the *Responsible Conduct of Research Policy and Procedure* and the *HDR Supervision Policy and Procedure*.

3. DEFINITIONS

See the Australis *Glossary of Terms* for definitions.

4. POLICY STATEMENT

Australis is committed to providing a comprehensive and structured approach to research training and induction for HDR students, promoting the highest standards of research integrity, ethical conduct, and academic excellence. In line with the *Australian Code for the Responsible Conduct of Research (2018)*, all researchers at Australis are required to act honestly, responsibly, and ethically in conducting high-quality research that contributes to the academic community.

4.1. Commitment to Research Excellence

The research training and induction program prepares HDR students to develop the skills, knowledge, and ethical foundation required for independent research. This commitment includes:

a. All HDR students and staff are expected to uphold the principles of honesty, rigor, transparency, fairness, and accountability, as outlined in the *Australian Code for the Responsible Conduct of Research (2018)*. Refer to the *HDR Supervision Policy and Procedure* and the *Responsible Conduct of Research Policy and Procedure* for further details.
b. Upon commencement, HDR students will undergo an induction process that familiarises them with Australis' research policies, procedures, and expectations. This includes training on ethical conduct, data management, and intellectual property (refer to the *HDR Assessment and Examination Policy and Procedure*).
c. Researchers must obtain ethics approval for all projects involving human subjects. Research must comply with the *National Statement on Ethical Conduct in Human Research (2025)* and Australis' internal policies, ensuring that research is conducted responsibly and transparently (refer to the *Responsible Conduct of Research Policy and Procedure*).
d. Australis provides robust supervisory arrangements, ensuring that students receive regular feedback and guidance throughout their candidature. Supervisors are expected to monitor progress and assist students in meeting key research milestones (refer to the *HDR Assessment and Examination Policy and Procedure* and the *HDR Supervision Policy and Procedure*).

4.2. Policy Principles

Research training and induction at Australis are governed by the following principles:

a. **Integrity:** Research must be conducted with honesty and transparency, ensuring that outputs are reliable and ethically sound, in accordance with the *Australian Code for the Responsible Conduct of Research (2018)* and Australis' HDR policies and procedures.
b. **Ethical Oversight:** Australis' Human Research and Ethics Committee (HREC) oversees all research involving human participants, ensuring compliance with ethical frameworks, institutional policies, and relevant legislation (refer to the *HREC Terms of Reference*).
c. **Collaboration and Transparency:** All collaborative research must be based on clear agreements regarding roles, responsibilities, and intellectual property, with transparency in data management, authorship, and reporting.
d. **Research Misconduct and Accountability:** Allegations of research misconduct will be addressed according to Australis policies, ensuring procedural fairness and the integrity of the research process.
e. **Safe Learning Environment:** Australis is committed to maintaining a safe, respectful, and inclusive learning environment, with shared responsibility across staff and students who are expected to contribute to a safe learning environment.

5. POLICY DETAILS

5.1. Australis Responsibilities

Australis is responsible for:

a. Providing governance and oversight to promote responsible research practices, as outlined in the *Australian Code for the Responsible Conduct of Research (2018)* and relevant Australis policies.
b. Offering ongoing training and support for HDR students, supervisors, and staff on research integrity, ethical conduct, occupational health and safety, and best practices, in line with the *Research Training and Induction Policy and Procedure*.
c. Ensuring secure systems for managing research data, adhering to national privacy and intellectual property (IP) standards, and ensuring compliance with data protection laws and Australis' *Records and Information Management Policy*.
d. Providing clear guidance on human-research classification, exemption and ethics-review processes in the approved *HREC Standard Operating Procedures*, and ensuring that applicable ethics outcomes and separate institutional authorisation are in place before human research commences.
e. Establishing mechanisms to prevent, identify, and investigate breaches of research integrity, ensuring procedural fairness during investigations.

