



Adult Migrant English Program Research Centre Quality Assurance Policy

July 2008



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Quality Policy

The Adult Migrant English Program (AMEP) Research Centre recognises it has a responsibility to facilitate quality achievement across the organisation by developing and maintaining a quality management system (QMS). The quality assurance processes of the AMEP Research Centre (AMEP RC) were developed in conjunction with the Quality Management System of Macquarie University (Appendix 1). It is recognised that AMEP RC researchers and subcontractors who are employees of other organisations will also have quality assurance and operational policies in their own institutions that will influence their practices.

The QMS has three main aims:

- 1. Compliance:** To ensure that we always comply with our statutory, regulatory, contractual, accreditation and other obligations.
- 2. Continuous Improvement:** To ensure that we continually raise our standards by monitoring, evaluating & improving our performance.
- 3. Client Focus:** To ensure that our delivery of programs, services, products and research satisfies the expectations of our clients.

Our QMS is also reflected in the following:

- Clearly articulated vision, mission and objectives for the organisation, supported by annual planning processes
- Recognised client (stakeholder) expectations, as identified by research, negotiation and internal and external feedback processes
- Effective activities and processes, linked to our organisational objectives and the identified expectations of clients
- Measures in place to monitor and assess outcomes
- Identified quality standards, including regulations, codes, policies and procedures that are kept up-to-date and understood by and accessible to all staff;
- Responsibility for quality residing close to the action
- Continuous quality improvement processes throughout the organisation.

Schedule of Quality Principles

Quality Principles	Description
Compliance	AMEP Research Centre complies with relevant Macquarie University & La Trobe university policies and procedures, statutory and regulatory obligations, and all funding and accreditation requirements.
Best Practice	In research, teaching and learning and all other facets of its activities, the AMEP Research Centre seeks to reflect best practice as recognised by professional bodies and associations, and as identified through current research.
Professional Development	The organisation's administrative and teaching staff have appropriate qualifications, experience and skills to effectively perform their roles, and a professional development plan is in place for all staff.
Communication	AMEP Research Centre has effective, honest and open communication mechanisms in place, both internally and externally.
Planning	The organisation has systematic and effective consultative processes for managing risk and developing and implementing strategic, QA, work and other plans which are communicated to relevant stakeholders.
Continuous Improvement	Policies and ongoing processes are in place for all managers, researchers, teaching and other staff to review all policies, practices and services to identify and implement improvements, and all staff are actively encouraged to participate.
Feedback processes	The organisation has in place appropriate processes for feedback and evaluation of its work by all stakeholders and aims to achieve timely responses for continual improvement.

Overview of the Quality Management System

What is *Quality*?

The Australian Universities' Quality Agency (AUQA) defines quality as:

.... the doing and delivery of what is promised to a recognised standard, and knowing where you are along the road (2002).

This view requires an organisation to explicitly recognise what it does and to understand the expectations of its stakeholders. Indeed, the achievement of consistently high quality outcomes in any endeavour cannot be left to chance – quality needs to be actively managed. While AUQA does not prescribe any specific model for quality, it has identified a number of important elements that should be present in any quality management system:

- Clear vision, mission and objectives
- Recognised stakeholder expectations
- Effective activities & processes
- Identified quality standards
- Measures to assess & monitor outcomes
- Responsibility for quality being close to the action
- Continuous improvement.

Of these, continuous improvement holds special importance and should involve the following:

- Internal and external stakeholders
- Formal and informal systems
- Systems for evaluating and improving performance
- Keeping evidence of improvements, and
- A staff culture of continuous improvement.

The AMEP Research Centre has accepted these elements as desirable features for its own quality system. It is recognised that the Centre's primary stakeholder is the Australian Migrant English Program and the Commonwealth Department of Immigration and Citizenship (DIAC). The Centre is required to operate within the terms of the contract between DIAC, Macquarie University and La Trobe University.

