



RESEARCH DATA AND OUTPUTS PROCEDURE

Recording, management and retention of research data and research outputs

1. Purpose

- 1.1. This Procedure sets out how research data and research outputs at LIHE are managed, recorded, deposited, retained and maintained, so that LIHE has an accurate and up-to-date record of the research outputs of its staff and research students, as required by Standard 4.1.3.

2. Scope

- 2.1 This Procedure applies to all research data and all research outputs generated by staff and HDR candidates in the course of research conducted under LIHE auspices, on LIHE infrastructure, or under LIHE ethics approvals.
- 2.2 This Procedure operates under the Data and Records Integrity Policy and Procedures and alongside the Intellectual Property Policy, the Authorship and Publication Policy, and the Research Integrity and Misconduct Policy. Where a partnership agreement imposes a higher standard, that standard prevails.

3. Definitions

Term	Meaning
Research data	The recorded factual material commonly accepted in the research community as necessary to validate research findings, including datasets, code, models, notebooks, instruments, images and specimens.
Research output	Any product of research intended for communication, including journal articles, conference papers, book chapters, theses, datasets, software, patents, creative works and preprints.
Research Outputs Register	The authoritative institutional record of the research outputs of staff and candidates, specified in the companion Register document and maintained in the Research Management System.
Research Repository	The LIHE digital repository that stores and, subject to embargo, provides open access to theses and accepted manuscripts.
Research Management System (RMS)	The institutional system that hosts the Research Outputs Register and links to the Research Repository. It is distinct from any system used solely to record integrity or misconduct matters.
Data Management Plan (DMP)	A plan prepared by each candidate and research project describing how data will be collected, stored, secured, shared and retained.



4. Principles

- 4.1 Research data and outputs are recorded accurately, kept up to date, stored securely, retained for the required period, and made discoverable and, where appropriate, openly accessible.
- 4.2 Recording an output in the Register is a routine, verifiable step in the research lifecycle, not an optional afterthought. The record is created at acceptance, not at some later audit.
- 4.3 Retention and security of research data follow a single institutional standard, so that there is no ambiguity about how long data is kept.

5. Data management planning

- 5.1 Every HDR candidate and every staff-led research project prepares a Data Management Plan at the outset, addressing collection, format, storage location, security classification, backup, sharing, ethical and privacy constraints, ownership (consistent with the Intellectual Property Policy), and retention.
- 5.2 The Principal Supervisor reviews and approves the candidate's DMP before data collection begins. The DMP is lodged with the Research Office and revised as the project changes.

6. Recording research outputs — the Research Outputs Register

- 6.1 LIHE records all research outputs of staff and candidates in the Research Outputs Register, maintained by the Research Office within the Research Management System. The Register's fields, controlled vocabularies and template are specified in the companion document, the Research Outputs Register Specification and Template.
- 6.2 The corresponding author (for a staff output) or the candidate (for a candidate output) notifies the Research Office within twenty (20) working days of acceptance of an output, providing the full citation, the digital object identifier where available, the output type, the CRediT contribution statement, the peer-review status, any funding and ethics references, the open-access status, and the accepted manuscript for deposit.
- 6.3 The Research Office verifies the record, deposits the accepted manuscript or thesis in the Research Repository (subject to any approved embargo), and confirms the entry. The Register is kept up to date on a rolling basis, not reconstructed periodically.
- 6.4 The Register distinguishes staff outputs from candidate outputs, so that LIHE can report accurately on the research outputs of each group, as Standard 4.1.3 requires.

7. Storage, security and retention

- 7.1 Single retention standard. All LIHE research data and the records of research outputs are retained for a minimum of seven (7) years from the date of the last action, publication or completion, consistent with the Data and Records Integrity Policy and Procedures.
- 7.2 This single standard resolves the inconsistency identified by TEQSA. The Information Management and Records Governance Policy, which previously stated "at least five years" for research data, is to be amended to state seven (7) years, so that both policies and this Procedure are aligned. Until



that amendment is made, the seven-year standard in this Procedure and the Data and Records Integrity Policy prevails.

7.3 Longer retention applies where required: research data underpinning published findings, clinical or community research, research with Aboriginal and Torres Strait Islander communities, or matters subject to an allegation, are retained for the longer period required by the Australian Code for the Responsible Conduct of Research (2018) or applicable law. Data with enduring value may be retained permanently.

7.4 Research data is stored on LIHE-managed, backed-up, access-controlled infrastructure, classified for security in accordance with the Data and Records Integrity Policy and the Privacy Policy. Personal information is handled under the Privacy Policy, and any data breach is assessed against the OAIC Notifiable Data Breaches scheme.

8. Roles and responsibilities

Role	Responsibility
Dean	Owns this Procedure; ensures the Register and Repository operate; reports research outputs to the Research Committee and Academic Board.
Research Office	Maintains the Research Outputs Register and Repository; verifies and deposits records; provides the Register template; monitors timeliness.
Principal Supervisor	Approves the candidate's Data Management Plan; ensures the candidate records outputs and deposits data.
Candidates and staff	Prepare and follow a DMP; notify the Research Office of accepted outputs within 20 working days; deposit data and manuscripts; retain data for the required period.
Library	Supports the Repository, discoverability, ORCID and open-access deposit.

9. Reporting and quality assurance

9.1 The Research Office reports on research outputs from the Register to the Research Committee each trimester and to the Academic Board annually, distinguishing staff and candidate outputs. Data management compliance is included in the annual quality-assurance report, consistent with Standard 5.2.