	Intellectual Research Contributions Policy
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1. **Purpose**
   a. This policy covers intellectual contributions dealing with research, development and innovation. It is guided by the Association for the Advancement of Collegiate Schools of Business (AACSB) Business Accreditation Standard 2 – Intellectual Contribution and EFMD Quality Improvement System (EQUIS) Standards 2017, Chapter 5 on Research and Development. These standards provide an internationally recognised benchmark for best practice in business schools. Intellectual contributions refer to contributions that advance the knowledge of management theory, practice, learning or pedagogy. This policy is also guided by the Higher Education Standards Framework (Threshold Standards) 2015. This requires that staff with responsibilities for academic oversight and those with teaching and supervisory roles in courses or units of study are equipped for their roles, which includes having knowledge of contemporary developments in the discipline or field, which is informed by continuing scholarship or research or advances in practice.

   b. Research and scholarship in the form of intellectual contributions are essential for a business school to:
      i. Contribute to the advancement of knowledge of management theory, practice, and/or learning/pedagogy.
      ii. Ensure intellectual vibrancy across and among faculty members contributing to the currency and relevancy of management education programs.
      iii. Ensure the business school contributes and is an integral part of an academic community of scholars across all disciplines within an institution and in a larger context.

   c. Alignment of research with vision, mission and strategies
   The Vision of S P Jain School of Global Management is to be a business school recognised for its innovative, influential and relevant education. The Mission *is to* provide our students with a 21st century learning environment where they have the ability to explore, examine, think critically and get the right professional skillset and character to become effective global business leaders.

   This research policy is focussed on creating and sustaining a supportive, creative, collaborative and vibrant research culture consistent with our vision and mission. It aims to

raise the quantity and quality of our research output through high quality engagement with students, academic colleagues, industry, business and professional communities.

2. **Portfolios of faculty research and development activities**

   a. A generalised categorisation of intellectual contributions includes contributions to learning and pedagogical research, contributions to practice, and discipline-based scholarship. The AACSB notes that:

      i. *Learning and pedagogical research* contributions influence the teaching-learning activities of the school. Preparation of new materials for use in courses, creation of teaching aids, and research on pedagogy all qualify as learning and pedagogical research contributions.
      ii. *Contributions to practice* (often referred to as applied research) influence professional practice in the faculty member's field. Articles in practice-oriented journals, creation and delivery of executive education courses, development of discipline-based practice tools, and published reports on consulting all qualify as contributions to practice.
      iii. *Discipline-based scholarship* (often referred to as basic research) contributions add to the theory or knowledge base of the faculty member's field. Published research results and theoretical innovation qualify as discipline-based scholarship contributions.

   b. The portfolio of intellectual contributions is expected to include a significant proportion of peer reviewed journal articles and/or scholarly books, research monographs, or sections/chapters of such publications that are also subject to a peer review process. Types of intellectual contributions include -
      i. Peer reviewed journal articles
      ii. Scholarly books and Research monographs; chapters in scholarly books
      iii. Academic/Professional meetings/conference proceedings
      iv. Competitive Research awards/grants received
      v. Textbooks
      vi. Published Cases
      vii. Consulting reports
      viii. Faculty research seminars
      ix. Other teaching materials, instructional software
      x. Other forms of intellectual contributions selected by the school

   c. The intellectual contributions should be publishable or potentially publishable and must have an impact on the practice and /or teaching of business and management. Hence, it is important that the research is integrated with other academic deliverables including Executive Education, classroom discussions and research projects in collaboration with industry. Given the School's focus on industry projects by students, there needs to be an emphasis given upon converting these industry projects into practitioner research outputs.

d. Before commencement of research, researchers may wish to seek advice and support from the Research and Knowledge Creation Committee (RKCC) about any aspect of the research process. This would ensure that the research topic would qualify for being recognised as a valid intellectual contribution.

3. **A culture of scholarship and research**

   a. The School has made a concerted effort to create a strong research culture amongst its faculty. These include developing the School's research strategy and implementing various key initiatives as detailed below:

      i. Having research as a key criterion for faculty performance evaluation and new faculty hiring

      ii. Conducting monthly faculty research skills development training workshops by top researchers from renowned universities. The Monthly Research Seminars should be viewed as an academic professional development opportunity to help all staff develop their research competencies and capacity to present at research conferences as well as produce quality publishable research output. The School views the attendance at Research Seminars by Academic Managers (equivalent of early career researchers) as mandatory to help them develop and implement their own career research strategy.

      iii. Implementing a faculty workload model that considers the research time allocation

      iv. Providing financial incentives to faculty publications in quality international journals and

      v. Partnering with students and corporates for joint research of industry relevance

   b. Periodical workshops will also be conducted as to how to plan and organise research activities particularly on topic generation in the relevant discipline or inter disciplines, conversion of industry projects into publishable articles in peer reviewed journals, choice of journal, bearing in mind the impact factor and citation index and assistance facilities available in editing the research articles.

