

IIG Research Policy

Owner: Research Committee

Committee Chairs: Dr Claude Cellich - Dr Daria Dyakonova

Policy Latest Approval: May 2023

Introduction & Purpose

Research activities are crucial components of any higher education institution. Research is an area that differentiates academic institutions from those focused solely on teaching and training. Research activities offer academic communities the means to explore, analyse, and comprehend the global societal and business dynamics of today and shape the world of the future.

The International Institute in Geneva (IIG) is cognisant of the fact that cultivating a research-based approach is important to developing effective ways to strengthen our teaching and students' learning experience. By enhancing research activities, the IIG contributes to the industry sectors and communities that it serves. This policy is aligned with IIG's mission of providing high-quality education and research for student success in business and international careers as well as the IIG's commitment to serving a just and sustainable society.

Research Principles

The International Institute in Geneva's research model focuses on the production of relevant knowledge and competencies to fulfil the three major objectives of its Mission Statement:

- (Education) It promotes research that enhances teaching and learning in business, communication, international relations, and trade with a global outlook and an interdisciplinary perspective.
- (Excellence) It is action and result oriented and seeks to foster the commitment of faculty to high-quality research and the creation of a research culture that encourages the involvement of students and faculty in various research activities at the IIG and in collaboration with academic and non-academic partners.
- (Environment) It is problem-solving-oriented and is committed to promoting diversity and responding to the changing needs of the international community in a sustainable way.

Research Areas

There are five areas of research identified at the IIG thus far, namely:

1. Ethics and Sustainability
2. International Relations, Security, and Diplomacy
3. Business Analytics and AI
4. International Management and Digital Innovation
5. Risk Management and Strengthening Supply Chains

Research Governance

Research activities at the IIG are directed and supervised by the Research Committee. The latter is guided in its activities by the principle of freedom and independence from the IIG administration, including the President, the Senior Management, and the Academic Dean. At the same time the Head of research who co-chair the committee reports to the Senior Academic Committee and the Dean on its activities and decisions on a regular basis. The Head of Research also participates in the IIG Strategy Day where she lays out the research strategy elaborated by the Research Committee.

The Research Committee is committed to boosting research activities and culture at the IIG in collaboration with Heads of Departments, the faculty, and students. It keeps regular communication with the IIG academic community through the Head of Research who is responsible for gathering and compiling information on research work done by the students and faculty. The Head of Research is present on campus to respond to research-related queries and assumes the operational direction of research activities.

The research committee is responsible for:

1. Seed funds allocation and decisions on the remuneration of faculty for research work
2. Funds allocation to support faculty that gain advanced qualification or degree (DBA, PhD, etc.)
3. Preparation and organisation of research conferences, workshops, and other research-related events in the areas identified.
4. Supervision the publication of the IIG's journal
5. Collecting information on all research activities of the faculty in a data bank
6. Quality check of the content to be covered by the research modules at the master's level and theses
7. Supervision and organisation of graduate conferences
8. Evaluation of students' essays in the framework of essay contests
9. Elaboration of research strategy for the IIG

Membership:

- Vice president for External Relations (Chair)
- Head of Research (Co-chair and recorder)
- 3 Faculty representatives

Committee guests

- Student representative (student representative in charge of academic matters if needed)
- External research expert
- Academic Dean (upon agenda)

Faculty-Led Research Procedures

The IIG has two major types of research procedures for its faculty. The first one (I) is designed as a competitive research grant that supports the faculty for scholarly outputs such as an article, a book chapter or a monograph that falls into the research areas defined by the Research Committee, involve student participation, and require the Research Committee's approval. The

second type (II) is designed to remunerate the faculty for the scholarly work they have published during the academic year under review and has less requirements attached to it.

I. Funding (seed money) for competitive research grants

To encourage the faculty to join research activities and to promote research culture, the IIG provides seed funds. Every year the IIG will attribute three to five research grants ranging from 1,500 chf to 4,000 chf.

The following conditions should be fulfilled to apply for this funding:

1. The theme of research should fall into the research areas defined by the Research Committee for each year and reflect the major directions of research studies pursued by the faculty.
2. The faculty should have a Doctoral degree, be actively teaching at the IIG and not teaching at another private higher education institution.
3. The research work should be carried out according to the rules of good scientific practice and respect ethical principles applicable to the field of research concerned.
4. The research publication or presentation must acknowledge his/her teaching at the Institute.
5. After the funds are allocated, faculty should provide reports on the progress of the research every six months as well as a final report within one month of the conclusion of the project (grant could be terminated if faculty fail to show the progress of the work).

Publication grants:

Articles/book chapters/published conference papers (up to 2000 chf): 1 year

The grant is designed to fund research leading to writing a **peer-reviewed article**, conference paper publication or book chapter (7 000 - 10 000 words) in collaboration with IIG student(s) assigned for this task by the research committee or suggested by the faculty. The article can also be published in the IIG's *Journal of International Business and Diplomacy*. The faculty will be in charge of the collaboration with the student(s) and is expected to report every 6 months to the Research Committee on the progress of their work and student participation.

