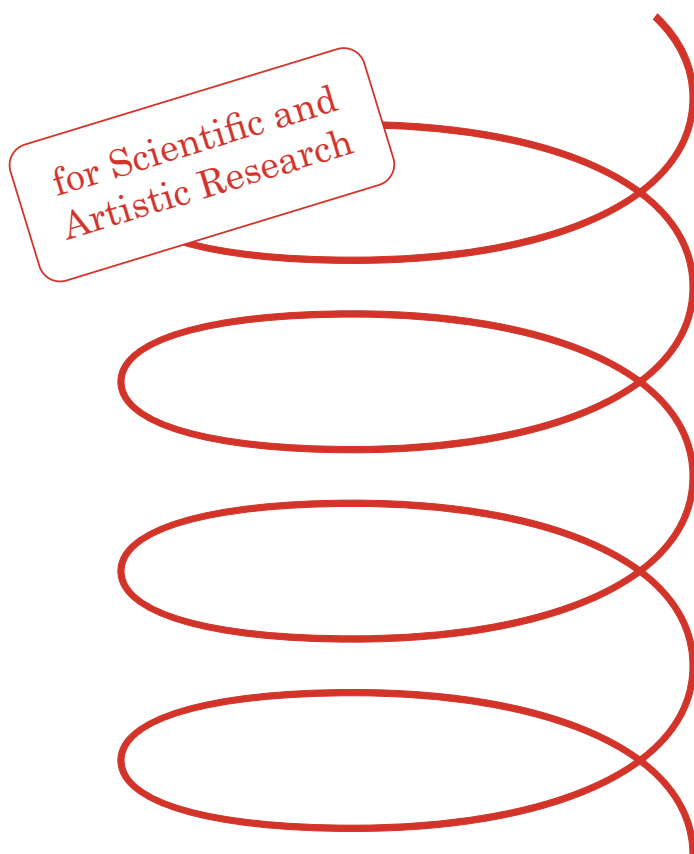


Royal Danish Academy
– Architecture, Design, Conservation

Manual



Quality Assurance



Royal Danish Academy

Architecture
Design
Conservation

2020

Colophon

The Quality Assurance Manual for Scientific and Artistic Research at the Royal Danish Academy has been developed with the intention of continually strengthening both quality and relevance of the scientific and artistic research at the Royal Danish Academy.

This manual has been prepared by a steering committee with participants from relevant staff groups. The steering committee has developed the individual elements of the cohesive quality system that the manual represents. The manual has been coordinated with the *Manual on Quality Assurance of the Degree Programmes at the Royal Academy* in order to contribute to the cohesion between the degree programmes and the scientific and artistic research. During the final phase, heads of institute, deans and rector have made decisions about the final design of the manual. The manual takes effect from early 2020.

The manual is available in a PDF version on the Royal Danish Academy's website.

Members of the steering committee

Henrik Oxvig, Director of the PhD School and Head of Research at the time
Jakob Brandtberg Knudsen, Dean
Arne Høi, Head of Institute
Sofie Beier, Professor with specific responsibilities
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Appendices

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Appendix 2 from page 18 in *Plan for Scientific and Artistic Research, KADK 2016-2020*
Appendix 3: *Good publishing and communication practice for scientific research at the Royal Danish Academy – Architecture, Design, Conservation*
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Introduction

Purpose of the manual

This manual describes the quality assurance related to scientific and artistic research at the Royal Danish Academy – Architecture, Design, Conservation. The manual forms the basis for the Royal Danish Academy to ensure that we continually measure up to our own ambitions about the quality, amount and relevance of the scientific and artistic research that takes place at the Royal Danish Academy.

In addition to the obvious objective of improving quality, the systematic quality assurance related to scientific and artistic research will support the Royal Danish Academy's special focus area: to increase the external funding of scientific and artistic research.

The manual consists of four chapters, each with its own focus:

Chapter 1 – PLAN

establishes the conditions and framework for the way in which we organisationally ensure the necessary *planning and coordination* of scientific and artistic research by means of plans.

Chapter 2 – COMPLETION

is about the execution of the scientific and artistic research, including collaboration in the specialist environments where it is to take place, and whether the work is completed as planned.

Chapter 3 – RESULT

deals with how the subject-related quality of the completed scientific and artistic research is ensured via the *expert assessment systems*.

Chapter 4 – DISSEMINATION

describes how we convey the results of scientific and artistic research to the world, thus contributing to recognition and development.

Each chapter explains the guidelines we are to follow during the relevant phase at employee, institute and institution levels. This is followed by a description of how we are to evaluate, and quality assure the activities in the relevant phase.

See figure 1 on the next page for an overview.

It is the Royal Danish Academy's intention to conduct an external evaluation of the institution's scientific and artistic research every six years. In order to ensure a continual dialogue about procedures for quality assurance of scientific and artistic research, the manual will be evaluated every three years.

Chapter 1

Planning of scientific and artistic research is appropriate and transparent for all and serves as a support for the work.

Chapter 2

Scientific and artistic researchers:

- Continually gain inspiration from peers, and, in turn, contribute to subject-related environments.
- Complete their individual plans in keeping with agreed conditions.
- Develop competences concerning completion, both through the supervision of PhD students and as supervisors and managers of scientific and artistic research projects with several involved parties.

Chapter 3

Scientific and artistic research is at the highest scholarly level.

Chapter 4

Scientific and artistic research contributes to the development of cognition, including concrete solutions that improve society.

PLAN

COMPLETION

RESULTS

DISSEMINATION

Every scientific/artistic researcher has an individual scientific/artistic research plan, which is updated annually.

1.1 The institutes' work with scientific and artistic research applications is systematic and correlates with the plans at subject area and institution levels.

1.2 The institutes' work with scientific and artistic research is adjusted to the ambitions at subject area and institution levels.