5.2. Human Research and Ethics Committee (HREC)

The HREC reviews human research referred to it under the approved *HREC Terms of Reference* and *HREC Standard Operating Procedures* and exercises the ethics-review, participant-protection, monitoring and reporting functions within its authorised scope. Exemption determinations and lower-risk non-HREC review are separate institutional pathways. Australis remains responsible for the integrity of research, appropriately authorised investigation and determination of misconduct allegations, research training and academic policy, intellectual property and collaborative arrangements, and secure research records. Research involving Aboriginal and Torres Strait Islander people or communities requires appropriate cultural and ethical consideration. The HREC is not the institution's general research-misconduct investigation or HDR policy-making body.

5.3. HDR Supervisors

HDR Supervisors at Australis are responsible for:

a. Guiding HDR students through the research process, ensuring that they are aware of their responsibilities, complete the required induction and training as required and adhere to ethical standards throughout their candidature.
b. Assisting HDR candidates to identify the appropriate human-research classification, exemption or ethics-review pathway under the approved *HREC Standard Operating Procedures* and comply with the resulting requirements and conditions.
c. Monitoring students' progress, providing regular feedback, and ensuring they meet research milestones (refer to the *HDR Supervision Policy and Procedure*).

5.4. HDR Student Responsibilities

HDR students at Australis must:

a. Comply with Australis research policies and the approved *HREC Standard Operating Procedures*, including obtaining the applicable recorded exemption or ethics-review outcome and separate Australis institutional authorisation before commencing human research under Australis responsibility.
b. Complete induction to research that includes codes of conduct, ethics, occupational health and safety, intellectual property and any additional matters that are necessary for the type of research to be undertaken.
c. Maintain research integrity by upholding principles of honesty, transparency, and fairness in their research and reporting.
d. Regularly communicate with their supervisors, meet the agreed milestones, and submit progress reports as required (refer to the *HDR Candidate Progress Procedure*).
e. Disclose any conflicts of interest and report any potential breaches of research integrity.

6. PROCEDURES

The following procedures outline the processes that guide research training and induction at Australis:

6.1. Induction Process for HDR Students

The induction process equips HDR students with the foundational knowledge needed to navigate their research journey at Australis and ensures compliance with institutional and national standards for research integrity and ethical conduct.

All HDR students must attend a mandatory induction session at the start of their candidature. This session familiarises students with Australis' research policies, procedures, expectations, and ethical responsibilities.

During this session, students will be introduced to key documents such as the *Higher Degree Research (HDR) Policy and Procedure*, *Responsible Conduct of Research Policy and Procedure*, and *Research Ethics and Integrity Policy and Procedure*.

Students will also receive guidance on the legislative and regulatory requirements governing research at Australis, including the *Australian Code for the Responsible Conduct of Research (2018)*, the *National Statement on Ethical Conduct in Human Research (2025)*, and the *Higher Education Standards Framework (Threshold Standards) 2021, Occupational Health and Safety Act 2004 (OHS Act).*

The induction ensures students understand Australis' commitment to research integrity and the relevant policies and procedures applicable for seeking ethics approval in compliance with the ethical framework for research.

Key Training Topics in the Induction session

The induction session provides comprehensive training on research integrity, intellectual property, ethical approval process, data management, supervision and progress and the safe learning environment (occupational and health and safety).

a. **Research Integrity:** Emphasis on honesty, transparency, and fairness in research practices, as outlined in the *Australian Code for the Responsible Conduct of Research (2018)*.
b. **Intellectual Property:** Guidance on intellectual property rights and obligations, referencing the *Research Intellectual Property Policy*, ensuring students understand how to manage their research outputs and any associated IP.
c. **Human Research Ethics Pathways:** Students learn how to identify human research, prepare the necessary risk/pathway assessment, request exemption where eligible, and use the authorised lower-risk or full HREC review process as required. They are taught that a researcher or supervisor cannot self-exempt or self-authorise and that the separate Australis commencement authorisation must be recorded before human research begins.
d. **Data Management:** Students learn data management principles, including proper collection, storage, and sharing of research data in accordance with Australis' *Records and Information Management Policy* and *Research Intellectual Property Policy*. Students will also learn how applicable national legislation such as the *Australian Privacy Act* is relevant to their research.
e. **Supervision and Progress:** Students are introduced to the *HDR Supervision Policy and Procedure*, which outlines the roles and responsibilities of supervisors, and the *Student-Supervisor Agreement*, which sets expectations for regular communication, feedback, and progress monitoring throughout their candidature. There will be an emphasis on the importance of regular meetings between students and their supervisors and how potential complaints and disputes are managed.
f. **Safe Learning Environment:** Students learn about the expectations of what a safe learning environment means. This includes the expectations and what staff and students can do to contribute to a safe learning environment, in alignment with the *Occupational Health and Safety Act 2004 (OHS Act).*