4. **Integration of research into faculty workload and maintenance of growth, currency and sustainability of research culture among faculty**

   a. On an average, 30% of time of total faculty should be concentrated on research for the school as a whole. A higher faculty teaching load compensates for low or negligible research output. However, every faculty is expected to maintain the currency and sustainability of their Master or PhD qualifications.

   b. There are a variety of ways that Faculty can contribute to the School's research efforts (as indicated in section 2b. A particular example of a research target is the following:

      The Faculty should have published at least one article in an internationally peer reviewed journal for the latest completed year or latest completed two years, along with one conference paper in an internationally refereed conference.
      or
      The Faculty should have published at least two articles in internationally peer reviewed journals for the latest completed three years along with two conference papers in internationally refereed conferences.
      or

The Faculty should have published at least three articles in internationally peer reviewed journals for the latest completed four or five years along with three conference papers in internally refereed conferences.

c. Research performance is one factor in the annual assessment process for increments and bonuses. Faculty members are expected to –

    i. Achieve excellence and dissemination by conducting high quality research in ranked journals (ISI, ABDC journal listings, citation & impact indicators)
    ii. Disseminating findings in a variety of ways to reach the corporate world and students
    iii. Foster a spirit of enterprise through research, education and practice
    iv. Deliver high quality theory development and practice relevant research education.

d. To achieve the above goals, faculty members are further expected to -
    i. Publish regularly in the scholarly refereed journals, both regional and international in scope
    ii. Disseminate their research efforts by attending conferences, giving seminars and colloquiums to corporations, students etc.
    iii. Use their research findings in curriculum and pedagogical development.

5. Research support for faculty

a. Faculty support is extended in the form of the following.

    i. Training and development of research activities by internal as well as external experts.
    ii. Regular monthly meetings or discussions on matters of research interest.
    iii. Financial incentives based on quality of the publication as stated below.
    iv. Collaborative research is encouraged with students; mentored and closely supervised by academic mentor and industry mentor.
    v. Support for presentation of papers published in journals or presentation in the conferences
    vi. Sharing of research findings is encouraged with students in the classes or workshops or seminars.
    vii. Shared research projects and joint-authorship with students, industry, as well as experts in other institutions, is encouraged.

6. Research principles
a. Individual scholars at S P Jain are free to select the topic of their research, to seek support from any source in the conduct of their research, and to determine their own findings and conclusions. Their findings and conclusions should be available for fair and reasonable scrutiny and criticism.
b. Research techniques must not violate recognized professional ethics with respect to the health, safety, privacy, and other personal rights of those being researched.
c. All research must be original without violating intellectual property developed by others.

7. **Research quality and impact of the research**

   a. Journal submissions should be targeted for inclusion in ISI Thomson listed journals (http://ip-science.thomsonreuters.com/mjl/) or journals listed in ABDC (Australia Business Deans Council). Research would be graded as 'Good', 'Superior' and 'Outstanding'.

      i. **Good :** Papers must be on current topics in outlets valued by trade, industry and government in ISI/ABDC Journals with an impact factor of more than 0.00 but less than 0.50. OR Papers should be rated by ABDC under C category.

      ii. **Superior** : Papers must be on current topics in outlets recognized by his/her peers in the same field of research (e.g. journals, conferences, and/or book chapters). Articles published in ISI/ABDC Journals with an impact factor of more than 0.50 but less than 1.00. OR Papers should be rated by ABDC under B category

      iii. **Outstanding** : Papers must be on current topics in top tier application and/or peer reviewed journals, with an ISI/ABDC Journals impact factor of more than 1.00, and/or books/monographs published in the same field OR   Papers should be rated by ABDC under A, A* category

   b. Financial research rewards based on impact of the research

      i. SP Jain will provide post-publication awards:
      Good: US$ 1,500
      Superior: US$ 3,000
      Outstanding: US$ 4,500

      ii. The Chair of the Research and Knowledge Creation Committee (RKCC) will be the final authority to decide which category the research falls into. He will be assisted by other members of RKCC.

      iii. For every published paper, the faculty will also be reimbursed for the expenses incurred for the submission of such papers (amount paid to the publication). It should be clear that the expenses will be reimbursed only after the paper is published.

      iv. For work co-authored with other external faculty the incentive will be 75% of the above. For co-authored with internal faculty, the incentive will be shared 50:50.

      v. Further, this will also be considered for increments and promotions of full time faculty.

