



Cairnmillar
INSTITUTE

Treatment | Education | Research

Research Partnerships Policy

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| Policy name | Research Partnership Policy |
| Policy number | RP007 |
| Date approved | 1 st April, 2020 |
| Approving body | The Cairnmillar Institute Academic Board |
| Responsible officer | The Head of School |
| Implementation officer | Research and Research Training Committee (RRTC) Chair |
| Next review date | April 2023 |
| Linked policies | FSP001 Third Party Arrangements Policy |
| Linked forms | |

1. Purpose of this policy

The Cairnmillar Institute (the Institute) conducts research activities with third parties, at various times. This policy sets out the requirements for arranging and managing higher degree by research (HDR) partnerships between the Institute and other institutions.

2. Scope

- a) This policy applies to a range of research partnerships, including:
- Joint activities on a specific project, such as a student project
 - Joint activities on a program of projects
 - A more enduring strategic alliance, beyond a specific program of projects

- A more informal network intended to facilitate the sharing of knowledge and resources
- b) A research partner may be any public or private institution, industry, government department or community organisation with whom the Institute has a formal relationship to collaboratively deliver HDR courses and/or training.

3. Considerations before establishing a partnership

- a) Before establishing a research partnership, the Institute should consider a variety of suitability criteria such as whether:
- The research partner offers complementary capabilities or resources, including the capacity to deliver equivalent HDR supervision and support to HDR students
 - The research partner is regarded as reputable, as assessed by relevant testimonials, references or recommendations
 - A conflict of interest for the Institute, its staff or students may arise from the research partnership
 - The research partner is financially viable to sustain research activity for the life of the project.

4. Establishing partnership objectives and outcomes

- a) Before any agreement is finalised, such as a memorandum of understanding (MOU), the objectives of each partnership need to be determined. The Institute must ensure that all parties' preferences are taken into account to foster a sense of trust and build a shared ownership. In particular, the Institute and the research partner or partners must jointly discuss and agree on:
- The desired benefits of working as a partnership rather than as individual entities
 - The aims and objectives of the research projects or HDR supervision
 - The research approaches and methods that may be utilised to achieve these aims and objectives
 - The publication and broader dissemination goals, including communication protocols external to the research team
 - Communication channels and protocols within the team to manage the project
 - The roles and responsibilities of each partner and individuals (staff and/or students)
 - Intellectual property rights, confidentiality statements, copyrights, trademarks and patents
 - The distribution of any commercial benefits of the research or HDR supervision/activities

- Partner accountabilities to meet final research outcomes, including satisfying key stakeholder reporting requirements
- Progress review, evaluation and timelines
- Dispute resolution procedures during the research project

5. Signing and fulfilling the agreements

a) Memoranda of understanding (MOU), or similar written agreements:

- May be negotiated by a senior member of staff with permission from the Head of School or with the permission of the Executive Director of the Institute.
- Must be reviewed by the Head of School or the Executive Director
- Must be signed by the Executive Director
- Must be tabled for notation at Academic Board.

b) The Institute is required to:

- Register all third-party arrangements
- Retain all the agreements for 5 years after their completion.

6. Monitoring and review of partnerships

a) The Chair RRTC will oversee HDR partnerships on the advice of the RRTC Partnerships and Scholarships Sub-Committee to ensure that:

- agreed procedures are complied with
- partners are willing to continue in partnership arrangements; and
- supervisory arrangements are appropriate.

b) The RRTC Partnerships and Scholarships Sub-Committee will provide an annual report on all HDR partnership arrangements to the Academic Board, via the Chair, RRTC. The report will include information on the support provided to staff and HDR students, HDR student enrolment and progression, attrition, examination and completion rates as well as any issues raised by partners that the Institute needs to address. The report should include how quality assurance standards are met under the [Higher education Standards Framework 2015](#).