Responsible Conduct of Research Policy

Section 1 - Purpose

(1) The University of Canberra (University) is committed to ensuring high standards of research integrity that are consistent with the principles of responsible conduct of research specified in Australian Code for the Responsible Conduct of Research 2018.

(2) The purpose of this Policy is to provide a framework for practices, standards and accountabilities for the responsible conduct of research.

Section 2 - Scope

(3) This Policy applies to:

a. all members of the University research community, comprising staff, affiliates and students undertaking, supervising or supporting research activity at, or under the auspices of, the University; and
b. all stages of the research process, encompassing proposing, conducting and reporting on research.

Section 3 - Principles

General Principles

(4) All members of the University research community will adhere to the following general principles in the conduct of research:

a. Honesty: at all stages of the research process, information presented will be truthful, accurate, and any claims made justifiable;
b. Care: research will be conducted with a high degree of rigour, characterised by robust design, attention to detail, thoroughness and objectivity in reporting, and transparency in disclosing interests;
c. Respect and fairness: all human participants, animals used in research, as well as communities and the environment affected by the research will be treated with care and respect.In addition, all researchers involved in the conduct of research will be treated fairly;
d. Recognition: all research that involves or affects Aboriginal and Torres Strait Islander peoples or communities will recognise, value and respect their heritage, diversity and cultural property and will be conducted in consultation with these peoples and communities;
e. Accountability: all researchers will take responsibility for the research they conduct and report on, ensuring compliance with all relevant requirements, including policies, regulation and legislation, and agreements entered into;
f. Promotion: advocacy of the responsible conduct of research is a shared responsibility, ranging from individual behaviours that serve as positive role models, to institutional systems that provide instruction on appropriate practices and expected behaviours.

Responsibilities of the University

Ethos and environment

(5) The University will promote a culture and climate that supports, exemplifies and expects high standards in the responsible conduct of research.

(6) The University will ensure a safe working environment for the conduct of research.

(7) The University will provide a respectful and safe supervisory environment for students.

(8) The University will support an environment that facilitates the prevention and detection of breaches of the responsible conduct of research.

Provision of Training and Education

(9) The University will provide appropriate training for all members of the University research community in research integrity and research ethics.

(10) The completion of Research Integrity training will be a mandatory requirement for all new academic staff as well as Higher Degree by Research (HDR) students.

(11) Research Integrity training will also be recommended for existing academic staff.

(12) Other members of the research community, such as research administrators and non-HDR students who are likely to undertake research as part of their degree, will be strongly encouraged to undertake Research Integrity training.

(13) The University will provide appropriate training and registration for all Supervisors of HDR students.

Governance

(14) The University will keep abreast of relevant regulation, policies and legislation relating to the conduct of research – including, but not limited to, human and animal research ethics, biosafety, radiation, chemical safety and export controls - ensuring governance structures are in place to enable researchers' adherence to regulation. This includes responsibility for the establishment and management of regulatory committees tasked with authorising the conduct of research when required.

(15) The University will ensure up to date information relating to regulation is disseminated to the University research community.

Investigating and Resolving Potential Breaches

(16) The University will have a well-defined process for receiving, managing and resolving allegations of breaches available through the Procedures for Dealing with Complaints about Breaches of the Responsible Conduct of Research.

(17) The University will ensure the availability of experienced staff who are able to provide advice to individuals with concerns about research conduct, and to support the welfare of all parties involved in an investigation, including the subject of an allegation.

Responsibilities of Researchers

Compliance with Regulations

(18) Researchers will follow proper practices for ethics, safety and security and comply with relevant principles, legislation and regulation to safeguard the well-being and rights of those affected by the research.

(19) If their research is subject to ethics, biosafety, radiation, chemical safety or export controls regulation, researchers will seek requisite approval from the relevant committee/body and not commence their research until the required approval is in place.

(20) Researchers will adhere to the Guidelines for Compliance with Regulation.

Management of Research Data and Primary Materials

(21) Researchers will compile and retain complete and accurate records of all research undertaken, including research data and primary materials.

(22) Researchers will seek appropriate storage of data and materials, and observe appropriate retention periods.

(23) Researchers will adhere to the Guidelines for the Management of Research Data and Primary Materials.

Mentoring and Support

(24) Researchers will provide guidance and mentorship on responsible research conduct for other researchers and HDR students under their supervision.

(25) Researchers will act as positive role models for their colleagues and students by upholding, exemplifying and promoting high standards of responsible research conduct.

(26) Supervisors will adhere to requirements specified in the Higher Degree by Research Code of Practice and the Higher Degree by Research Supervision Policy.

Dissemination of Research Findings

(27) Researchers will disseminate a full, honest and accurate account of the findings of their research.

(28) Unless prevented by confidentiality matters or contractual reasons, researchers will aim to ensure the outcomes of their research are disseminated as openly and broadly as possible to allow access by other researchers and the wider community.

(29) In preparing publications, researchers will appropriately acknowledge and cite other work, and obtain permission for the use of work where required.

(30) Researchers will ensure the contributions of all involved in the research are appropriately acknowledged in the output, taking into account intellectual and other types of contributions.

(31) Researchers will adhere to the Guidelines for the Dissemination of Research Findings.

Management of Conflicts of Interest

(32) Researchers will disclose any actual, perceived or potential conflicts of interest. Failure to do so will often compromise the integrity and trustworthiness of any work they undertake as part of the research process, including proposal development, research, publication, and review activity.

(33) Researchers will adhere to the Charter of Conduct and Values and the Guidelines for the Management of Conflicts of Interest in Research.

Peer Review

(34) Recognising that assessment of research is a critical element in the maintenance of research excellence, researchers should participate in the peer review process.

(35) In undertaking peer review, researchers will exercise rigour, honesty and fairness, through observation of the Guidelines for the Peer Review of Research.

Section 4 - Procedures

(36) Nil.

Section 5 - Definitions

Term	Definition
Affiliates	Those people given Emeritus and Honorary (including Adjunct, Professional Associate and Visitor) appointments in accordance with the relevant University policies and procedures.
Breach	A failure to meet the principles and responsibilities of the Responsible Conduct of Research Policy.
Research	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.
Researcher	Staff, students and affiliates who undertake research for the University.
Staff	A person who is a member of the staff of the University, whether full-time, part-time, contract, sessional or casual and includes all academic, professional, technical and administrative officers and employees.
HDR Student	A person who is enrolled in a University Higher Degree by Research (Master by Research, professional doctorate, or PhD) degree. Does not include Master by coursework, Honours, or undergraduate coursework students.

Status and Details

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