Reference:

Australian Universities Quality Agency (2002) Quality Audit manual v.1 (May 2002), http://www.auqa.edu.au/qualityaudit/auditmanual_v1/index.shtml

AMEP Research Centre's Activities

Unit		Description
Executive	1	Executive Management
	2	Central Services
Information Services	3	Information Technology Management
	4	Publishing Management
Research	5	AMEP Research
Teacher Development Services	6	AMEP Professional Development



Quality Standards

The following quality standard tables are presented in unit order, as follows:

1 Executive Unit

2 Information Services Unit

3 Research Unit

4 Professional Development Unit

These tables seek to identify the quality standards applicable to each activity and process, and the actions taken to ensure quality in these areas.



1 Executive Unit

Quality Standards

1.1 Executive Management Activity

<i>Process</i>	What do we do to ensure quality?	When do we do this?	Person Responsible	Quality standards
Leadership	<ul style="list-style-type: none"> • Encourage staff feedback • Executive committee meetings • Coordinators' Committee meetings 	Ongoing	Executive Director	<ul style="list-style-type: none"> • DIAC requirements in AMEP RC Contract • MQ academic (professorial) selection criteria • Executive Director position description
Strategic Planning	<ul style="list-style-type: none"> • AMEP Service provider consultations • AMEPRC Advisory Committee • AMEP staff meetings • Contract management meetings with DIAC 	Annually	Executive Director	<ul style="list-style-type: none"> • Workplan Planning Processes • AMEP Workplan • AMEP RC contract
Organisational Development	<ul style="list-style-type: none"> • Executive meetings • Workplan implementation 	Ongoing	Executive Director	<ul style="list-style-type: none"> • Operational Plans • Committee charges • Reporting mechanisms
Organisational Management	<ul style="list-style-type: none"> • Statutory & regulatory compliance • Compliance with AMEP RC & MQ policies & procedures • Compliance with contractual obligations • Performance management • Implement Quality Assurance Policy 	Ongoing	Executive Director Director, Teacher Development Services Communications Manager	<ul style="list-style-type: none"> • Enterprise Agreement & other MQ policies & procedures • AMEP RC policies & Procedures • Quality Assurance Policy • Government regulations and statutes • Contractual obligations • Performance Management system

Cont...

1.1 Executive Management Activity

Cont...

<i>Process</i>	What do we do to ensure quality?	When do we do this?	Person Responsible	Quality standards
Personnel	<ul style="list-style-type: none"> Compliance with MQ and La Trobe University personnel policies and relevant legislation. 	Ongoing	AMEP RC Director Office Manager	<ul style="list-style-type: none"> MQ Enterprise Agreement 2006-09 La Trobe University Enterprise agreement 2004-2008 MQ Personnel Management Handbook State and Commonwealth Legislation MQ Personnel Management Forms MQ EEO Policy Office Manager Job Description
Legal Services	<ul style="list-style-type: none"> Compliance with MQ Policies and procedures and statutory responsibilities. 		AMEP RC Director Communications Manager	<ul style="list-style-type: none"> MQ Policies and Procedures AMEP RC Policies and Procedures AMEP RC Contracts Legal and Contracts Manual
Accounting	<ul style="list-style-type: none"> Compliance with policy, regulatory and statutory requirements. 	Ongoing	AMEP RC Director Finance Officer	<ul style="list-style-type: none"> Australian Accounting Standards MQ Financial Management Handbook (OFS Policies, Procedures and Forms) MQ Finance Training Manuals (Accounts Payable, Accounts Receivable, Reports and Enquiries) AMEP RC Policies and Procedures NSW Public Finance & Audit Act 1983

1.2 Central Services Activity

<i>Process</i>	What do we do to ensure quality?	When do we do this?	Person Responsible	Quality standards
Sales/Banking	<ul style="list-style-type: none"> • Compliance with AMEP RC, MQ policies and accounting procedures. • Monthly reconciliations. • Debtors management procedure 	Ongoing	Finance Officer	<ul style="list-style-type: none"> • MQ OFS Policies and Procedures • EFTPOS Manual of National Bank • AMEP RC Policies and Procedures • Australian Accounting Standards
Plant & Building Maintenance	<ul style="list-style-type: none"> • Compliance with OFM Policies & Procedures • <i>Problem reporting / service request procedure</i> 	Ongoing	Office Manager	<ul style="list-style-type: none"> • MQ Building & Grounds Office Policies and Procedures • Service Request Procedure & Form
Records Management	<ul style="list-style-type: none"> • <i>Compliance with AMEP RC Policies & Procedures</i> • Compliance with MQ Records Management Policies & Procedures 	Ongoing	Office Manager	<ul style="list-style-type: none"> • Records Management Policy & Procedures • MQ Records Management Policy • Personnel Management Handbook • NSW State Records - General Disposal Authority – University Records • NSW State Records - General Disposal Authority – Financial & Accounting Records • MQ – Financial Accounting – Retention of Records Policy • Australian Standard, AS 4390-1996, Records Management • Australian Standard for Records Management – AS ISO 15489