Scientific and artistic researchers spend the amount of time on scientific and artistic research that is stated in their job descriptions, and which is agreed with the head of institute.

Scientific and artistic research is conducted in a continual dialogue with colleagues internally at the Royal Danish Academy.

Scientific and artistic research takes place in collaboration with external professional environments.


3.1 The results of scientific and artistic research are published in peer-reviewed journals/exhibitions etc.


3.2 Peer-reviewed publications, conference contributions, exhibitions etc. are registered by the scientific and artistic researchers in Pure.

3.3 The external funding of scientific and artistic research reflects the Board's ambition.

4.1 Scientific and artistic researchers disseminate their results to the profession and the wider public.

4.2 Scientific and artistic researchers teach, involve, and supervise students within the Royal Danish Academy's degree programmes using their scientific and artistic research as the underlying basis.

 Focus on these aspects of the quality assurance system in the present manual.

 These aspects of the quality assurance system are a part of the overall system, but they are not brought into focus in this phase of the system rollout.

Managers – Organisation

The organisational structure and allocation of responsibilities for scientific and artistic research at the Royal Danish Academy are as follows:

Each institute has a committee for scientific and artistic research.

One member of this committee – wherever possible the chairman – is also a member of the the Royal Danish Academy's committee for scientific and artistic research. The individual institute establishes its own framework for the institute's committee for scientific and artistic research.

The individual scientific and artistic researcher is responsible for preparing an individual scientific and artistic research plan in dialogue with their head of institute, and for completing the work that is agreed in this.

The head of institute is the scientific and artistic researcher's staff manager and is responsible for establishing a clear framework that ensures the completion of the activities that are agreed in the individual plans. In addition to this, the head of institute is responsible for ensuring that the institute is organised in such a way that scientific and artistic researchers can have feedback on their scientific and artistic research.

The dean is staff manager for the head(s) of institute and is responsible for ensuring cohesion between the scientific and artistic research that is conducted at institute level and the ambitions that are phrased within the relevant subject area.

Rector is principal to the deans and as such holds supreme scholarly responsibility for the quality assurance of scientific and artistic research at the Royal Danish Academy, and with this the overall responsibility for ensuring that the quality work is carried out, including that the described quality assurance mechanisms work, and that the entire organisation at every level and at all times works towards the common goal, i.e. to create the best possible scientific and artistic research.

The Research Administration handles the administrative support function for the scientific and artistic researchers, as well as for Rector, the deans and the heads of institute, as regards their scientific and artistic research-related tasks.

The Royal Danish Academy Library is systems administrator for the Royal Danish Academy's Research Base Pure (Architecture, Design, Conservation – Danish portal for scientific and artistic research) and contributes with advice and updating on data registration, while at the same time delivering overview reports for documentation purposes.

Annual reporting for scientific and artistic research

The annual reporting, which the deans prepare in collaboration with the heads of institute, is a key element in the feedback loop in the quality assurance system for scientific and artistic research. Based on input from each head of institute, and with relevant numerical data etc. from the Research Administration and the Library, the deans annually review whether the individual quality targets have been met, and they report on scientific and artistic research in the Royal Danish Academy's annual report.

Plan



Overall objective

Planning of scientific and artistic research is appropriate and transparent for all and serves as a support for the work.

Activity: Planning

In order to create cohesion and coordination, the organisation of scientific and artistic research builds on a framework consisting of *plans* at four levels:

- The individual scientific and artistic researcher's plan
- The individual institute's plan
- The individual subject area's plan
- The Royal Danish Academy's overall plan, *Plan for Scientific and Artistic Research 2016-2020*

The scientific and artistic research is planned at researcher, institute, subject area, and institutional level with attention to the available resources. The plans are to ensure that the scientific and artistic research is rooted in both an internal academic environment (at one institute and/or across more) and an external professional environment, including that research results are published and disseminated. Finally, the plans are to ensure that scientific and artistic researchers, heads of institute and deans are continuously aware of the requirements that scientific and artistic research is to contribute to teaching at all levels, and that the external funding of scientific and artistic research must reflect the Board's ambition level. By taking into consideration the challenges that face the scientific and artistic research, the purpose of the plans is to create cohesion and overview, thus contributing to a better working environment for the individual scientific and artistic researcher, while at the same time this will strengthen the Research Administration's possibility of supporting and quality-assuring the application work administratively.

Individual plan for scientific and artistic research

The purpose of preparing an individual plan for scientific and artistic research is to:

- Ensure progress in the scientific and artistic research projects.
- Create a clear framework for conducting scientific and artistic research for the individual employee.
- Ensure a realistic balancing of expectations between the employee and their superior about the planned scientific and artistic research.
- Provide a basis for a general overview of scientific and artistic research at the Royal Danish Academy.
- Create an overall view of expected publishing, dissemination activity, and application activity at the Royal Danish Academy.

AS A SCIENTIFIC AND ARTISTIC RESEARCHER, YOU USE YOUR INDIVIDUAL PLAN TO

- Plan your working hours for your scientific and artistic research so that they are coordinated with, among other things, your teaching and supervision tasks.
- Plan your peer-reviewed publications, exhibitions, and conferences, and your other dissemination activities.
- Plan your work in relation to applications for external funding.
- Plan how you can participate in subject-related environments locally at the Royal Danish Academy, nationally and internationally.
- Clarify resource needs and use for your activities.

IN THIS WAY, YOU ENSURE

- That, in dialogue with your head of institute, time is allocated for working with your scientific and artistic research.
- That at all times it is clear what is expected of you, from yourself, your head of institute, and the Board of Directors.