Books (up to 4000 chf): up to 2 years

The grant is designed to fund research leading to a publication of a **peer-reviewed book** in collaboration with IIG student(s) assigned for this task by the research committee or suggested by the faculty. In this case faculty must have a book contract at an early stage of the engagement. The faculty will be in charge of the collaboration with the student(s) and is expected to report every 6 months to the Research Committee on the progress of their work and student participation.

Presentation at a conference of an established association in their field (including those in which the IIG is a member): up to 1500 chf

The grant is designed to fund research leading to a presentation at a scholarly conference of an established association in their field. The preparation of the paper must be done in collaboration with IIG student(s) assigned for this task by the research committee or suggested by the faculty.

All grant receivers are expected to disseminate the outcomes of their research internally and externally:

1. Faculty are expected to include their research material and outcomes into their classroom through case study or other means (where applicable) and the results of the research will thus be integrated into future curriculums.
2. Faculty are expected to organise a workshop or seminar (in hybrid and in person mode) for all IIG students in their program to share their research findings. Student research assistants are to be involved in the organisation of such events. The workshop/seminar should also involve the participation of International Geneva (e.g. International organisations and NGOs, outside speakers, IIG alumni, representatives of private corporations, etc.).
3. Research Faculty are expected to make a presentation on their research work to their peers during a faculty development workshop.
4. Faculty are required to submit a copy of all their published research (books/articles/book chapters) to the institution to complete the IIG research repository made available to IIG faculty and students for reference and secondary data.
5. Faculty are encouraged to present the result of their work at international conferences of major associations in their field (in person or on-line) and will have their participation fees covered.

To apply for the grant the following procedures need to be followed:

- The faculty must submit a 1-2 pages proposal describing the article's/book's or conference paper's content, objectives, themes, and scope. The book proposal should also clearly state what you consider to be its outstanding and distinctive features as well as the potential readership/audience of the event. The role of the students in the planned research must be clearly defined. Faculty are required to follow the guidelines (attached below) while preparing their book proposal. The proposal is to be sent to Vice President Dr. Claude Cellich and Head of Research Dr. Daria Dyakonova.
- Once all proposals are submitted, they will be reviewed for approval by the Research Committee.
- Once the proposal is accepted, the author needs to make sure that the author's bio states that he/she teaches at the IIG. The faculty will receive half of the payment at the beginning of the grant period. For books the first payment will be granted upon the signature of the book contract. The second payment will be granted after the article/book chapter is peer-reviewed and accepted for publication and the Research Committee receives the author's final report. For books the second year funding will be awarded based on the progress of the faculty's work.

II. Remuneration of faculty members for published work

Faculty should contact the chairs of the Research Committee, Dr. Daria Dyakonova (ddyakonova@iun.ch) and Dr. Claude Cellich (ccellich@iun.ch) before starting work on the article/chapter/book to get the approval for the remuneration.

1. The institution remunerates faculty members 2000 chf for a book acknowledging his/her teaching at the Institute and within the domain of programs run by the IIG/ related to the course they teach at IIG. All books must be in English and be published. The faculty member must be the author. Co-authored books are remunerated 1000 chf. Faculty should have worked with IIG for at least 2 years and be teaching in that academic year.
2. IIG remunerates faculty members 500 chf for a peer-reviewed article/book chapter in their field of expertise, within the domain of programs run by IIG, acknowledging his/her teaching at the Institute. The article can also be published in the IIG's *Journal of International Business and Diplomacy*. Co-authored articles would be remunerated at 250 chf. All articles/book chapters must be written in English and be published in peer-reviewed academic journals and books. Editorials and opinion pieces on blogs are not accepted. Faculty should have worked with IIG for at least 2 years and be teaching in that academic year.
3. Faculty members who present at approved conferences in their field could have their registration fee and travel expenses covered subject to the Research Committee approval.

To apply for remuneration the following procedure needs to be followed:

- After the article/chapter/book is published provide information on the publication mentioning full bibliographic details of your work and a link confirming the publication. Faculty should also send this information and a short abstract of their work to info@iun.ch to update the IIG's web-site.

III. Funding to support faculty that seek advanced qualification or degree (such as DBA, PhD etc.)

Faculty members that seek to obtain an advanced degree can receive support from the IIG. The degree should correspond to the IIG programs and areas of research. The expressions of interest by the faculty accompanied by an acceptance letter from the Institution where the degree will be earned must be sent to the Head of Research Dr. Daria Dyakonova and must be reviewed and approved by the Research Committee.

Student-led Research Procedures

Students are encouraged to lead quantitative and qualitative research in all programs at the IIG. The curricula and module specifications specify the type of research work they are expected to produce under the faculty's guidance. Moreover, the IIG is strongly committed to promoting opportunities for students to work with professors engaged in research. Working on research projects helps students develop skills in problem-solving, communication, teamwork, and technology. Research in this context is understood very broadly as any opportunity to approach a problem in a critical and open-ended way.