Cont...

1.2 Central Services Activity

Cont...

<i>Process</i>	What do we do to ensure quality?	When do we do this?	Person Responsible	Quality standards
Uni/Divisional Liaison	<ul style="list-style-type: none"> • Compliance with MQ and Divisional Policies and Procedures • Participation in Divisional administration meetings • Participation in relevant MQ Forums. 	Ongoing	AMEP RC Director AMEP RC Academics	<ul style="list-style-type: none"> • MQ/Divisional/ Policies and Practices
Occupational Health & Safety	<ul style="list-style-type: none"> • Compliance with MQ OH&S Policies & Procedures • OH&S Reporting Procedures • Participation in OH&S training workshops 	Ongoing	Office Manager	<ul style="list-style-type: none"> • MQ OH&S Policies and Procedures • MQ Enterprise Agreement • MQ Personnel Management Handbook • AMEPRC OH&S Plan
Training / Professional Development	<ul style="list-style-type: none"> • Close liaison with managers & staff re-training needs • Responding to feedback received 	As required	AMEP RC Director	<ul style="list-style-type: none"> • MQ Enterprise Agreement • MQ Personnel Management Handbook • AMEP RC PD Policy and Plan



2 Information Services Unit

Quality Standards

2.1 IT Management Activity

<i>Process</i>	What do we do to ensure quality?	When do we do this?	Person Responsible	Quality standards
Acquisitions	<ul style="list-style-type: none"> • Ensure purchases are approved • Ensure hardware & software purchases conform to agreed technical specifications • Keep database up-to-date 	As required	IT Support Officer	<ul style="list-style-type: none"> • MQ Purchasing Policy • Technical Specifications Standard • AMEP RC IT Policy & Procedures
Systems Maintenance & Enhancement	<ul style="list-style-type: none"> • Do regular system performance checks • Maintain backup systems • Conduct periodic servicing • Liaise with division and MQ central IT Services 	Ongoing	IT Support Officer	<ul style="list-style-type: none"> • AMEP RC IT Policy & Procedures • Backup Schedule • Periodic Maintenance Schedule
Training	<ul style="list-style-type: none"> • Provide IT information at induction • Link staff training to identified needs • Ensure IT staff keep up-to-date with relevant technological developments 	As required	IT Support Officer	<ul style="list-style-type: none"> • MQ Enterprise Agreement 2006-09 • IT Induction Manual • IT System Overview
User Support	<ul style="list-style-type: none"> • Maintain a log of customer help requests • Encourage feedback 	Ongoing	IT Support Officer	<ul style="list-style-type: none"> • AMEP RC IT Policy & Procedures Manual
e-Services	<ul style="list-style-type: none"> • Monitor usage statistics • Implement web development workplan • Encourage feedback 	Ongoing	Communications Manager	<ul style="list-style-type: none"> • Web Presence Policy • Web development workplan • AMEP RC Style Guide for Electronic Publications