AS HEAD OF INSTITUTE, YOU USE THE INDIVIDUAL PLANS TO

- Establish a framework for your continual dialogue with the scientific and artistic researchers at your institute.
- Obtain a resource-related overview of your scientific and artistic researchers' plans.
- Form the basis for fulfilling your responsibility for ensuring that the scientific and artistic researchers have time and peer feedback to enable them to complete their plans.
- Gain an overview of whether the scientific and artistic researchers for whom you are staff manager have the framework and achieve the results that have been agreed.
- Gain an overview of whether the institute as such accomplishes its tasks within the scientific and artistic research area in accordance with the institute's plan.

Institute plan for scientific and artistic research

The purpose of preparing a plan for the institute is to

- Create an overview of which subject areas at the institute give priority to scientific and artistic research.
- Clarify expectations about scientific and artistic research at the institute for the period that is covered by the plan.
- Explain how quality assurance and development of scientific and artistic research at the institute are handled.

AS HEAD OF INSTITUTE, YOU USE THE INSTITUTE'S PLAN TO

- Clarify the institute's subject-related prioritisations outwardly and inwardly.
- Ensure that the scientific and artistic research that is conducted at the institute is prioritised and contributes to realising the institute's, the subject areas', and the Royal Danish Academy's targets in the area.
- Ensure that scientific and artistic researchers affiliated with the institute receive peer feedback on their work, including on their external funding application work.
- Ensure that scientific and artistic researchers affiliated with the institute are given the best possible conditions for unfolding their potentials, both as scientific and artistic researchers and as teachers.

Dean's plan for scientific and artistic research

The purpose of the deans' plan is to create an overview of which subject-related fields should be developed through scientific and artistic research, including which new appointments of scientific and artistic researchers should be given priority. The deans' plan also constitutes the overall framework for the institutes' plans for scientific and artistic research and considers the quality targets that are stated in this manual.

The plan for scientific and artistic research is prepared and followed up on by the respective deans in collaboration with Rector, who holds the coordinating responsibility.

Evaluation: Quality targets for planning

Two quality targets have been set up to assess whether the planning of scientific and artistic research has been appropriate and transparent for all, and whether it has served as a support for the work.

The quality targets in this chapter concern the work related to scientific and artistic research applications, and whether this work *correlates* with the scientific and artistic research plans at head of institute and dean levels.

Quality target 1.1	The institutes' work with scientific and artistic research applications is systematic and correlates with the plans for scientific and artistic research at subject area and institution levels.
Indicator	Upcoming applications are adjusted to the plans at the different levels.
Documentation	Overview of upcoming applications is gathered based on the individual plans.
Managers and procedures	<p><u>The head of institute</u> is responsible for cohesion between planned applications and plans. The head of institute ensures this, partly at the annual scientific and artistic research performance reviews and the agreements in the individual plans, and partly through a continual coordination in collaboration with deans and the Research Administration as to which applications are mature for quality enhancement and forwarding to the foundations.</p> <p><u>Scientific and artistic researchers</u> are responsible for preparing/updating their individual plans for scientific and artistic research and for updating their profiles in Pure.</p> <p><u>The Research Administration</u> extracts an annual overview of potential applications, based on the individual plans, and quality assures this in collaboration with the heads of institute.</p> <p><u>The deans</u> are responsible for the subject areas' strategic and interdisciplinary targets for scientific and artistic research, and for correlation with the institutes' application work.</p>

Quality target 1.2

The institutes' work with scientific and artistic research is adjusted to the ambitions at subject area and institution levels.

Indicator

The institute plans contribute to fulfilling the ambitions at subject area and institution levels.

Documentation

Annual discussion among deans and heads of institute about how the institutes have contributed to realising the ambitions at subject area and institution levels. The result of the discussion is reported in the Royal Danish Academy's annual report.

Managers and procedures

Heads of institute and deans are jointly responsible for correlation between institute plans, subject area plans and the institution plan.

Deans are responsible for securing – through dialogue with heads of institute – correlation between the Royal Danish Academy's overall quality target – to conduct scientific and artistic research at the highest level – and the institutes' work with quality assurance of scientific and artistic research as expressed in the plans at the individual levels. Deans are responsible for reporting in the Royal Danish Academy's annual report.

Completion

2

Overall objectives

Scientific and artistic researchers continually gain inspiration from peers, and, in turn, contribute to professional environments.

Scientific and artistic researchers complete their individual plans in keeping with agreed conditions.

Scientific and artistic researchers develop competences in supervising and educating students and young researchers, and in supervising and leading scientific and artistic research projects with several involved parties.

Activity: Scientific and artistic research

Scientific and artistic research is completed based on the agreements that are made between the individual scientific and artistic researcher and their head of institute and described in the individual plans.

At the Royal Danish Academy, we attach great importance to creating frameworks and a culture for scientific and artistic researchers to share their knowledge and discuss their results between themselves. The following activities support this:

With Rector and the Committee for Scientific and Artistic Research, The Royal Danish Academy holds an annual seminar on scientific and artistic research.

The PhD Committee ensures that a compulsory course is held at the PhD School where all PhD students present their projects, which are commented on by their own supervisor, the Director of the PhD School, and the other PhD students.

The Committee for Scientific and Artistic Research supports and develops scientific and artistic research collaborations across subject areas and institutes, facilitates feedback in relation to major applications, serves as a forum for experience exchange, and maintains a continual dialogue with the Committee on Artistic Research about quality assurance of artistic research production, and about artistic research initiatives of strategic relevance.

Heads of institute are responsible for ensuring that scientific and artistic research colloquiums are held within the institutes' subject areas, and for the establishment of environments that can provide qualified feedback in connection with, among other things, the preparation of publication strategies and applications for external funding. The annual scientific and artistic research performance reviews focus on the individual researcher's participation in the subject-related dialogue with colleagues.

