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The work of the Association for Sandwich Education and Training (ASET) Research Network UK

### Original Citation

Ward, Lisa J., McCullagh, Douglas and Flynn, Sarah J. (2010) The work of the Association for Sandwich Education and Training (ASET) Research Network UK. In: WACE European Symposium Hosted by FH Joanneum, University of Applied Sciences, June, 2010, Graz, Austria. (Unpublished)

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## **ASET Research Group**

Colleagues interested in research are cordially invited to join the 21 members who currently make up the Group. Members of ASET (those who work for an institution which is a member of ASET – see the web-site for the list – or who have paid an individual subscription) are all eligible, and may join by e-mailing Douglas McCulloch, who is convenor of the Group, at [dw.mcculloch@ulster.ac.uk](mailto:dw.mcculloch@ulster.ac.uk).

Membership means:

- a) Being listed as a member, including your topics of interest, and receiving the Research Group member list
- b) Receiving other members' reviews (250-500 words) of articles, web-sites, or books
- c) Possibly being asked (or volunteering) to produce a review (250-500 words, of an article, web-site, or book) for circulation to the Research Group membership
- d) Possibly being asked to review a Working Paper
- e) Recognition for review work, or other publications, in the June ASET Bulletin each year.

In due course, we hope to hold two meetings a year, depending on the productivity of the members, and on the success of the Working Paper review process.

### **The Working Paper Review Process**

The Group has agreed a process of double-blind review as follows:

1. ASET members are invited to send working papers to the Convenor, Douglas McCulloch, who is acting as Moderator of the process in the beginning stages. Papers must be submitted by e-mail; no hard copy submissions will be accepted. Authors are not required to explain the origins of a paper, or to specify its probable destination, but this would facilitate the advice process.
2. The paper is forwarded anonymously to a selected possible reviewer.
3. S/he accepts (or refuses) to review it, and returns it to the Moderator
4. The Moderator either seeks a new reviewer (in the case of a refusal), or (in the case of acceptance, and review within a reasonable time) forwards the review anonymously to the author.
5. If the author wishes, he or she may comment on the review to the Moderator, who will anonymously forward the comments to the reviewer.
6. At the Moderator's discretion, revised papers may be accepted for a second review process.

The focus is the encouragement of good writing and research, with the aim of improving practice (see the Terms of Reference).

## **Conclusion – a wide invitation**

It is not expected that all members will be interested in producing publications or conference papers. It is important that research results are understood and acted upon; all those who are interested in either understanding research, or in preparing articles for learned journals, will be made welcome.

## **Terms of Reference of the ASET Research Group**

**Convening:** The group is to convene twice a year to address/discuss matters of relevance as determined by the terms of reference (this document) and its membership.

### **Terms of Reference (to be finally agreed at the first meeting):**

1. The group will inform work-related learning practice by means of research. This can take any of the following forms:
  - 1.1 Producing original practical or theory-based research in the field of work-related learning;
  - 1.2 Disseminating work by means of conference papers, workshops, and published articles in peer-reviewed journals;
  - 1.3 Signposting ASET members to existing research (published or conference-based) pertaining to work-related learning practice;
  - 1.4 Identify emerging issues and/or ideas that warrant further investigation and potential research. This might also include applying for research funding opportunities (e.g. JISC, HEA, HEFCE etc).
2. The group will convene a small research-based workshop/conference once a year. The workshop should:
  - 2.1 focus on discussing emerging research and areas of interest pertaining to work-related learning;
  - 2.2 provide a master class on good practice in research methodologies/techniques (and how to get work published) to members, thus enabling participants to become better researchers.
3. The group will encourage the writing and review of scholarly papers, for their development and publication at conferences, and in periodicals and academic journals
4. The group will also explore new and existing opportunities to collaborate with other organisations and institutions on research projects and raise the profile of the ASET Research Group. Possible examples include (but are not limited to):
  - 4.1 Providing contributions to external research-focussed forums (e.g. AGCAS) and sharing practice;
  - 4.2 Opening dialogue to explore collaborative research projects with national and international institutions (e.g. University of Kyoto, University of Limoges);
  - 4.3 Exploring avenues as outlined above at external conferences (e.g. WACE international conference).