8. **Conferences**

   a. **Conference objectives**

   The School supports its faculty members in attending professional conferences in order to:

      i. Disseminate perspectives emanating from research relating to contemporary issues in the School's areas of focus
      ii. Give the faculty an opportunity to learn about practices in emerging areas and interact with thought leaders, so that in-class teaching occurs at a higher level, in all School degree and Executive Education programs

iii. Enable faculty to network with prominent people and institutions across nationalities, cultures and disciplines

iv. Promote the SP Jain brand in spheres that are strategically important to the organization.

b. Conference eligibility

To be eligible for funding to attend conferences, faculty should:

i. Be full time faculty at S P Jain School of Global Management
ii. Present a paper at the conference under the banner of S P Jain
iii. The conference must be listed at ISI webpage on List of Conferences 1990- March, 2016 - Science, Social Sciences & Humanities" at http://thomsonreuters.com/conference-proceedings-citation-index/
iv. Requests to attend a conference must be sent to the Dean – Research at least 3 months before the conference. It will be rare to approve more than 1 conference per year.

c. Financial support to attend conferences

The School will fund the faculty member's conference fees, airfare, accommodation, food and internal transport up to a total of US$ 4,000 for approved conferences. The Dean – Research will determine the cost to be reimbursed.

9. **Further Impact of research through creation and dissemination of research output to industry, students, alumni and others**

Apart from required impact factors prescribed above in point 7, the following other factors are to be considered.

a. The portfolio of intellectual contributions should include contributions from a substantial cross section of the faculty in each discipline. Normally, a significant level of the contributions in the portfolio must be in the form of peer reviewed journal articles or equivalent.

b. Research projects carried out with active collaboration among faculty mentor, industry mentor and student are particularly encouraged. The research progress may follow the following pattern:

i. After initial survey of literature and discussion with experts, research data is collected depending upon the profile of respondents.

ii. The student's research project is closely monitored by faculty mentor, and industry mentor, in various stages of review namely initial proposal, mid-review and final presentation.

iii. When the draft project report is ready, the final presentation by the student is carried out in the form of public viva in which both faculty and industry mentors are present.

iv. Students of the post graduate courses are also allowed to participate and discuss in the public viva. By this critical review, useful suggestions and modifications to the project are made by the participants. If the suggestions are useful to the project, the student will be asked to amend or modify the project thesis or report.

c. Further, steps will be taken to publish the paper in a reputed journal listed in ISI Thomson, ABDC, Scopus and Cabells. Faculty can also send and present the paper as a co-author to a reputed and peer reviewed conference where cross section of academicians and industrialists are present and actively participate.

d. This process does not end with publication alone. The faculty would use published material in the curriculum and class room teaching for relevant subject of the project by dissemination to the students of the various courses.

11. Presentation of findings of the research projects

a. Among the projects finalised by the students, with the help of Academic and Industry mentor, seven research projects of good quality will be selected by the Research and Knowledge Creation Committee (RKCC) to be presented before corporate invitees across various industries, universities and students. Three judges from Industry and other universities will be selected to adjudicate the top three out of seven projects. The top three projects will be given suitable awards with certification.

12. Maintenance of currency and sustainability of intellectual contributions by faculty holding Master and/or PhD qualifications

a. The concept of maintaining and sustaining the contributions to intellectual capital is to be followed by the faculty of S P Jain.

13. Sustenance of research culture and monthly meetings

a. Monthly research meetings will be organized to review faculty research progress. Along with the Faculty, Academic Managers will also be extensively used to mentor the projects as well as publication in the peer reviewed journals and paper presentation in conferences. Matters to be presented and discussed in the monthly meeting will include:

i. Topic generation
ii. Problems in identifying high quality and timely literature
iii. Research gaps
iv. Research framework
v. Latest trends in the specific field of research
vi. Selection of right and relevant software for quantitative analysis
vii. Research obstacles
viii. Presentation of the progress made on a specific research project
ix. Use of the research output for executive education
x. Identification of appropriate journal for a specific research topic
xi. Implications of the research output to the industry
xii. Participation by external research experts to make presentations and share research experiences
xiii. Other related research matters.