In relation to appointments and external assessments of research projects, emphasis is placed on experience with the completion of scientific and artistic research projects. The actual completion of research projects is a competence that is acquired as a target, partly in dialogue with one's supervisors in the course of the research programme, partly as supervisor / research manager through the completion of major scientific and artistic research projects. As an institution, the Royal Danish Academy focuses on procuring the necessary frameworks for scientific and artistic researchers to develop and enhance these competences.

The head of institute is responsible for meeting the above quality targets, including ensuring that the institute is organised in a way that supports the realisation of the target, and that the staff are familiar with the conditions for their work. In addition to this, the head of institute is responsible for ensuring – via researcher performance reviews and the individual plans for scientific and artistic research – that clear frameworks have been agreed for the completion of the work.

The heads of institute and deans are jointly responsible for coordination of applications for external funding with a view to ensuring a high level in the applications that are submitted.

The Board of Directors is responsible for ensuring – via staff performance reviews and recurring workplace assessments – that all employees at the Royal Danish Academy, including scientific and artistic researchers, have the opportunity to discuss the framework for their scientific and artistic research.

The Board of Directors has chosen not to set out explicit quality targets for this section of the quality assurance manual, but will decide, in a future evaluation of the manual, whether targets should be set out.

The heads of institute will exchange experience on best practice concerning the organisation and completion of scientific and artistic research at the individual institute once a year.

Results



Overall objective

Scientific and artistic research
is at the highest scholarly level.

This chapter describes how we secure the *scholarly quality and relevance* of the scientific and artistic research that is completed at the Royal Danish Academy.

Activity: Presentation and documentation of results

In order to achieve the status of scientific or artistic research, the results of these activities must be peer-reviewed. Publishing and/or exhibiting the results is also an unavoidable part of the scientific and artistic research process.

In order to realise the Royal Danish Academy's objective of attracting more external funding for scientific and artistic research, peer-reviewed publishing in recognised journals, exhibitions etc. is considered particularly important. This requires focus and collaboration internally at the institutes, and across institutes and subject areas.

Assessment of scientific research results

The research results must be assessed and approved by competent peers through *peer reviews* in order to be considered good research at a high level.

Appendix 1: Scientific research at the Royal Danish Academy – Architecture, Design, Conservation states that the Royal Danish Academy commits itself to supporting that, the Royal Danish Academy has an internationally recognised research culture based on commonly accepted quality criteria for research. The Appendix also outlines what is expected of the individual researcher and the individual institute at the Royal Danish Academy to ensure that this objective is met. *Appendix 3: Good publishing and communication practice for scientific research at the Royal Danish Academy – Architecture, Design, Conservation*, states that the Royal Danish Academy endorses the guidelines in the *Danish Code of Conduct for Research Integrity*, and that, The Royal Danish Academy considers it of great importance that all publishing of research be submitted to peer review. The Appendix states which minimum criteria the Royal Danish Academy has for peer review, which publishing channels the Royal Danish Academy recognises, and how the research is to be registered. Please see this Appendix for a more detailed description of how research results are to be assessed and published.

Assessment of artistic research

The results of working with artistic research must, as is the case for scientific research, be assessed and approved by competent peers through *peer reviews*.

In *Appendix 2: Criteria for artistic research*, which is Appendix 2 in the *KADK Plan for Scientific and Artistic Research 2016-2020*, you will find a description of what the Royal Danish Academy requires from artistic research by way of a number of quality criteria, and also a description of how artistic research is to be documented so that the results can be peer-reviewed.

Appendix 4: Dissemination and peer review of artistic research at the Royal Danish Academy, which is Appendix 4 in *KADK Plan for Scientific and Artistic Research 2016-2020*, states how the Royal Danish Academy carries out peer reviews and supports the dissemination of artistic research. With the present quality assurance system, peer review of artistic research is rooted in a committee for artistic research. This committee is responsible for systematic and transparent quality assurance of artistic research, involving external peers in assessment of the material. The committee is also responsible for continually pressure-testing the Royal Danish Academy's criteria for artistic research by comparing them with practices in relevant, external professional environments.

Documentation in Pure

All scientific and artistic research is continually registered in Pure by the individual scientific and artistic researchers themselves. It is of the utmost importance that this is done, and that it is done systematically, so that the database can provide an accurate and updated image of activities at the Royal Danish Academy.

Please see *Appendix 5: The Royal Danish Academy scientific and artistic research registration in Pure*.

Evaluation: Quality targets for the results of scientific and artistic research

Quality target 3.1

The results of scientific and artistic research are published in peer-reviewed journals/exhibitions etc.

Indicators

Peer-reviewed publications, articles, exhibition contributions etc., registered in Pure:

- Peer-reviewed publishing in recognised international and national journals and by publishing houses of a high quality, conferences, and artistic research exhibitions
- Start-up and editing of journals
- Organisation of conferences and seminars
- Peer review, participation in PhD assessments, participation in employment committees, and similar
- Receipt of awards and other accolades/acknowledgements, participation in expert panels and juries etc.

Standard	The target has been reached when the combined publishing portfolio for scientific and artistic research continually increases qualitatively and quantitatively. When relevant, importance is attached to results being created in collaboration with external environments.
Documentation	Registration in Pure.
Managers and procedures	<p><u>The Library</u> prepares an overview for use in connection with the annual researcher performance review between head of institute and employee, as well as an overview that forms the basis for the annual reporting in the Royal Danish Academy's annual report.</p> <p><u>Scientific and artistic researchers and heads of institute</u> discuss, at the annual researcher performance review, whether the results of the employees' scientific and artistic research are of the required depth and breadth.</p> <p><u>Deans</u> hold annual dialogues with heads of institute about the results of the scientific and artistic research, and they report on this in the Royal Danish Academy's annual report.</p>

In order to ensure that it is possible to create this overview and keep track of activities, it is a prerequisite that scientific and artistic researchers register all relevant results in Pure. This has therefore been made a quality target in its own right:

