



MORLEY COLLEGE LONDON

Research and Scholarship Policy

POLICY OWNER:	Chair of HE Subcommittee
FINAL APPROVAL BY:	Policy Committee
Policy Category:	Corporate
Approved by Policy Committee:	29 June 2023
Approved by Governing Body:	N/A
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1. Introduction, Purpose and Scope of Policy:

The overarching aim of this policy is to contribute to the enhancement of the learning experience for students by supporting staff development and opportunities for growth and development of staff across our College community, within academic and professional services.

The purpose of this policy is to challenge staff, students and employers to engage in research and scholarly activities that arise from a need to address practical challenges relevant to the workplace. In this context, it is anticipated that our approach will be 'action-oriented', with activities designed to solve practical workplace problems and/or to provide insight on best practice in professional practice.

The rationale for this policy is that a distinct research and scholarship culture will have impact for the:

- ✓ Student in enhancing their learning, supporting their achievement and contributing to their employability.
- ✓ Tutor in enhancing their effectiveness through the application of the outcomes of scholarship within their professional practice.
- ✓ Enhance the College's performance within the Office for Students (OfS) regulatory framework.
- ✓ Employer in ensuring the increased readiness of students as future employees, ready to make the transition to working life in higher-skilled roles.

2. Equality and Diversity Analysis Screening:

In accordance with the College's Equality, Diversity and Inclusion Statement, the development of this policy complies with the Equality Act 2010 in ensuring due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations. An equality analysis will be completed if there is a risk the policy may affect different groups protected from discrimination. Consultation will be carried out with staff. If an equality analysis is required, the Co-Chairs of the EDI Steering Group will advise on completion and the analysis is to be included as an appendix to the policy.

3. Applicability:

- 3.1. This policy applies to all staff.
- 3.2. Given the policy objectives below (section 6), the Research and Scholarship Policy is relevant to all managers with responsibility for curriculum, quality and organisational development, including People Operations.
- 3.3. The policy has particular relevance to College higher education staff
- 3.4. The policy may influence industry and employer partnerships.

4. Definitions:

- 4.1. 'Scholarship' is a term used to describe engagement in academic study and the knowledge that is obtained from it. The knowledge pursued through scholarship has the potential to 'open up' new ways of thinking, critically and analytically.
- 4.2. Scholarship encompasses a wide range of activities, but all scholarly activities have two common features: they apply or integrate sector-specific knowledge within a professional context and they result in a defined output or product.
- 4.3. As indicated in the Policy Statement (section 7) there are two distinguishing features of college scholarship: it applies or integrates sector-specific knowledge within a professional context and it has a defined output or product.

4.4. Examples of scholarly activity include:

- 4.4.1. A programme or project proposal
- 4.4.2. A programme validation document
- 4.4.3. Design, delivery and evaluation of learning, teaching and assessment (such as curriculum design)
- 4.4.4. Implementation and evaluation of a new teaching methodology or professional service initiative
- 4.4.5. A strategic approach to enhance student progression to industry
- 4.4.6. Consultation and/or co-design with industry representatives on skills needs
- 4.4.7. Consultancy to industry to advise on a specific issue or area of development
- 4.4.8. Academic study resulting in completion of a defined course/programme
- 4.4.9. An article or review for an industry publication (online / in print)
- 4.4.10. Artistic practice resulting in exhibition, recording or performance
- 4.4.11. Professional accreditation by the Higher Education Academy.

5. Statutory and regulatory requirements:

UK Quality Code – Advice and Guidance: Learning and Teaching:

Staff qualifications, research and professional development, guiding principles 3 and 4:

- Effective learning and teaching provides students with an equivalent high-quality learning experience irrespective of where, how or by whom it is delivered.
- Effective learning and teaching is informed through reflective practice and providers enable staff to engage in relevant, timely and appropriate professional development that supports students' learning and high-quality teaching

6. Policy Objectives:

Working within the context of the Policy Statement set out below (section 7), the overarching aim of the Policy will be achieved through the following five policy objectives:

- 6.1. **Objective 1 Awareness** To promote the distinctive purpose and impact of research & scholarship within the College amongst students, staff and employer partners;
- 6.2. **Objective 2 Student Experience** To enhance curriculum design and teaching practice through an evidence-based understanding and approach to innovation;
- 6.3. **Objective 3 Students as Partners** To integrate within learning, teaching and assessment, fostering a mutual interest in the learning experience and meeting diverse needs
- 6.4. **Objective 4: Learning Opportunities** To pursue opportunities to create outstanding learning opportunities through innovation and exploration of new fields of provision supported by programme review and industry partners;
- 6.5. **Objective 5: Professional Development** To motivate active participation in scholarly activity by teaching staff through engagement with professional development aligned to the UKPSF (United Kingdom Professional Standards Framework), Education Inspection Framework (EIF) or meeting the identified skills needs through an enhanced understanding of a specific or new industry sector.

7. Policy Statement

- 7.1. The College is committed to providing outstanding learning opportunities and an exceptional student experience to meet the needs of the communities it serves.
- 7.2. Research and scholarship will support the innovation and enhancement in pursuit of our strategic goals framed within the policy objectives above (Section 6).
- 7.3. Students, tutors and managers are encouraged to adopt an evidence-based approach: asking, evidence gathering, exploring, testing and evaluating.
- 7.4. Enhancing scholarship culture (Objective 1)
 - 7.4.1. This policy is intended as inclusive to College students, staff and employer partners, and designed to address practical challenges relevant to professional practice;
 - 7.4.2. In referencing staff this policy is intended to support and enhance the activities of both professional services and academic colleagues.
 - 7.4.3. Research and scholarship will be animated through forming an explicit part of steering groups and committees enhancing a culture through identifying the underpinning activity of scholarship & research between committees
 - 7.4.4. The raising of the profile of research and scholarship will ultimately lead to the provision of staff awards referencing this activity to foster a spirit of excellence in this field.
- 7.5. Learning, Teaching and Assessment (Objective 2 & 3)
 - 7.5.1. It is anticipated that research and scholarly activity will emerge from professional development activity as framed within the Learning, Teaching and Assessment policy.
 - 7.5.2. Activity in pursuit of professional development goals will be shared through encouraged by line manager.
 - 7.5.3. Leaders are expected to foster a culture of research and scholarship in the pursuit of quality enhancement and draw connection and foster contribution into the relevant steering groups of the College.
- 7.6. Curriculum development (Objective 4)
 - 7.6.1. The programme and course approval process and curriculum planning process, will foster scholarly activity led by the centre principal and chair of relevant committees.
- 7.7. Advance HE Fellowship (Objective 5)
 - 7.7.1. Staff contributing to higher education provision will be encouraged to engage with the Advance HE Fellowship scheme and will be supported by the College to undertake this.
- 7.8. Industry placement and engagement
 - 7.8.1. Engagement with relevant industry representatives, such as employer representative bodies or industry leaders, to inform curriculum development and enhance progress is an important part of scholarly activity
 - 7.8.2. The College may support (subject to 8.1) activities such as short term placements and industry visits where clear scholarly outputs and impact have been defined
- 7.9. Formal Research Activities (Objective 5)
 - 7.9.1. Formal research supported by external funding bids and/or postgraduate qualifications may be supported by the College where there is a direct positive

impact on the strategic goals and it is achievable within the business needs for the planning period.

7.9.2. Support may be manifested through additional time, academic support or access to resources and/or part-funding of course fees (subject to affordability).

7.9.3. Formal research activity that is supported by the College will be accompanied with an expectation that the College is recognised in that research and the College is able to share the outputs internally & externally.

8. Implementation of Policy:

8.1. Activities outlined in section 7 that attract additional support or resource are to be considered in the context of the College's strategic objectives, business need and financial capacity

8.1.1. This consideration is the role of the Vice Principal (Innovation, Quality & Performance) in partnership with the Centre Principal with the destination and impact of outputs to be considered as part of this

8.2. The responsibility for oversight and recommendation of research and scholarly activity undertaken with college students, by staff or drawing upon the College's intellectual property (i.e. curriculum design) is with the Higher Education (HE) Sub-committee.

8.2.1. A register of formal research activities will be maintained by the HE Sub-committee

8.2.2. This will be accompanied by appropriate ethics approval for the College's assurance in addition to external institutional approval that may be required for formal research activity (such as the researcher's external University ethics board).

8.2.3. Recommendation of research and scholarly activity by HE Sub-committee is made to Academic Board who consider the request for final approval.

