



IBSC Action Research Program

Role and Responsibility Statement for IBSC Action Researchers

As a member of the 2024-25 IBSC Action Research cohort, each researcher must fulfill these expectations.

- Have your school fund travel, accommodations, and conference registration costs for the 2024 IBSC Annual Conference and action research training at Harrow School, Harrow on the Hill, London, United Kingdom, and the 2025 IBSC Annual Conference at Belmont Hill School, Belmont, Massachusetts, United States.
- Read *Action Research: A Guide for the Teacher Researcher (6th Ed)* by Geoffrey E. Mills before attending the conference to expand your knowledge of action research methodology, particularly your understanding of qualitative research.
- Read a range of resources around the topic and discuss these with your team advisor and fellow researchers.
- Participate in regular, guided online discussions ahead of the conference, focusing on the action research process and the research topic. Researchers must complete short, online modules based on these readings and discussions, which will guide the development of your final research proposal.
- Keep current with all announcements by email, on WhatsApp, or through the IBSC Shorts team sites. Team members share information about the action research process and your individual research projects using the group's chosen platforms.
- Engage in meaningful online relationships with fellow researchers using various social media platforms such as WhatsApp and IBSC Shorts and participate in regular face-to-face discussions through Zoom at times set by your team advisor.
- Maintain regular contact with your school mentor to update them on your progress and seek advice if you experience any difficulties. We recommend scheduling a weekly or fortnightly meeting with your mentor to facilitate regular contact.
- Undertake an action research project in your school that focuses on the implementation and evaluation of either a new strategy or a planned change to an existing strategy from August to November 2024.

- Actively participate in regular, online discussions during the project period and meet the deadlines set for completing each stage of the research. If a researcher misses two or more deadlines, you may be asked to leave the program.
- Produce a well-written, final research report (3,000 – 5,000 words) that applies and honors the principles of action research and ensures that research methods address the research question. Submissions prior to this will include the research plan, action plan and data collection instruments, literature review, and analysis and discussion of results. The final submission is the report.
- Ensure the final report is well written, correctly referenced (using APA referencing), and rigorously copy edited, following the IBSC Action Research Report Style Guidelines. We recommend each researcher use a skilled copy editor to ensure the final report meets the highest quality required for publication. Reports failing to meet these requirements will not be published.
- Create a 2-3 minute video, outlining your action research project. This video will be posted on the IBSC website.
- Present a 20-minute workshop sharing highlights of your project at the 2025 IBSC Annual Conference. The presentation will be published with the report on the IBSC website as a resource for educators.

In addition to time spent undertaking action research in your school, researchers will spend 3 – 4 hours per week on average participating in online discussions with fellow researchers, reading and researching, and preparing submissions for your research report. It is important for the head of school and the researcher to consider this carefully before accepting the cohort invitation.

Program Timeline

Starting in March 2024, researchers actively engage in the program.

- March 2024: Researchers review the main action research website and submit a short biographical introduction and photo to the program coordinator to post on the site.
- April – June 2024: Researchers meet their team advisors and participate in guided online discussions with fellow researchers. Researchers familiarize themselves with the various technologies used for these interactions. Discussions focus on selected readings on both the action research process and the research topic. Researchers must complete short, online activities based on these readings, which guide the development of their final research proposal. The recommended text for the program is *Action Research: A Guide for the Teacher Researcher (6th Ed)* by Geoffrey E. Mills.
- July 2024: IBSC Annual Conference, Harrow School, Harrow on the Hill, London, United Kingdom
 - Researchers attend a two-day orientation and training program. Training starts at 9:00 AM on Saturday, June 29, and concludes at 2:00 PM on Monday, July 1.
 - Researchers attend the [2024 IBSC Annual Conference](#) July 1-4.
- July/August 2024 – May 2025: Supported online through the stages of the project by a team advisor and fellow researchers, researchers undertake an action research project in their school. They actively participate in regular online discussions during the project period and meet the deadlines for completing the stages of research and presentation of findings. Researchers must submit a detailed research plan by mid-August 2024, so please factor this deadline into any holiday plans after the IBSC Annual Conference.
- April 2025: Researchers produce a short video of their action research project for the IBSC website.

- May 2025: Researchers submit their action research findings as a written report or alternative final product approved by the program coordinator. The written report runs 3,000 – 5,000 words. The researcher must ensure the report is formally edited and correctly referenced, using the APA guidelines. IBSC reserves the right to further edit the final report in preparation for publishing on its website. We encourage participants to publish or present their projects elsewhere with appropriate acknowledgment of IBSC as the sponsoring organization.
- June 2025: IBSC Annual Conference, Belmont Hill School, Belmont, Massachusetts, United States
 - June 21, 2025: Researchers meet with their team advisor and fellow researchers the day before the 2025 IBSC Annual Conference opens to practice and finalized their presentations ahead of the conference.
 - June 22-25, 2025: Researchers attend the 2025 IBSC Annual Conference at Belmont Hill School, Belmont, Massachusetts, United States, and present their research findings in workshop sessions.

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I, _____ <print name>, understand and accept the responsibilities of the 2025 IBSC Action Research program.

Signature

Date