Quality target 3.2	Peer-reviewed publications, conference contributions, exhibitions etc. are registered by scientific and artistic researches in Pure.
Indicators	The appearance of articles, exhibition contributions etc., registered in Pure.
Standard	The target has been met when all scientific and artistic researchers register all relevant activity in Pure.
Documentation	Registration in Pure. Six-monthly deadlines in June and December.
Managers and procedures	<p><u>The Library</u> makes spot checks and follows up if registrations are missing.</p> <p><u>Each scientific and artistic researcher</u> is responsible for entering all activities, projects, and publications in Pure.</p> <p><u>The head of institute</u> is responsible for continually supporting the data registration work for the individual scientific/artistic researcher.</p>

Activity: Efforts to attract external funding

It is an objective at the Royal Danish Academy that the institution is to attract more external funding for scientific and artistic research. The Royal Danish Academy's activity level should therefore, qualitatively and quantitatively, reflect the Board's ambition level. This requires focus both on scientific and artistic research, collaboration internally and across institutes and subject areas, and attention to the research-political prioritisations and their correlation to the Royal Danish Academy's scholarly competences.

External funding is primarily obtained through applications to private and public foundations, national as well as international. Currently, such funding is primarily offered for scientific research. The Royal Danish Academy's ambition is to improve the possibilities for external funding of artistic research. In addition, external funding can be increased via commissioned research. Regardless of whether the Royal Danish Academy is to be successful in terms of commissioned research or in terms of obtaining contestable funding, a high level of scientific and artistic research in general is required at the Royal Danish Academy, by the individual applicant, by the specialist environments in which the projects are rooted, and by the quality of the actual application. In addition, it is necessary that heads of institute and deans coordinate which application ideas are to be developed into competitive applications. It is a prerequisite for the applying projects that the externally funded scientific and artistic research supports the realisation of the plans at individual, institutional and school levels.

SCIENTIFIC AND ARTISTIC RESEARCHERS MUST REMEMBER TO continually apply for external funding. Such efforts must be accounted for in the individual plan for scientific and artistic research. 'Through their scientific and artistic research, professors and associate professors also have a particular responsibility for creating an environment – and procuring funding – for the education of future scientific and artistic researchers.

HEADS OF INSTITUTE ENSURE that employees take on the task of preparing applications for funding of scientific and artistic research. The heads of institute make sure that the framework for this is in place by contributing to planning and peer feedback among the scientific and artistic researchers. The work with applications and the possibility of peer feedback must be in focus when the head of institute and the employee discuss the annual scientific and artistic research plan.

The Research Administration supports the grant application work and phrasing of collaboration agreements and provides administrative support for PhD networks.

Dept. of Finance/HR also support the researchers' application work in the pre-award phase, and the work with grants in the post-award phase.

Evaluation: Quality targets for external funding of scientific and artistic research

Quality target 3.3	The extent of the external funding of scientific and artistic research reflects the Board's ambition.
Indicators	The indicator is the turnover of external funding for scientific and artistic research projects that are managed by the Royal Danish Academy.
Standard	The target has been met when the extent of the turnover reflects the Board's ambition.
Documentation	The Royal Danish Academy's accounts.
Managers and procedures	<p><u>The Research Administration</u> prepares an overview once a year on promises of external funding for scientific and artistic research projects at the Royal Danish Academy.</p> <p><u>Dept. of Finance</u> prepares an overview of turnover once a year.</p> <p><u>The deans and the head of research administration</u> prepare an action plan with concrete actions, if the target is not met.</p>

Dissemination



Overall objective

Scientific and artistic research at the Royal Danish Academy contributes to the development of cognition, including concrete solutions that improve society.

Activity: Dissemination

The results of scientific and artistic research must be disseminated if they are to make a difference to the society we live in. It is therefore a focus point for us that the results are disseminated. It is important both to publish in peer-reviewed journals, exhibitions etc. with a view to contributing to professional development nationally and internationally, and to disseminate to the wider public as well as to professionals who do not of themselves seek out scientific and artistic research, but to whose practice, scientific and artistic research may be of significance. On top of this, the Royal Danish Academy focuses on ensuring that the results of scientific and artistic research are disseminated at all educational levels at the Royal Danish Academy.

All scientific and artistic researchers are expected to focus on engaging in public life with a view to contributing to societal development. The heads of institute support this by bringing it into the annual scientific and artistic researcher performance review, where planned and completed activities are written into the individual plan and evaluated.

Dept. of Communication assists by disseminating scientific and artistic research results on the Royal Danish Academy's website, and via contributions to other news media, targeted at both the profession and the wider public in accordance with the approved communication strategy.

Via Pure, the Library makes formats available for scientific and artistic researchers to display and disseminate their research profile.

Evaluation: Quality targets for dissemination of scientific and artistic research

Quality target 4.1

Scientific and artistic researchers disseminate their results to the profession and the wider public.

Indicators

- Mention in articles, debate programmes, documentaries etc. in printed and electronic media
- Participation in public debate events and political hearings
- Participation in external commissions, expert panels, working groups, think tanks etc.
- Participation in external exhibitions, festivals, and performances
- Contributions to specialist books, textbooks, and popular science journals.

Standard

The target has been reached when the combined dissemination portfolio for scientific and artistic research increases qualitatively and quantitatively.

Documentation	Lists from Pure of scientific and artistic researchers' activities, articles, and participation in other 'formats' of publication
Managers and procedures	<p><u>The Library</u> prepares an overview to be used in connection with the annual performance review between head of institute and employees, as well as for the <u>deans'</u> annual reporting on scientific and artistic research. In this, the deans will assess quality and quantity.</p> <p><u>Scientific and artistic researchers and heads of institute</u> discuss the dissemination aspect of the employee's scientific and artistic research during the annual performance review.</p>

Quality target 4.2

Scientific and artistic researchers teach, involve, and supervise students within the Royal Danish Academy's degree programmes using their scientific and artistic research as the underlying basis.