2.2 Publishing Management Activity

<i>Process</i>	What do we do to ensure quality?	When do we do this?	Person Responsible	Quality standards
New Product Development	<ul style="list-style-type: none"> • Document product requirements in Official Orders and Special Project briefs • Ensure adherence to terms, responsibilities & deadlines set in author's contracts. • Review proposals & manuscripts • Engage consultant reviewers to ensure content is on target. • Implement the annual AMEP RC workplan • Produce pre-publication draft to DIAC 	Ongoing	Communications Manager	<ul style="list-style-type: none"> • AMEP RC Style Guide, including Authors Guidelines • Authors Contracts • Reviewers Guidelines • Research output QA procedure • AMEPRC workplan
Production	<ul style="list-style-type: none"> • Ensure editing, proofing, design and printing activities comply with AMEP RC Style Guide • Make modifications and arrange reprinting. • Ensure DIAC approval before final publication • Produce final copy for distribution 	Ongoing	Communications Manager	<ul style="list-style-type: none"> • AMEP RC Style Guide • Design Series Templates e.g. Prospect, Teachers' Voices, Readers
Marketing	<ul style="list-style-type: none"> • Develop and update marketing brochure for AMEP RC materials and activities • Set competitive prices 	Ongoing	Communications Manager	<ul style="list-style-type: none"> • Publications mailing list
Distribution	<ul style="list-style-type: none"> • Do financial reporting • Maintain contacts database • Encourage and respond to feedback from consumers and customers • Ensure DIAC approval for distribution 	Ongoing	Communications Manager	<ul style="list-style-type: none"> • MQ OFS Policies and Procedures



3 Research Unit

Quality Standards

3.1 AMEP Research Activity

<i>Process</i>	What do we do to ensure quality?	When do we do this?	Person Responsible	Quality standards
AMEP Research Consultation	<ul style="list-style-type: none"> Participate in Contract management meetings with DIAC Encourage participation by service providers Encourage feedback from service providers Ensure consultation data is useful for developing project proposals 	At consultations in June/July each year	AMEP RC Director & nominees	<ul style="list-style-type: none"> AMEP Research Consultation Procedure
Research Briefs	<ul style="list-style-type: none"> Ensure briefs are of benefit to AMEP & DIAC Ensure briefs relate specifically to purposes and objectives of AMEP RC contract Peer review of research briefs Ensure all researchers are provided with relevant details of AMEP RC contract, QA documents, and style guide. Ensure all AMEP RC staff, researchers, agents, research assistants and subcontractors involved in projects funded through AMEP RC agree in writing to adhere to contract requirements and AMEP RC QA procedures 	Late August to late September, on 2 year cycle	AMEP RC Director AMEP RC Project Chief Investigators	<ul style="list-style-type: none"> CASPR research standards Criteria for peer review AMEP RC contract AMEP RC Quality Assurance Policy

Cont...

3.1 AMEP Research Activity

Cont...

<i>Process</i>	What do we do to ensure quality?	When do we do this?	Person Responsible	Quality standards
Conduct Research	<ul style="list-style-type: none"> • AMEP RC academic is responsible for each project • Ensure research keeps within approved brief and budget • Monitor milestones, adherence to approved project brief and budgets • Quarterly reports to DIAC • Monthly notification of changes in research briefs to DIAC for approval • Mid-cycle progress report in consultations process • Present annual update at peer review seminar 	Ongoing	AMEP RC Director & AMEP RC Project Chief Investigators	<ul style="list-style-type: none"> • Project briefs, milestones & budgets • MQ ethics standards • AMEP RC contract
Report on Research	<ul style="list-style-type: none"> • Drafts are of a high standard, clear, concise, and well-written for the target audience prior to submission to Director • Report keeps within approved brief • AMEP RC peer review of draft reports and publications • AMEP RC Director approval of draft report prior to submission to DIAC • Submit to publications section for editing, proofing and layout • DIAC review and approval for publication 	Ongoing	AMEP RC Director AMEP RC Project Chief Investigators	<ul style="list-style-type: none"> • AMEP RC Peer Review Guidelines • AMEP RC contract • AMEP RC Quality Assurance Policy

3.1 AMEP Research Activity

Cont...