6.2. Research Training Program

Australis integrates research training and continuous professional development for both HDR students and academic staff, ensuring all researchers engage in high-quality, ethically sound research that adheres to both institutional and national standards.

a. Workshops and Seminars

HDR students and academic staff participate in workshops and seminars designed to enhance research competencies.

i. Sessions cover topics such as research methodologies, ethical practices, academic writing, critical thinking, and data management aligned with the

Australian Code for the Responsible Conduct of Research (2018), the National *Statement on Ethical Conduct in Human Research (2025)*.

ii. Workshops for HDR students focus on research design, ethical frameworks, thesis development, and progression monitoring.

iii. Academic staff, including HDR supervisors, will receive training on best practices in supervision, ethics oversight, and mentoring, ensuring compliance with Australis' supervision policies.

b. Ongoing Development: Australis is committed to the continuous development of both HDR students and academic staff.

i. Throughout their candidature, HDR students will have access to professional development resources such as writing support, research presentation skills, and project management training. These resources will be provided through scheduled induction sessions, regular milestone reviews, and ongoing workshops run on an as-needs basis. Australis will assess the training needs of HDR students continuously and ensure that workshops and training sessions are relevant, accessible, and aligned with their research progression and challenges.

ii. Academic staff will receive periodic updates and professional development opportunities to ensure they stay current with best practices in research supervision, new methodologies, and evolving ethical standards. Training will also cover how to address supervision challenges, monitor progress, and foster positive, constructive relationships between students and supervisors.

6.3. Ethics Approval

HDR candidates must follow the approved *HREC Standard Operating Procedures* to establish whether their proposed activity is human research and, where applicable, obtain an institutional exemption determination, lower-risk non-HREC ethics-review decision or full HREC decision. Candidates must not self-exempt or self-approve. The relevant decision and separate institutional authorisation must be recorded before human research commences. Supervisors assist with the submission and ensure any applicable requirements are addressed.

6.4. Supervision and Progress Monitoring

a. Supervision Agreement

i. Upon enrolment, HDR students must formalise a *Student-Supervisor Agreement* with their appointed supervisors, outlining responsibilities, meeting schedules, and expectations for progress.

ii. This agreement is reviewed annually.

b. Progress Reporting

i. HDR students are required to submit regular progress reports to their supervisors and the Higher Degree Research Committee (HDRC), documenting key milestones, challenges, and future plans.
ii. Supervisors provide feedback and monitor compliance with research timelines, in accordance with the *HDR Candidate Progress Procedure*.

6.5. Addressing Research Misconduct

Alleged breaches of research integrity, including fabrication, falsification, plagiarism, or unethical conduct, must be reported to the Human Research and Ethics Committee (HREC) and investigated in line with the *HREC Standard Operating Procedures*. Procedural fairness is maintained throughout the investigation, and the outcome will be reported to the Higher Degree Research Committee for action.

7. SUPPORT SERVICES AND RESOURCES

This section highlights the key resources and support systems available to HDR students and academic staff at Australis, ensuring that research is conducted with the necessary institutional support and infrastructure.

7.1. Research Facilities and Resources

a. Access to Research Facilities
HDR students and academic staff have access to Australis' research facilities, which include research databases, and academic resources. These facilities are aligned with the standards set by TEQSA's *Higher Education Standards Framework (Threshold Standards) 2021*, ensuring that research can be conducted in a safe and supportive environment.

b. Access to Libraries and Digital Resources
Australis provides access to academic libraries, digital research databases, and other online resources necessary for research. HDR students will be guided during their induction on how to utilise these resources effectively for their research projects.