Indicators	Scientific and artistic researchers teach and supervise based on their scientific and artistic research. Scientific and artistic researchers involve students in their scientific and artistic research, when relevant.
Standard	The target has been met when all scientific and artistic researchers in their individual plan for scientific and artistic research can respond in the affirmative when asked whether they teach based on their scientific and artistic research within the Bachelor's, Master's, and PhD programmes.
Documentation	Extract from the individual plans for scientific and artistic research
Managers and procedures	<p><u>The Research Administration</u> is responsible for making extracts from the individual plans.</p> <p><u>Heads of institute</u> are responsible for clarifying, during the annual performance review with their scientific and artistic researchers, whether all researchers teach on the basis of their scientific and artistic research, and whether they involve students when this is relevant. The results are shared with the deans and, in addition, used for planning teaching in collaboration with the study programme managers.</p>

	JAN	FEB	MAR	APR	MAY	JUN
Rector	<p>Rector is responsible for ensuring that an external evaluation of the institution's scientific and artistic research is carried out every six years.</p> <p>Rector is responsible for ensuring that an internal evaluation of the quality assurance manual is carried out every three years.</p>					
Deans	<p>1.2, chap. 2, 3.1, 3.3, 4.2 Dialogue with heads of institute and head of research administration on: publishing level, dissemination level, external funding, organisation of peer feedback, scientific/artistic research-based teaching and inclusion of students.</p> <p>1.2 Reporting for the Royal Danish Academy's annual report.</p>		<p>1.1 Coordination of applications w. heads of institute and ensuring correlation between applications and priorities within subject areas.</p>			<p>1.1 Coordination of applications w. heads of institute and ensuring correlation between applications and priorities within subject areas.</p>
Heads of institute	<p>1.2, chap. 2, 3.1, 4.1, 4.2 Dialogue with deans and head of research administration.</p>		<p>1.1 Coordination of applications w. deans and quality assurance of overview with the Research Administration.</p> <p>1.1, 1.2, chap. 2, 3.1, 4.1, 4.2 Researcher performance reviews based on individual plans. After the performance review, the plans are updated with agreed items.</p>			
Scientific/artistic researchers		<p>1.1 Preparation/updating of the individual plan for scientific and artistic research, including profile in Pure.</p>	<p>1.1, chap. 2, 3.1, 4.1, 4.2 Researcher performance reviews with head of institute based on individual plans. After the performance review, the plans are updated with agreed items.</p>			
Research Administration Finance	<p>3.3 Dialogue with deans about action plan for external funding.</p> <p>3.3 Overview of promised allocation of funds.</p> <p>3.3 Overview of turnover for external funding.</p>	<p>1.1 Dispatch of individual plans to scientific and artistic researchers.</p>	<p>1.1 Coordination of applications with heads of institute and deans.</p> <p>1.1 Dispatch of scientific and artistic researchers' completed individual plans to heads of institute.</p>			<p>1.1, 4.2 Overview based on individual plans, including of potential applications, publications, teaching based on scientific and artistic research, inclusion of students. etc. Coordination of applications with heads of institute and deans.</p>
Library	<p>3.1, 4.1 Overview of publishing and dissemination etc. from Pure for use in researcher performance reviews and annual report.</p>					
Committee for Scientific and Artistic Research					<p>2 The Royal Danish Academy's seminar on scientific and artistic research.</p>	

	AUG	SEP	OCT	NOV	DEC
Rector					
Deans			1.1 Coordination of applications w. heads of institute and ensuring correlation between applications and priorities within subject areas.		
Heads of institute			1.1 Coordination of applications w. deans and quality assurance of over-view with the Research Administration.		
Scientific/artistic researchers					3.2 Deadline for registration in Pure.
Research Administration Finance			1.1 Coordination of applications w. heads of institute and deans.		3.3 Summary for deans' reporting.
Library			3.2 Sample survey from Pure and follow-up if registrations and/or validations are missing.		
Committee for Scientific and Artistic Research					

Appendix 1

Scientific research at the Royal Danish Academy – Architecture, Design, Conservation

One core area at the Royal Danish Academy – Architecture, Design, Conservation is the institution's research. The objective is that all Royal Danish Academy researchers should contribute to the institution's conducting research at a high, internationally recognised level, ensuring 1) research-based education, 2) greater recognition (basic research), 3) solutions to society's challenges (strategic research), and 4) reinforcement of the business sector's competitive edge (applied research).

It goes without saying that research must be original; if this were not the case, it would not be research, but copying. Hence, each researcher must have contributed significantly to the development of new knowledge and understanding within the research area in a way that directly or indirectly contributes to qualifying teaching and advancing the knowledge base for the fields within which the Royal Danish Academy's subject areas provide education.

At the Royal Danish Academy, research is carried out in the context of a number of projects conducted by individuals and large or small groups of researchers.

Normally, a researcher is part of one or more research groups in collaboration with other researchers, internal as well as external. In these forums, the groups discuss and optimise the research issues.

It is essential that researchers are part of one or more research groups and/or present their projects at an institute colloquium, as this will serve as motivation for the academic dialogue, which contributes to optimising the research projects. Furthermore, a well-functioning research environment is a productive educational environment for young researchers, holding colloquiums and seminars, providing supervision for PhD students, and running PhD courses.

Research results are published in international journals and books, and as conference presentations with peer review. It is important that all Royal Danish Academy researchers are familiar with the peer review scheme and what this entails. Likewise, it is important that all researchers at the Royal Danish Academy are familiar with the bibliometric factors and their significance. Researchers at the Royal Danish Academy are active in a number of BFI groups.