Students are thus better prepared for their careers by developing an understanding of research methodology. Students who complete research projects have opportunities to present their work at professional meetings and international conferences. They can also send it for publication in professional journals and alike. The IIG journal considers articles co-authored by faculty and students for publication. Scholarly work of this calibre positions students well for employment, further professional education, and academic careers.

The IIG also plans to further develop the practice of graduate conferences and introduce undergraduate essay contests which will help students accomplish independent research on the topics that they are particularly interested in and thus further develop their intellectual and problem-solving autonomy.

To initiate research collaboration with students the following procedure needs to be followed:

Faculty and students wishing to engage in research collaboration should contact the chairs of the Research Committee, Dr. [Daria Dyakonova\(ddyakonova@iun.ch\)](mailto:ddyakonova@iun.ch) and Dr. Claude Cellich (ccellich@iun.ch), to discuss the opportunities of research assistantship.

External funding and collaboration with other research institutions

The IIG expects its research faculty members to apply for external competitive funding and use it for research activities. It is also open to research collaboration with other institutions. The student community is also encouraged to apply for external funding.

Research Funding

An annual budget is discussed and validated to support IIG research activities as follows:

1. Funds for coordinating research:

- Salaries of the Head of Research, Vice President for External Relations & Editor of the IIG's *Journal of International Business and Diplomacy*, doctoral thesis supervisor (University of Plymouth).

2. Funds for supporting research/consulting projects:

- Time allocation by faculty, librarian, administration
- Transportation & attendance of conferences/workshops/congresses fees,
- Research tools & software expenses.

3. Funds for developing research culture:

- Organization of faculty development workshops,
- Tutoring/mentoring for new-to-research faculty and support to faculty seeking advanced qualification or degree (DBA, PhD, etc.)
- Membership in professional and international academic committees and associations and research collaboration with other institutions or industries.

4. Funds for communication of research results:

- Publication of research outcomes (publishing costs): conference proceedings, journal articles in IIG *Journal of International Business and Diplomacy*, etc.

- Presentation of results of research at conferences/workshops/congresses
- Repository platform costs
- Other types of communication: mass media, presentations at other institutions, etc.

5. Funds for rewarding faculty's and students' research performance:

- Publication of books
- Publication of articles/book chapters

Dissemination of Research Outcomes at the IIG

- Faculty are requested to include their research material and outcomes into their classroom through case study or other means (where applicable).
- Research Faculty are expected to make a presentation on their research work to their peers during a faculty development workshop. Such presentations will increase peer to peer learning and interaction and will boost research culture at the IIG.
- Faculty are required to submit a copy of all their published research (books/articles/book chapters) to the institution to complete the IIG research repository made available to IIG faculty and students for reference and secondary data.
- If faculty participate in conferences, workshops, or congresses they are requested to share conference presentation material so that their peers can benefit from the knowledge presented.

Dissemination of Research Outcomes externally

- Publication of research outcomes at external/ congresses/workshops
- Journal articles in IIG journal and other publications
- IIG website (new publications by faculty)
- IIG's newsletter

Assessing IIG research's performance

The IIG quality assurance model encourages the Research Committee to annually self-assess research performance based on the following performance indicators and in line with the targets set by the 5 years strategic plan:

Quantitative indicators:

- The number of peer-reviewed publications by faculty (possibly co-authored by students)
- The number of faculty development workshops by faculty
- Internal and external research funding awarded to faculty
- The number of conferences involving internal and external speakers organised by the faculty
- Number of students participating in research as research assistants
- The number of graduate conferences and essay contests for students

Qualitative indicators:

- Integration of research results and outcomes into curriculums and teaching
- Publications in top journals and citation index
- Impact of research activities on the communities the IIG serves
- Satisfaction of faculty and students with processes and performance of the research committee

Results from this self-assessment are reported to the Senior Academic Committee following the IIG quality assurance model (PDCA).

IIG Research Strategy 2023 to 2025

Research strategy for 2023:

The IIG Research Committee has set up several result-oriented strategic objectives for the period:

- Development of research modules for graduate programs
- Identification of key areas of research
- Allocation of 4-5 research grants (seed money)
- Enriching the publication record of the IIG by publication of 1-2 books and 4-5 articles in peer-reviewed journals
- Organisation of 2 faculty development workshops
- Organisation of one graduate conference
- Organization of one undergraduate student essays contest
- Increasing the number of faculty with doctoral degrees to 80 %
- Organisations of 3 presentations by faculty and alumni

Research strategy for 2024-2026:

The IIG Research Committee jointly with President have set up several result-oriented strategic objectives for the period:

- Allocation of 10-12 research grants (seed money)
- Enriching the publication record of the IIG by publication of 3-4 books and 13-14 articles in peer-reviewed journals
- Organisation of 6-7 faculty development workshops
- Organisation of 2-3 graduate conferences
- Organisation of 3 essay contests for undergraduate students
- Increasing the number of faculty with doctoral degrees to 90%
- Organisation of 9 presentations by faculty and alumni

For further information on IIG's research activities, please contact: Head of research, Dr. Daria Dyakonova at ddyakonova@iun.ch