

## RESPONSIBLE CONDUCT IN RESEARCH AND SCHOLARSHIP POLICY

Document ID	Responsible Conduct in Research and Scholarship Policy
Related Documents	General Regulations; Academic Plan; Research Plan; Academic Integrity Policy; Intellectual Property Policy; Records Management Policy; Student Code of Conduct; Staff Code of Conduct; Research and Scholarship Committee Terms of Reference; Research Ethics Panel Terms of Reference.
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## 1. Purpose

APIC is committed to supporting its staff and students upholding the principles of research and scholarly integrity, and ensuring that there is a clear and continued understanding of expectations relating to achieving and maintaining best practice in research and related scholarly activities.

The purpose of this policy is to describe the principles of the responsible conduct of research and scholarship.

## 2. Scope

This policy applies to all enrolled students participating in coursework units at APIC that include a major research component, and to all staff in relation to the conduct of research, research supervision, and scholarly activity associated with their employment at APIC.

For the purposes of this policy, research supervisors bear primary responsibility for the conduct of students under their supervision and as such must ensure that research and scholarly activities by their students are conducted in accordance with this and other related policies. (see Related Documents)

This policy is intended as a companion to the [Academic Integrity Policy](#), which includes research and scholarship in the defined range of academic activities, the College's processes for investigating allegations of academic misconduct, and the penalties that may be applied where allegations are proven. This document should be read in conjunction with other related policies. (see Related Documents)

## 3. Definitions

Item	Definition
<i>Academic activity</i>	Includes and is not limited to developing, delivering, attending or otherwise participating in lectures, tutorials or other modes of delivery (e.g. internships); planning, producing or supervising research; or otherwise sharing knowledge, experience, or skills with others.
<i>Academic integrity</i>	<p>The following plain-English definition of academic integrity is provided by the Exemplary Academic Integrity Project at the University of South Australia, <a href="https://lo.unisa.edu.au/course/view.php?id=6751">https://lo.unisa.edu.au/course/view.php?id=6751</a></p> <p>Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Staff should be role models to students. Academic integrity is important for an individual's and the College's reputation.</p>

Item	Definition
<i>Research</i>	<p>The following definition of research is as provided in the 2017 Higher Education Research Data Collection (HERDC) Specifications, <a href="https://docs.education.gov.au/node/43286">https://docs.education.gov.au/node/43286</a></p> <p>Research is defined as creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge. The definition encompasses pure and oriented basic research, applied research and experimental development.</p>
<i>Scholarship</i>	The study of learning, teaching, and academic achievement.

#### 4. Principles of Research and Scholarly Integrity

The following principles and practice form the foundation for this policy.

The [Australian Code for the Responsible Conduct of Research](#) (the Code) informs responsible research practices by promoting the principles of research integrity and providing guidance to institutions on managing breaches of the Code. Compliance with the principles outlined in the Code is a requirement for the receipt of funding from the Australian Research Council and the National Health and Medical Research Council.

The General Principles of Responsible Research of the Code include:

*Responsible research is encouraged and guided by the research culture of the organisation.*

*A strong research culture will demonstrate:*

- *honesty and integrity*
- *respect for human research participants, animals and the environment*
- *good stewardship of public resources used to conduct research*
- *appropriate acknowledgment of the role of others in research*
- *responsible communication of research results.*

The College discourages misconduct in research and scholarship by encouraging:

- the open presentation and discussion of research and scholarly activities;
- peer reviewed publication; and
- participation in research training and development workshops and similar fora.

#### 5. Academic Staff Responsibilities

The Dean and the Deputy Dean Research will be responsible for the development and maintenance of a positive research culture at the College that actively promotes and supports the responsible conduct of research and scholarship. Individual staff engaged in research, research supervision, and scholarship will specifically ensure that:

- they are familiar with the content and meaning of the Code;
- conduct any research and scholarship in a manner consistent with
  - the Code;
  - this policy;
  - other relevant College procedures, policies and guidelines. (see Related Documents);
  - any national and/or international legislative obligations as appropriate; and
  - the professional standards of their discipline.