The Royal Danish Academy's objective as an institution of higher education is to be able to offer research-based education at all levels continually, and to contribute to professional development at the highest level within all of the Royal Danish Academy's academic main areas and specialisations. The objective is that both practical and theoretical teaching at Bachelor's, Master's and PhD levels are fully based on and provided with the results of the latest research. Students should therefore participate in the research activities, wherever this is relevant, in order

for them to be introduced to the research environment and be allowed to contribute actively to scientific discussion and development. The Royal Danish Academy's research is currently conducted at the institutes within the same organisational framework as the corresponding research-based teaching. This provides good opportunities for monitoring the connection between research and teaching.

Appendix 3

Good publishing and communication practice for scientific research at the Royal Danish Academy – Architecture, Design, Conservation

This memo contains guidelines for what we as an institution consider good publishing and communication practice within scientific research. It is aimed at researchers at the Royal Danish Academy – Architecture, Design, Conservation, their superiors, and any external partners.

The Danish Code of Conduct for Research Integrity

Research at the Royal Danish Academy endorses the guidelines of The Danish Code of Conduct for Research Integrity (the Ministry of Higher Education and Science, 2014). Here, publication is defined as the process of reporting research and its results to the research community through articles, reports etc. in periodicals, journals, or other academic media.

Peer review

The Royal Danish Academy considers it of great importance that all publishing of research be submitted to peer review. The Royal Danish Academy takes its starting point in the minimum criteria for peer review that have been defined by the Danish Agency for Science, Technology and Innovation.

According to these, the peer review of a manuscript must involve the preparation of a written review that substantiates its scientific quality. In addition, the following requirements are posed on peer reviews:

1. The peer review must always take place before publishing. Peer review is a process that always takes place before the publishing process. This means that a book review, for instance, cannot be defined as a peer review.
2. As a starting point, at least two peer reviewers must be external in relation to the publisher/institution. A manuscript (be that a book or an article) must, as a starting point, be reviewed by at least two external reviewers who are experts within the field. There are no requirements on whether an external reviewer should be known or anonymous.
3. Reviewers must be knowledgeable about research. The external reviewers must, as a minimum, have research competences at PhD level. Both national and international reviewers may be used, and reviewers may be brought in from any environment, as long as they comply with the minimum requirement.
4. The review must consider the originality and the scientific quality of the work. The written review of the manuscript must include details about how the work stands out in relation to professional novelty value and general scientific quality.

The above-mentioned criteria are minimum criteria.

If the publisher does not have their own practice for finding peer reviewers, it is possible for the researcher to suggest 5-6 peer reviewers to the publisher, who will then select the reviewers.

However, the publisher is under no obligation to follow these suggestions. It is always the publishing channel (publisher, conference committee or journal) alone who selects, engages, and instructs peer reviewers, with due consideration for ineligibility and conflicts of interest.

Publishing channels

The Royal Danish Academy recommends that publishing forms be used that trigger points in the Danish Bibliometric Research Indicator (BFI) (the Ministry of Higher Education and Science); these are peer-reviewed monographs, articles in journals, anthology contributions, conference contributions, patents, and doctoral dissertations. The Royal Danish Academy encourages researchers at the institution to aspire to reach the highest international level by publishing via these channels. This attention is important, as several national, governmental foundations pose requirements on grant recipients about publishing via the publishing channels listed by BFI.

The Library monitors the publishing channels that are typically used by the Royal Danish Academy's researchers. This may potentially lead to new journals being recommended for inclusion on the BFI lists after knowledge sharing / consultation with the subject area environments.

Rendering research visible

One significant aspect of Royal Danish Academy researchers' publishing practice is ensuring that published research is rendered visible and accessible. Using recognised publishing channels with peer review is not always in itself sufficient to ensure that research reaches the relevant research environments. This applies particularly to research fields, which, as is the case for many environments at the Royal Danish Academy, often have some level of interdisciplinarity, and which are not necessarily focused on just a few, recognised publishing places. It is therefore of great importance to make sure that research publications can be reached via a wide range of relevant portals.

All publications at the Royal Danish Academy must be entered into the Royal Danish Academy's Research Database.

The Royal Danish Academy's Research Database is based on the international registration system Pure, whose purpose it is to handle and disseminate research information. Everything that is registered is harvested by The Danish National Research Database and for Google Scholar. This means that by registering in the local research registration system, researchers make sure that their research is accessible internationally.

In addition to the Pure system, a number of both publisher-run and independent Internet-based portals currently list and provide access to

publications and register how these are accessed and quoted. The Royal Danish Academy encourages each individual researcher to register and familiarise themselves with the way in which her/his research appears on the following portals:

- Orchid (which guarantees a unique research identity digitally)
- Researchgate
- Google Scholar

Open Access

The Royal Danish Academy will endeavour to follow Denmark's National Strategy for Open Access, among other things in recognition of the fact that Open Access is increasingly a requirement on research supported by public funds, including Independent Research Fund Denmark and European research programmes.

Researchers at the Royal Danish Academy are encouraged to use Open Access and to use the Royal Danish Academy's Research Database as repository as a matter of course.

In case a specific publisher is not interested in parallel publishing, the researcher is encouraged to conclude an agreement with the publisher about the right to publish the article – for instance in a pre-print version – six months or a year after the article has been published in the journal. In case of doubts about this form of negotiation with publishers, the Library is available to offer guidance.

Impact

In continuation of the above, the Royal Danish Academy recommends that researchers orientate themselves widely in relation to other channels where research may have an impact on society. This includes dissemination via exhibitions, blog posts, newspaper articles, teaching materials, and other popular scientific publications. It is further recommended that researchers present their research at practice-based symposiums and conferences, and that they generally participate in public debates.

