



RESEARCH OUTPUTS REGISTER

Specification and template for the institutional record of research outputs

1. Purpose

- 1.1 This document specifies the Research Outputs Register: the authoritative institutional record of the research outputs of LIHE staff and HDR candidates, required by Standard 4.1.3. It defines the Register's fields and controlled vocabularies, and provides a template that constitutes the live Register until it is implemented in the Research Management System.
- 1.2 The Register is maintained by the Research Office and governed by the Research Data and Outputs Procedure. It is distinct from any system used solely to record research integrity or misconduct matters.

2. Field specification

- 2.1 Each output is one record in the Register, with the following fields.

Field	Description	Controlled values / format
Record ID	Unique identifier for the record	ROR-YYYY-NNNN
Output type	The kind of output	Journal article; conference paper; book chapter; book; thesis; dataset; software; patent; creative work; preprint; report
Title	Full title of the output	Free text
Authors / creators	All authors in listed order, LIHE authors flagged	Surname, initials; ORCID where held
Author category	Whether a LIHE author is staff or candidate	Staff; Candidate; Both
CRedit statement	Contribution roles per author	CRedit taxonomy
Venue	Journal, conference, publisher or repository	Free text
Year	Year of publication or acceptance	YYYY
DOI / identifier	Persistent identifier	DOI / handle / URL
Peer-review status	Whether peer reviewed	Peer reviewed; editorially reviewed; not reviewed
Quality indicator	Ranking or indexing where available	Scopus; WoS; CORE rank; Scimago quartile
Related course / project	Associated course or research project	e.g. MIT (Research)
Funding reference	Grant or funder, if any	Free text



Field	Description	Controlled values / format
Ethics reference	Ethics approval number, if applicable	Free text
Open-access status	Access status and any embargo	Open; embargoed to [date]; closed
Repository link	Link to the deposited manuscript or thesis	URL
Date recorded	Date the record was created or last updated	DD/MM/YYYY
Recorded by	Research Office officer who verified	Name

3. Register template (worked example)

3.1 The table below is the live Register template, populated with an illustrative worked example (in italics) to show correct completion. New rows are added as outputs are accepted.

Record ID	Type	Title / authors	Venue / year	Category / review	DOI / access
ROR-2026-0001	Journal article	[Example] A federated-learning approach to... Candidate A.; Supervisor B.	IEEE Access 2026	Candidate Peer reviewed	10.1109/... Open

Note: The full field set in Section 2 is captured for each record in the Research Management System; the columns above are the summary view.

4. Maintenance and governance

- 4.1 The Research Office creates each record within twenty (20) working days of acceptance being notified, verifies it, and deposits the manuscript or thesis in the Research Repository (subject to embargo). The Register is kept current on a rolling basis.
- 4.2 The Register is backed up and access-controlled under the Data and Records Integrity Policy. Records are retained for a minimum of seven (7) years, consistent with the Research Data and Outputs Procedure.
- 4.3 The Dean reports from the Register to the Research Committee each trimester and to the Academic Board annually, distinguishing staff and candidate outputs.



Version History		
Version number:	Approved by:	Approval Date:
1.0	Academic Board	28/07/2026

*Policy review date is 3 years from date of approval