14. Development and Innovation - The Innovation & Insights Centre

a. The role of The Innovation & Insights Centre is –

   i. To advance theory and practice in the management of innovation
   ii. To help foster and disseminate research-based insights from SP Jain

b. The Centre will focus its research, education, and consulting activities on innovation and insights, potentially including but not limited to:
   i. improving the practice of innovation and encouraging innovation at an individual, group, company, and/or national level
   ii. creating a culture or environment of innovation, as well as fostering and practicing the necessary leadership
   iii. understanding and finding key focus areas for which innovation has an economic impact, which might result in (for example) a company-level or national-level innovation index
   iv. identifying key trends and enablers of innovation, such as new technologies, market and demographic changes, etc., which can be shared as insights with the business community
   v. insights that lead to innovative new products, services, markets, business models, as well as methods of generating insights into unserved or underserved customers, not-yet-existing markets, etc.
   vi. innovations that lead to insights and how to use them more effectively, e.g. big data analytics, new methods of customer ethnography
   vii. methods of collaborative innovation which grow from "seeing eye to eye"
   viii. Global – As a school of global management, our outputs should involve issues of globalisation and global management. In the area of innovation, this might include issues of innovation profits and capital premiums flowing to the US while manufacturing is conducted in Asia, disruptive innovators gaining a foothold into global markets, modifying innovation processes for different cultures, international issues of distributed innovation leadership, global mind-set as one of the factors leading to innovation, etc.

c. The Centre will engage in research, executive education, and consulting and will seek to operate in innovative ways, in order to, itself, be a disruptive innovator in these 3 industries. In addition to more traditional ways of doing research, executive education, and consulting, the Centre will explore:
   i. action research
   ii. edusulting
   iii. crowdsourcing
   iv. micro-consulting

d. The Centre is expected to produce:

   i. **practitioner-oriented publications** such as journal articles, books, magazine/newspaper articles, blogs, podcasts/videocasts. Peer-reviewed journals and other publications helpful for accreditation standing will be targeted as part of overall output
   ii. **executive education courses and other outreach activities**, such as conference events, networking forums, etc.
   iii. **consulting project** deliverables, as agreed with internal and external clients

15. Ethical Research Practices

a. The following principles of ethical research practices are to be followed (as enunciated by Shamoo A and Resnik D. 2015. *Responsible Conduct of Research* New York: Oxford University Press)**:**

    i. Honesty – No falsification, no fabrication or no misrepresentation of the data
    ii. Objectivity – Avoidance or minimization of bias or self-deception.
    iii. Integrity – Sincerity and consistency of thought and action
    iv. Carefulness – Keep good records of research activities
    v. Openness – Open to criticism and new ideas
    vi. Respect for intellectual property rights
    vii. Confidentiality – Protection of confidential communication
    viii. Responsible Publication – Avoid wasteful and duplicative publication
    ix. Responsible mentoring – Help to educate and mentor
    x. Respect for colleagues – To treat them fairly
    xi. Social responsibility – Strive to promote social good
    xii. Non-discrimination - Avoid discrimination against colleagues or students based on sex, race, ethnicity, or other factors not related to scientific competence and integrity.
    xiii. Competence - Maintain and improve own professional competence and expertise
    xiv. Legality – Adherence to laws and policies
    xv. Animal care – Show respect and care for animals
    xvi. Human respect protection – Respect human dignity and autonomy

b. In relation to research involving human participants, S P Jain has an obligation to ensure research is designed and conducted in accordance with the "Australian code for the responsible conduct of research" and ethically reviewed and monitored in accordance with the "National Statement on Ethical Conduct in Human Research (2007)". S P Jain has established the Research Ethics Committee, a subcommittee of the RKCC, constituted and functioning in accordance with the National Statement, to ethically review human research conducted by Faculty, students and affiliates of the University.

c. Committee Role and Responsibilities
    i. The Committee has the delegation and authority to monitor all approved research projects that involves human participation to protect the welfare and the rights of participants in research. It specifically reviews the research ethics applications from DBA students, Faculty and any other research projects. It provides clearance for those proposals which meet the guidelines for the conduct of ethical research or it may reject inappropriate proposals or impose conditions on proposals.
    ii. To streamline the ethics process, the Research Ethics Executive Committee will deal with approving and monitoring low risk applications, report these decisions to the next full research ethics committee meeting, leaving the full committee to deal with higher risk applications, complaints, breaches and appeals.

d. Membership

The membership of the Committee is comprised of the mandatory members required by the National Statement and additional members with expertise relevant to the nature of research undertaken at S P Jain. Under the National Statement the minimum membership of an HREC is eight members including:

  i. a chairperson;
  ii. at least two members who are lay people, one man and one woman, with no affiliation with S P Jain who are not currently involved in medical, scientific, legal or academic work;
  iii. at least two people with current research experience that is relevant to applications considered by the committee;
  iv. at least one member with knowledge of, and current experience in, the professional care, counselling or treatment of people;
  v. at least one member who performs a pastoral care role in a community; and
  vi. at least one member who is a lawyer.
  vii. To ensure that the committee is sufficiently informed on all aspects of a research proposal, the appointment of additional members with specific expertise may sometimes be necessary. If members are unable to attend a particular meeting they may provide written comments for consideration at the meeting. Newly appointed members will be provided with induction training in accordance with the National Statement.