Appendix 5

The Royal Danish Academy's scientific and artistic research registration in Pure

Objective

The objective of the introduction of common the Royal Danish Academy guidelines for registration of scientific and artistic research in Pure is to create a systematic practice for the future registration of scientific and artistic research in order to strengthen the documentation and evaluation part of the quality assurance system at the Royal Danish Academy.

The implementation of a new Pure platform at the Royal Danish Academy in 2018 also implies greater exposure of scientific and artistic research activities, which creates a need for systematic registration of the actual activities among scientific and artistic research staff.

Background: What is Pure?

Pure is an IT system for research registration, which is used at Danish and foreign universities to draw attention to the institutions' research, both internally and externally. Data registered in Pure are also used in connection with the institutions' research evaluation and funding.

For scientific and artistic researchers, Pure can be used as:

- An archive for scientific and artistic research publications
- A logbook of the activities, publications, projects, awards, and media activities that are related to scientific and artistic research
- A data pool, from which researchers can export data to other sharing services and online platforms to achieve even greater exposure
- A virtual business card containing CV, contact information, and scientific and artistic research areas
- An access point for finding collaboration partners across the Royal Danish Academy, Aarhus School of Architecture, and Design School Kolding
- A database with a universal portal for exposure of scientific and artistic research, aimed at all potential external partners and stakeholders

The Library serves as systems administrator for Pure (back-end and portal) via a consortium agreement set up in 2018 with Aarhus School of Architecture and Design School Kolding.

The content of Pure is automatically harvested into the Danish national database: www.forskningsdatabasen.dk/da

Below follows an overview of the elements in the common guidelines that support appropriate and flexible processes at the Royal Danish Academy concerning registration and documentation in the quality assurance system via Pure:

Guidelines for the Royal Danish Academy's scientific and artistic research registration in Pure

1. REGISTRATION LEVEL AND FREQUENCY: *WHO SHOULD REGISTER DATA? WHAT SHOULD BE REGISTERED AND HOW OFTEN?*

In order to ensure that information about the Royal Danish Academy's scientific and artistic research production appears in updated form internally and externally at the Royal Danish Academy, the following standard obligations are established as a registration policy:

1.1 Who should register data in Pure?

- PhD students
- Teaching assistant professors, teaching associate professors
- Assistant professors and postdocs
- Research assistants / scientific staff
- Associate professors / senior researchers (associate professors emeritus/-ta)
- Professors, professors WSR (professors emeritus/-ta)
- Specialist teachers / tenured teachers

Please note: KADK has external and loosely affiliated employees about whom it has proved very difficult to obtain information and continually quality-assured data. This task requires other system integrations as well as some special initiatives and efforts.

1.2 What should be registered?

- Publications (including exhibitions)
- Activities (including editorial work, peer work, conference organisers, employment committees, and PhD assessments)
- Projects
- Awards
- Press and media cuttings

1.3 How often should data, as a minimum, be registered in Pure?

- June
- December

2. REGISTRATION AND UPDATING OF CV AND ORCID

CV information: All scientific and artistic researchers are expected to register and update their CV information in Pure so that this is up-to-date and correct. The Library provides guidance in the different options for targeting and specifying CVs, for instance in connection with funding applications.

ORCID: All scientific and artistic researchers are expected to create a profile with ORCID via Pure (from early 2019-).

ORCID is the acronym for Open Researcher and Contributor ID. This

is an open standard, which is used for unambiguous identification of scientific and artistic researchers and scientific authors, so that scientific contributions and other material are not confused with other people's research activities. An ORCID thus resolves the problem that occurs if different versions of the author's name appear, or if two or more researchers have the same names. An ORCID ensures that other researchers, readers, and research foundations obtain exactly the right publications when searching for researchers, including previous publications from other employment.

In collaboration with other educational and research libraries in Denmark, the Royal Danish Academy Library is working to introduce ORCID as a standard in order to strengthen the quality and validity of information about scientific and artistic researchers. In addition, ORCID facilitates import and export of information to and from Pure, enabling scientific and artistic researchers to reuse their data in connection with job changes etc.

3. ROLES AND RESPONSIBILITIES RE. REGISTRATION OF SCIENTIFIC AND ARTISTIC RESEARCH, INCL. THE LIBRARY'S ROLE

At the Royal Danish Academy, scientific and artistic researchers must enter/register their own scientific/artistic research in Pure.

The Library advises on and provides guidance in correct and appropriate registration and updating of information. The Library's quality assurance of publications in Pure contains the following elements:

- We check that the most important fields have been completed with the relevant information.
- We review the data registration for spelling mistakes and typos.
- We check that publications and other materials have been peer-reviewed in accordance with applicable standards if they are registered as such.
- We enrich the registration with links and open access material if we can find this.
- Artistic research validation: The Royal Danish Academy has appointed a committee charged with validating artistic research output, so that this validation forms the basis for the assessment of whether or not the individual artistic research product has been peer-reviewed.

In addition to the quality assurance in Pure, the Library provides the annual data extraction from Pure that is included in the Royal Danish Academy's annual report on scientific and artistic research, and when needed also ad hoc reports and overviews for use in documentation and evaluation at the Royal Danish Academy.

The Library's research service team also offers advice on and guidance in:

- Good publishing practice at the Royal Danish Academy
- Relevant publishing strategies (as regards scientific and artistic research)

publications / Pure)

- Open Access
- Advanced information retrieval / reference handling
- Copyright
- Impact/BFI
- Knowledge organisation / data management

The Library collaborates with the specialist environments at the Royal Danish Academy on customising the best advice and guidance on scientific and artistic research registration and other service from our researcher service team. Library staff participate in researcher meetings, teach at the PhD School, prepare virtual guides, and offer one-to-one guidance as needed.

Reference to the Library's virtual guide to scientific and artistic researchers: kadk.dk/bibliotekets-forskerservice