8.3. The professional development of staff, for example where financial support is sought for formal qualifications, is the responsibility of the Chief People Officer (CPO) through the professional development team.

8.3.1. The People Operations team led by the CPO will liaise with the Chair of the HE Sub-committee where formal postgraduate qualifications would contribute to research culture.

8.4. Research and scholarship activities should be raised in the corresponding steering group for the College who will also receive appropriate updates and a summative feedback of the activity.

8.5. The encouragement of research and scholarly activity is the responsibility of academic leadership and heads of service.

8.6. The College will seek to support research and scholarly activity where practically possible. This may take the form of remission, flexible working or financial support for associated fees or time incurred.

8.6.1. Flexible working requests arising from implementation of this policy will be considered and agreed as far as reasonable and operationally possible overseen by the associated member of the Senior Leadership Team (SLT).

8.6.2. The most appropriate support will be initially defined by the Professional Development Manager in partnership with the Vice Principal (Innovation, Quality & Performance) where appropriate.

- 8.6.3. Where external funding applications are made on behalf of the College these must be approved by the Vice Principal (Innovation, Quality & Performance) with appropriate financial management agreed with the Chief Finance Officer (CFO).
- 8.6.4. Where remission is requested by academic colleagues to provide space for scholarly activity this request should be made to the Centre Principal.
- 8.6.5. Any support provided that extends beyond one academic year will be reviewed annually coordinated by the professional development manager and (where relevant) associated budget holders
- 8.6.6. The College reserves the right to cease support at that annual review on the basis of operational or financial need or where the activity ceases to provide projected impact on objectives as outlined in section 6.
- 8.6.7. It is expected that where a colleague is receiving direct support as outlined above they have demonstrated engagement with CPD and college professional development in advance of, and during, their support period in line with college expectations.
- 8.6.8. See [Appendix 1](#) for a summary of the expected workflow.

9. Communication and Training:

- 9.1. The expectation of scholarly activity and research is that it will be shared with the wider college community through appropriate committees and groups as well CPD events. The expectations of sharing will be defined by the Head of School/Service in partnership with the Professional Development Manager.
- 9.2. A reminder of the Policy will be captured in the standing agenda items for first meeting of each academic year of the People Operations Committee.
- 9.3. As part of staff induction, the Policy will be included by line managers.

10. Monitoring and Reporting:

- 10.1. The Annual Quality Review (HE) and Self-Assessment Report (FE) will report on where research and scholarly activity have had direct impact on student experience
- 10.2. The HE Sub-committee and People Operations committee will receive annual reports on research and scholarly activity where this has been supported by the College.
- 10.3. The HE Sub-committee will provide termly updates on HE Fellowship progress and annual completion rates.
- 10.4. The HE Sub-committee will monitor the progress of formal research activity
- 10.5. The appropriate steering group defined through 9.1 will monitor progress of scholarly activities that have a cross college impact

11. Related References, Policies, Procedures, Forms and other Appendices:

- [UK Quality Code, Advice and Guidance: Learning and Teaching](#)
- [Office for Students Regulatory Framework](#)
- [Flexible working policy](#)
- [Learning, Teaching and Assessment Policy](#)

Appendix 1: Research and Policy Procedure

Individual identifies potential research & scholarship activity in discussion with associated Head of School/Service

Individual is referred by Head of School/Service to Professional Development Manager to establish how the college may support this activity

A proposal, supported by Head & Professional Development Manager, is submitted to the VP (Innovation, Quality & Performance) outlining

- Proposed activity and timeline
- Proposed outputs and monitoring
- Alignment to objectives in policy & college strategic plan
- Projected positive impact in the context of the college's strategic
- Requested support

Review Meeting - Proposal is considered by VP (IQP) with professional development manager and associated centre principal on the basis of strategic impact and business viability.

If appropriate the Chair of the relevant steering group should also be in attendance.

If approved

Where a flexible working request is proposed (and supported) the centre principal oversees an application

The activity is tabled at the HE Sub Committee to confirm the framework for the research activity and any associated ethics approval.

If approved the Research & Scholarship Activity is recommended to Academic Board for approval

The activity is tabled at the relevant steering group (as defined in review meeting) for feedback and to confirm regularity of reporting