7.2. Academic and Research Support Services

a. Research Support Staff
Australis employs research support staff who are available to assist HDR students with administrative and technical queries. This includes support with ethics applications, data management plans, and research funding applications.

b. Academic Writing, Research Skills, and Technical Development
HDR students have access to academic writing support services, such as workshops on academic writing, thesis development, and publication strategies. Australis provides targeted technical training sessions in Advanced Microsoft Word™ to equip

HDR students with essential skills for managing their research documents effectively. These sessions cover:

i. Using Styles for consistent formatting.
ii. Cross-referencing sections, figures, and tables.
iii. Generating a Table of Contents (ToC), lists of figures, and lists of tables.
iv. Correctly labelling figures and tables.
v. Writing footnotes and references.

8. MONITORING AND REVIEW

Australis is committed to continuously improving its research training and induction processes. This section outlines the mechanisms in place for monitoring the effectiveness of the policy and ensuring that it is reviewed periodically to stay aligned with regulatory standards, such as those set by TEQSA and the *Australian Code for the Responsible Conduct of Research (2018)*.

8.1. Monitoring and Feedback

a. Monitoring Effectiveness:

The implementation of this policy will be regularly monitored annually by the Higher Degree Research Committee (HDRC). Monitoring will include feedback from HDR students, academic staff, and supervisors regarding the induction and training processes.

b. Student and Staff Feedback:

Australis encourages HDR students and academic staff to provide feedback on the research training and induction programs through formal evaluations, surveys, and feedback forms. This input will be used to assess the program's strengths and identify areas for improvement.

8.2. Policy Review

a. Regular Review Cycle

This policy will be reviewed at least every five (5) years by the HDRC to ensure that it continues to meet the requirements of Australis' strategic goals and complies with the latest regulatory standards set by TEQSA and the *Higher Education Standards Framework (Threshold Standards) 2021*.

b. Alignment with Regulatory Changes

Should there be any significant changes to national or international research regulations, such as amendments to the *Australian Code for the Responsible Conduct of Research*

(2018) or updates to the *National Statement on Ethical Conduct in Human Research (2025)*, Australis will update this policy accordingly to ensure continued compliance.

c. Reporting on Review Outcomes

Outcomes from policy reviews will be documented and reported to Australis' Academic Board (AB) and the Board of Directors (BoD) for approval, ensuring transparency and accountability in policy management.

9. RELATED DOCUMENTS, EXTERNAL REFERENCES AND VERSION CONTROL

9.1. Related/Referenced documents

- *Assessment Policy and Procedure*
- *Conflict of Interest Policy*
- *Graduation and Awards Policy and Procedure*
- *Governance Charter and Delegations Framework*
- *HDR Candidate Progress Procedure*
- *HDR Examination Guidelines*
- *HDR Supervision Policy and Procedure*
- *HREC Standard Operating Procedures*
- *HREC Terms of Reference*
- *Records and Information Management Policy*
- *Research Intellectual Property Policy*
- *Responsible Conduct of Research Policy and Procedure*
- *Student Complaints and Appeals Policy and Procedure*

9.2. Related legislation and external references

- *Australian Code for the Responsible Conduct of Research (2018)*
- *Australian Privacy Act*
- *Australian Qualifications Framework (AQF)*
- *Education Services for Overseas Students Act 2000*
- *Higher Education Standards Framework (Threshold Standards) 2021*
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018*
- *National Statement on Ethical Conduct in Human Research (Revised 2025)*
- *Occupational Health and Safety Act 2004 (OHS Act)*
- *TEQSA Guidance Note: Research and Research Training (Version 2.0, September 2022)*
- *Tertiary Education Quality and Standards Agency (TEQSA) Act 2021*

9.3. Version Control

Version	Date	Reviewed/approved by	Key notes/changes

1.0	22/07/25	Higher Degree Research Committee (HDRC)	Reviewed and approved at the 22/07/25 meeting.
1.1	31/07/24	Academic Board (AB)	Reviewed and approved at the AB 31/07/25 meeting.
1.2	05/08/25	Board of Directors (BoD)	Reviewed and approved at the 05/08/25 meeting.
2.0	05/11/26	AB BoD	References updated and editorial improvements incorporated

9.4. Document Review

To be reviewed at least every five (5) years from the date of final approval