<i>Process</i>	What do we do to ensure quality?	When do we do this?	Person Responsible	Quality standards
Dissemination of Research	<ul style="list-style-type: none"> • Approval from DIAC to disclose or distribute information relating to the research (written and oral presentation) • Distribution is in line with any restrictions imposed by DIAC • Submit papers to TESOL & Linguistics conferences & forums • Presentation at AMEP forums / conferences • Publication in refereed journals and books • Publications for AMEP service providers 	Ongoing	AMEP RC Director & AMEP RC Project Chief Investigators	<ul style="list-style-type: none"> • AMEP RC Peer Review Guidelines • DIAC review criteria • AMEP RC contract • Acceptance for professional development forums & conferences • Positive evaluations by AMEP SP participants • DEST standards • Positive reviews • AMEP RC Quality Assurance Policy



4 Professional Development Unit

Quality Standards

4.1 AMEP PD Activity

<i>Process</i>	What do we do to ensure quality?	When do we do this?	Person Responsible	Quality standards
Workplan Development	<ul style="list-style-type: none"> Annual consultations with AMEP providers AMEP RC Workplan meeting Contract management meetings with DIAC PD section meetings 	<p>annually</p> <p>annually</p> <p>Annual</p> <p>Ongoing</p>	Director, Teacher Development Services & Academics	<ul style="list-style-type: none"> Annual AMEP consultation process AMEP RC Contract AMEP RC Workplan discussion documents AMEPRC Report to MQ and La Trobe U AMEPRC Report to DIAC
Program development	<ul style="list-style-type: none"> Adherence to workplan Encourage participation of AMEP Service Providers Ensure program is research based Comply with AMEP & MQ policies and procedures 	Ongoing	Director, Teacher Development Services	<ul style="list-style-type: none"> AMEP RC Workplan Target numbers of SPs in program SPRP outcomes AMEP RC & MQ policies and procedures
Program Administration	<ul style="list-style-type: none"> Implement Workplan Adhere to activity schedules Comply with policies and procedures Maintain Attendance Records 	Ongoing	Director, Teacher Development Services	<ul style="list-style-type: none"> AMEP RC Activity Schedules DIAC Contract Current Workplan AMEP PD Policies and Procedures
Information management	<ul style="list-style-type: none"> Maintain AMEP contact databases Contribute to AMEP E bulletins Maintain Associates group in SP organisations Comply with policies, procedures and contractual requirements Adhere to activity schedules 	<p>Ongoing</p> <p>4 p/year</p> <p>2 p/year</p> <p>ongoing</p>	Director, Teacher Development Services	<ul style="list-style-type: none"> Activity schedules DIAC contract Associates program evaluations AMEP PD Policies and Procedures AMEP PD Activity Schedules


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4.1 AMEP PD Activity

Cont...

<i>Process</i>	What do we do to ensure quality?	When do we do this?	Person Responsible	Quality standards
Program Delivery	<ul style="list-style-type: none"> • Courses are delivered to schedule • Course content is research based • Convenor expertise • Evaluation processes • Comply with policies and procedures 	Ongoing	Director, Teacher Development Services	<ul style="list-style-type: none"> • AMEP RC Workplan • AMEP RC Special Projects Research Program • Presenter qualifications / expertise • Target numbers & positive evaluations • AMEP PD Policies and Procedures

Appendix 1

POLICY	
	<h3>Quality Enhancement</h3>
Contact Officer	Executive Officer, Office of the DVC (Provost)

Purpose	In order to encourage continuous improvement in the effectiveness of structures and activities, Macquarie has developed a Quality Enhancement Framework to ensure the alignment of resources and effort in the achievement of University goals.
Overview	<p>At Macquarie, Quality Enhancement is a systematic, future directed, continuous cycle of goal setting, planning, managing and reviewing, aimed at transformation and reaching the goals of <u>Macquarie@50</u>. Quality enhancement is both bottom-up¹ and top-down and is the responsibility of all members, units and levels of the University.</p> <p>Quality Enhancement focuses on attaining the strategic goals and objectives of Macquarie@50 through:</p> <ul style="list-style-type: none"> • Annual reporting of performance in relation to both strategic and operational plans • Annual review of Macquarie@50 to reflect current priorities in a dynamic environment • Monitoring key institutional performance indicators to assist in assessing performance against strategic objectives • Annual performance management interviews for all academic and general staff, and • Allocation of funds to areas of identified strategic importance and to promote improved performance <p>A commitment to improvement and excellence through:</p> <ul style="list-style-type: none"> • A regular cycle of policy review and performance reviews of key organisational units and programs • A process for monitoring the implementation of recommendations for change identified through reviews • A student-focused approach where the student voice is present in all four elements of the Quality Enhancement cycle, and particularly in Phase 4: Evaluation, Reviews and Reporting • External peer assessment of performance at organisational unit, program and individual levels

¹ It would be neat to assume the Quality Enhancement Framework commenced with goal setting and planning at the level of the University, but this is not always the case. As a cycle, there is potential for a structure or activity to commence at any element in the Framework and to influence up, down or out.

