



POLICY

Academic Scholarship Policy

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1. Purpose

1.1 Background

This policy establishes a structured framework for academic scholarship among teaching staff at the Australian Guild of Education (AGE). It aims to promote, support, and guide scholarly activities that enhance teaching and learning, ensuring that all academic staff engage in meaningful scholarship to meet the institution's strategic goals and comply with regulatory requirements.

1.2 Objectives

The objectives of this policy are to:

- Encourage academic staff to engage in continuous professional development through research, reflective practice, and scholarly engagement.
- Ensure compliance with relevant legislation, including the **Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)**, **Higher Education Standards Framework (HESF)**, and the **Education Services for Overseas Students Act 2000 (ESOS Act)**.
- Promote scholarly activities that contribute to AGE's academic and teaching objectives, align with regulatory requirements, and foster a culture of lifelong learning.

2. Scope

2.1 Applicability

This policy applies to all academic staff, including lecturers, academic tutors, and other teaching personnel involved in scholarly activities at AGE.

2.2 Exclusions

This policy does not cover operational procedures for implementing academic scholarship activities, which are covered under the **Academic Scholarship Procedure** document.

3. Definitions

3.1 Key Terms

Academic Scholarship: A dynamic and collaborative pursuit that encompasses the continuous generation, sharing, and application of knowledge within a discipline. It involves active participation in academic and professional communities through research, reflective teaching, innovation, and the exchange of ideas. Academic scholarship includes engaging with contemporary issues, fostering partnerships, mentoring, and contributing to the broader social and cultural discourse.

Scholarly Activities: A broad spectrum of intellectual, professional, and community-oriented engagements that contribute to the growth and dissemination of knowledge. These activities include not only research and publication but also presenting at conferences, leading workshops, collaborating on interdisciplinary projects, mentoring students and peers, and participating in public discourse. Scholarly activities bridge theory and practice, enhancing both academic fields and societal outcomes.



Professional Development: A lifelong commitment to learning, innovation, and personal growth within one's professional capacity. This includes formal education, attending and contributing to professional conferences, engaging in collaborative networks, leadership in academic or community organisations, and staying updated on emerging trends and technologies that impact the profession and society at large. Professional development is an integral part of academic scholarship, enriching teaching and research through diverse and evolving perspectives.

3.2 Acronyms

- **AGE:** Australian Guild of Education
- **HESF:** Higher Education Standards Framework
- **TEQSA Act:** Tertiary Education Quality and Standards Agency Act 2011

4. Policy Statement

4.1 Principles

AGE is committed to fostering a culture of academic scholarship by ensuring:

- All academic staff engage in scholarly activities relevant to their teaching disciplines.
- Continuous professional development and scholarly engagement align with **HESF** standards.
- Scholarship contributes to the quality of teaching and the improvement of student learning outcomes.

4.2 Commitments

AGE commits to:

- Providing support and resources to staff for scholarly engagement, including access to research materials, time allowances for academic work, and professional development opportunities.
- Monitoring and reviewing scholarly activities to ensure they meet the institution's academic goals and regulatory requirements.
- Ensuring that scholarly activities align with TEQSA's guidance on **scholarship** and the **HESF Standard 3.2**.

5. Responsibilities

5.1 Individual Roles

- **Academic Director:** Oversees scholarly activities and ensures they align with the institution's academic goals.
- **Lecturers and Academic Staff:** Engage in scholarly activities relevant to their discipline and contribute to research, reflective practice, and continuous professional development.
- **Quality and Risk Director:** Monitors compliance with TEQSA standards and ensures scholarly activities meet **HESF** requirements.

5.2 Committee Roles

- **Learning and Teaching Committee (LTC):** Responsible for reviewing and endorsing academic scholarship activities and ensuring alignment with AGE's strategic goals.
- **Board of Directors (BoD):** Provides final approval of scholarly activities and monitors their implementation to ensure compliance with institutional and regulatory standards.

5.3 Reporting Requirements

The **Academic Director** will submit bi-annual reports on scholarly activities to the **LTC** and the **BoD**. These reports will outline staff engagement in scholarly activities, any concerns, and recommendations for improvement.

6. High Level Procedures

6.1 Overview

Scholarly activities at AGE follow a structured process that includes the development of an **Annual Academic Scholarship Plan**, ongoing participation in professional development, and regular reviews of scholarly outputs.

6.2 Key Steps

1. **Develop Annual Academic Scholarship Plan:** Academic staff will create an **Annual Academic Scholarship Plan** in consultation with the **Academic Director**.
2. **Engage in Scholarly Activities:** Staff are required to engage in at least two scholarly activities each academic year.
3. **Review and Monitoring:** The **Academic Director** will conduct a mid-year and end-of-year review of scholarly engagement for each academic staff member.
4. **Submit Scholarly Reports:** Academic staff must submit a **Scholarly Activity Report** after completing each scholarly task.

6.3 Responsibilities and Authorities

- **Academic Director:** Oversees the scholarship process and ensures compliance with institutional and regulatory requirements.
- **Lecturers and Academic Staff:** Responsible for engaging in and reporting scholarly activities.
- **LTC:** Reviews scholarly activity reports and advises on improvements where necessary.

7. Compliance and Monitoring

7.1 Compliance Measures

AGE's scholarly activities must adhere to **TEQSA** guidance and comply with the **HESF Standard 3.2**. The **Quality and Risk Director** will oversee compliance monitoring and ensure adherence to this policy.



7.2 Monitoring Methods

The **Academic Director** and **LTC** will conduct annual reviews of all scholarly activities and report findings to the **BoD** for oversight and approval.

7.3 Consequences of Non-Compliance

Failure to engage in the required scholarly activities may result in disciplinary action, including restrictions on teaching or promotion opportunities.

8. Related Documents

Document	
Internal Documents	Academic Scholarship Procedure
External Documents	<ul style="list-style-type: none"> - TEQSA Act 2011 - HESF (Threshold Standards) 2021 - ESOS Act 2000 - Higher Education Industry -Academic Staff - Award

9. Review and Revision

Review Schedule	Details
Review Frequency	Every two years or as required by legislative changes.
Responsible Officer	Academic Director
Next Review Date	1 April 2026

10. References

10.1 Legislation

Legislation	Reference and Hyperlink
Corporations Act 2001	Corporations Act 2001 - Section 180
TEQSA Act 2011	TEQSA Act 2011 - Section 59
HESF (Threshold Standards) 2021	HESF 2021 - Section 6.1
ESOS Act 2000	ESOS Act - Part D



10.2 Guidelines

Guidelines	Reference and Hyperlink
TEQSA	TEQSA Corporate Governance
TEQSA	TEQSA Course Approval, Design, and Delivery
TEQSA	TEQSA Risk Assessment Framework

10.3 Standards

Standards	Reference and Hyperlink
HESF	HESF 2021 - Section 3.2
National Code	National Code - Part D

11. Approval and Endorsement

Authority	Details
Endorsing Committee	Learning and Teaching Committee
Approval Authority (for version 1 only)	Board of Directors
Date of Approval	7 March 2024
Date of Commencement	1 April 2024

12. Document Control

Document Aspect	Details
Version Number	1.2
Updated on:	11 September 2024
Approved by:	Board of Directors
Effective Date:	11 September 2024
Committee Review Date	11 September 2025
LTC Review Date	11 September 2027