- properly acknowledge the contributions of all non-authoring participants in the research process (e.g. research assistants, technical officers etc.), and any organisations that provide special facilities and or funding;
- the attribution of authors on all publications will be in accordance with the guidelines as specified in Section 5 of the [Australian Code for the Responsible Conduct of Research](#) (the Code);
- they maintain research and scholarly integrity by only participating in academic activities that they are competent to perform and which conform to the accepted ethical standards of the College and their discipline;
- students under their supervision conduct their research and scholarship in accordance with this and other related policies; (see Related Documents)
- when research or scholarship involves human participants, they first obtain ethics clearance from the APIC Research Ethics Panel; (refer Research Ethics Panel Terms of Reference)
- they maintain confidentiality when working with human participants and proprietary data sources;
- when conducting research or scholarship in international on-line environments, they are aware of and behave in accordance with the relevant national regulations in the jurisdictions within which they are working;
- they are transparent in declaring and managing any actual, potential and perceived conflicts of interest; including any financial involvement with organisations outside of the College;
- they accept responsibility for their actions when conducting research and scholarship;
- they seek peer feedback and review;
- they commit to publishing a complete account of their research findings, any including negative findings and results contrary to their hypothesis as appropriate; and
- they maintain complete, accurate, and up-to-date records of their research, including all original primary data and they make these available by request as appropriate.

## 6. Misconduct in Research and Scholarship

Allegations of misconduct in research and scholarship will be dealt with under the [Academic Integrity Policy](#) or the [Staff Code of Conduct Policy](#) as appropriate. If dealt with under the provisions of the [Academic Integrity Policy](#), misconduct in research and scholarship will normally be treated as substantial academic misconduct.

Misconduct in research and scholarship includes, and is not limited to:

- fabrication and/or falsification of data and/or findings;
- deceptive attribution of authorship, including: not listing all contributing authors, or listing authors who have not contributed to the research;
- providing misleading or false information with respect to accomplishments in research and scholarship to the College, or external organisations and bodies;
- failing to declare and transparently manage conflicts of interest with respect to the conduct of research and scholarship;
- conducting research and scholarship involving human participants without the required ethics approval, or participant(s) consents;
- violating the terms under which human ethics approval has been granted; and
- wilfully concealing or facilitating research misconduct in research and scholarship by others.

The notification and investigation of allegations of misconduct in research and scholarship will be in accordance with the [Academic Integrity Policy](#) or the [Staff Code of Conduct Policy](#) as appropriate. Possible outcomes for proven allegations of misconduct in research and scholarship will likewise be in accordance with the [Academic Integrity Policy](#) or the [Staff Code of Conduct Policy](#) as appropriate.

## 7. Data and Records Management

The following are developed from guidelines provided by the National Health and Medical Research Council for the management of research data and primary materials.

Maintaining complete, accurate, and up-to-date records is paramount to the responsible conduct of research and scholarship. Except in the case of confidential records and proprietary data, all original primary data should be recorded in a durable and, where appropriate, properly referenced form to be made available to the research community by request.

The researcher must decide which data and materials should be retained, although in some cases this is determined by law, funding agency, publisher or by convention in the discipline. Sufficient materials and data should be retained to justify the outcomes of the research and to defend them if they are challenged. The potential value of the material for further research should also be considered, particularly where the research would be difficult or impossible to repeat.

In the case of joint research and scholarly activities involving participants from other institutions, an agreement should be entered at the outset covering the storage of research data and primary materials within each institution.

### 7.1. Primary data and records not involving human participants

Primary data and records (not involving human participants) used to produce a published work of research or scholarship should be maintained by the researcher(s) for a period of five years from the date of publication.

At the researchers' discretion, primary data and records may be kept for a longer period than five years if there remains interest in and discussion of the topic following publication.

Primary data and records (not involving human participants) used by student for the completion of a coursework research project should be maintained by the student's academic research supervisor for a period of twelve months from the date of assessment of the project.

### 7.2. Primary data and records involving human participants

Primary data and records involving human participants used to produce a published work of research or scholarship should be maintained by the researcher(s) for a period of five years from the date of publication.

Primary data and records involving human participants used by student for the completion of a coursework research project should be maintained by the student's academic research supervisor for a period of twelve months from the date of assessment of the project.

The disposal of primary data and records involving human participants after the relevant required period of time will be in accordance with the APIC [Records Management Policy](#) and the relevant State Records Acts for each state (as appropriate) as noted therein.

## 8. Policy Suspensions

This policy supersedes the following:

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N/A	