	<ul style="list-style-type: none"> • Collection and analysis of stakeholder feedback and incorporation of results into curriculum and professional programs, and • Comparisons and/or benchmarking of performance of organisational units
<p>Scope</p>	<p>Quality Enhancement is intrinsic to the work of all staff, academic and general and is based on review and reflective learning with the aim of establishing a culture of continuous improvement. It is informed by the following Principles:</p> <ul style="list-style-type: none"> • Quality enhancement is intrinsic to the work of all staff undertaking or supporting research, learning and teaching and support of the student experience. • A student-focused approach whereby students are engaged and student feedback data informs all phases of the Quality Enhancement Cycle • Part of the normal and continuous cycle of planning, monitoring and improvement. • Evidence-based and informed by benchmarking and review, including self and peer review. • Identifies areas for improvement, while at the same time fostering collaboration and exchanging good practice, and encouraging an ethos of critical self-evaluation. • Open, transparent and inclusive and itself the subject of continuous review and improvement. • Devolution to its most effective organisational level, with clear lines of accountability. • Designed to be efficient and to work within the principles of equity and natural justice.
<p>The Policy</p>	<p>The Model of Quality Enhancement at Macquarie University is a continuous cycle made up of four elements of institutional practice:</p> <ol style="list-style-type: none"> 1. Institutional and Academic Governance – a broadly representative and accountable hierarchy of committees, with the Senior Management Group responsible for setting direction and goals 2. Strategic Planning – policy development to guide the achievement of University goals, consistency of focus and approach across a devolved organisation, quality enhancement and continuous improvement 3. Management – actions involving the application of resources (human, monetary and infrastructure), decision-making and coordination of the effort required to operationalise goals and policy 4. Evaluation, reviews and reporting – assessment, reflection and reporting on outputs and outcomes based on accurate and relevant data; which itself becomes input for a further review of strategy and strategic directions

	<p>This continuous cycle is incorporated into all academic and non-academic activities and its basic intention is to improve performance while at the same time meeting the need for external accountability².</p> <p>Managerial responsibility for quality enhancement is distributed according to policy, but the ultimate responsibility for the implementation of the Quality Enhancement Framework lies with the DVC (Provost)</p>
Keywords	Quality Enhancement, Quality, Strategy

Date Approved	24 October 2007
Approval Authority	Vice-Chancellor
Date of Commencement	25 October 2007
Amendment Dates	No amendments since approval
Date for Next Review	October 2010
Related Policies, Procedures and Guidelines	Quality Enhancement Guidelines for University Structures and Activities
Policies Superseded by this Policy	No previous policy

² The University will be audited by AUQA in 2009.

Appendix Two

AMEP Research Centre peer review process

A Component of the Quality Assurance Processes Regarding Publications and Presentations Arising from AMEP Special Projects Research Program (SPRP)

This document should be read in conjunction with the AMEP RC Quality Assurance Policy document. Researchers should also have a thorough knowledge of the requirements of the AMEP RC – DIAC contract.

All written outputs relating to AMEP Research Centre research

- As part of the quality enhancement processes of the AMEP Research Centre, all documents should go through the following peer review process prior to submission to DIAC
- Prior to publication and dissemination, documents should be submitted to the AMEP RC Director who will allocate the document for review, to a peer within the AMEP RC or SPRP research group or other Macquarie University or La Trobe University academic who has skills and knowledge in the area concerned. This peer may also include the AMEP RC Director. The reviewer will also be sent a copy of the original project proposal and any subsequent amendments, as approved by DIAC
- If the document relates to a journal publication, the report may be submitted to DIAC if the Director judges it to be in final draft form, in a state suitable for submission to a refereed journal
- Feedback from the peer reviewer must be provided in writing (using the attached criteria and form) to the Director and author **within 3 weeks**. If changes are recommended, then the Director will present these to the author(s) for consideration
- In the event of a disagreement between author(s) and the reviewer regarding readiness for publication, the Director will have final say
- If the Director concludes that the document is ready for publication, the Director will submit the document for editing, proofing and layout by the AMEP RC publications section. This process should be completed **within 6 – 12 weeks**, depending on size and complexity of document. Once this process is completed the Director will submit the document directly to DIAC for their consideration for support for publication. Such support or reasoned requests for changes will be provided by DIAC **within 10 working days**
- Reviewers whose salary is not already contributed to by the AMEP RC will be paid at an appropriate rate for their time spent on the manuscript, on a per page basis
- Where DIAC does not support publication or dissemination, the Director will mediate between DIAC and the authors. In the event that a mutually acceptable arrangement cannot be achieved, the Director will consult with the Deputy Vice Chancellor (Research) at Macquarie University and the Deputy Vice Chancellor (Research) at La Trobe University if the dispute involves a La Trobe University author.

Appendix Three

Criteria for Review of Research Publications Arising from AMEP Special Projects Research Program (SPRP)

Literature Review/Aims/Introduction etc

- Clearly describes nature and aims of the research
- Outlines relevance and significance to national AMEP interests
- Reviews relevant and up-to-date literature and research in line with original objectives of the proposal.

Methodology

- Summarises methodology, participants, measures, analyses
- Notes ethics approvals and consent processes, where relevant
- Methodology has been conducted in line with proposal or provides reasons for variation (Note: such changes should have been negotiated in advance with DIAC and the Director)

Results

- Uses appropriate methods of data analyses in line with goals of the research and approved brief, or justifies where original brief was inappropriate
- Findings are reported accurately in a reliable and valid way

Discussion

- Notes any methodological limitations
- Summarises conclusions that can be drawn
- Motivates conclusions that can be justified on the basis of the evidence
- Summarises (where relevant) the implications of research for practice
- Describes how the results inform and are valuable to AMEP

General Points

- Research follows the aims and objectives outlined in the approved project brief (again there should be evidence of approval of any changes by DIAC and the Director re: changes to the approved brief).
- Methodology is strong and in line with original brief
- Document is well written, clear, concise, readable, easy to follow
- High standard of presentation, edited to remove typographical errors
- Document is presented in appropriate format
- Referencing is accurate and in appropriate style

Overall

- Meets an acceptable standard for publication

Project title:

Project number:

Date:

Coordinator:

Reviewer:

Criteria	Met Not met Not applicable	Comments
Literature Review/Aims/Introduction etc <ul style="list-style-type: none">Clearly describes nature and aims of the researchOutlines relevance and significance to national AMEP interestsReviews relevant and up-to-date literature and research in line with original objectives of the proposal.		
Methodology <ul style="list-style-type: none">Summarises methodology, participants, measures, analysesNotes ethics approvals and consent processes, where relevantMethodology has been conducted in line with proposal or provides reasons for variation (Note: such changes should have been negotiated in advance with DIAC and the Director)		
Results <ul style="list-style-type: none">Uses appropriate methods of data analyses in line with goals of the research and approved brief, or justifies where original brief was inappropriateFindings are reported accurately in a reliable and valid way		

Cont...

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Criteria	Met Not met Not applicable	Comments
<p>Discussion</p> <ul style="list-style-type: none"> • Notes any methodological limitations • Summarises conclusions that can be drawn • Motivates conclusions that can be justified on the basis of the evidence • Summarises (where relevant) the implications of research for practice • Describes how the results inform and are valuable to AMEP 		
<p>General Points</p> <ul style="list-style-type: none"> • Research follows the aims and objectives outlined in the approved project brief (again there should be evidence of approval of any changes by DIAC and the Director re: changes to the approved brief). • Methodology is strong and in line with original brief • Document is well written, clear, concise, readable, easy to follow • High standard of presentation • Edited to remove typographical errors • Document in presented in appropriate format • Referencing is accurate and in appropriate style 		
<p>Overall</p> <ul style="list-style-type: none"> • Meets an acceptable standard for publication 		