

## RESPONSIBLE CONDUCT IN RESEARCH AND SCHOLARSHIP POLICY

Policy Category	Academic		
Document Owner	Dean		
Responsible Officer	Dean		
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References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and the Higher Education Support Act 2003 (Cth); Australian Code for the Responsible Conduct of Research, 2018; <a href="#">Guide to Managing and Investigating Potential Breaches of the Code, 2018 (the Investigation Guide)</a> .		
Related Documents	Student Code of Conduct; Staff Code of Conduct, Academic Integrity Policy		
<b>Version</b>	<b>Change description</b>	<b>Approved</b>	<b>Effective Date</b>
1.2	Review and updated	Academic Board 12 May 2017	19 May 2017
2.0	Include and adopt the Australian Code for the Responsible Conduct of Research	Academic Board 16 August 2018	30 August 2018

### 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.

Research supervisors bear primary responsibility for research conducted by students under their supervision and as such must ensure that all research and scholarly activities conducted by students are in accordance with this and other related policies and should be read in conjunction with other related policies, particularly the [Academic Integrity Policy](#) (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>	Actions aligned with values of honesty, trust, fairness, respect and responsibility in learning, teaching and research.

Item	Definition
<i>Research</i>	includes the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative (Australian Code for the Responsible Conduct of Research)
<i>Scholarship</i>	the term 'scholarship' is used narrowly here to refer to the scholarship of teaching and learning. This refers to disciplinary content knowledge and knowledge of effective general and discipline-specific pedagogical practices that are public, susceptible to critical review and evaluation, and available to share with/inform the scholarly community.

#### 4. Principles of Responsible Research and Scholarship

The [Australian Code for the Responsible Conduct of Research](#) (the Code) notes eight key principles of responsible research conduct and these are adopted at APIC. The principles are as follows:

1. **Honesty:** In developing, undertaking and reporting information must be presented truthfully and accurately.
2. **Rigour:** Apply attention to detail, robust methodology, and awareness/acknowledgement of biases in developing, undertaking and reporting research.
3. **Transparency:** Share and communicate research methodology, data and findings openly, responsibly and accurately when declaring interests and when reporting research methodology and findings. This includes disclosing and sharing conflicts of interest.
4. **Fairness:** Treat fellow researchers and others involved in the research fairly and with respect. This includes giving credit for work through citations of other researcher's work and through acknowledgement of those who have contributed to the research.
5. **Respect:** This applies to research participants, the wider community, animals and the environment and requires that all of these groups are treated with care and respect, especially minority groups and vulnerable people.
6. **Recognition of the right of Aboriginal and Torres Strait Islander (ATSI) peoples in relation to research:** This requires that ATSI groups are (a) specifically acknowledged, valued and respected; (b) involved in decision-making about any research that affects or is of particular significance to them; and (c) receive reports about the outcomes of research in which they have been engaged.
7. **Accountability:** In developing, undertaking and reporting research it is required that researchers comply with relevant legislation, policies and guidelines, ensure good stewardship of any public resources, such as grants, used to conduct the research and carefully consider the consequences and outcomes of research before its communication.
8. **Promotion:** Institutions must promote and foster a research culture and environment that supports the responsible conduct of research.

#### 5. Institutional Responsibilities

The [Australian Code for the Responsible Conduct of Research](#) (the Code) notes 13 key institutional responsibilities through which institutions meet their obligation to encourage and support responsible research conduct. The College meets these responsibilities as follows:

1. Establish and maintain good governance and management practices for responsible research conduct. APIC has a Research and Scholarship Committee which is a sub-committee of the Academic Board, with delegated responsibility to oversee all research activities in the College;

2. Identify and comply with relevant laws, regulations, guidelines and policies related to the conduct of research. The College ensures that only research that is low or negligible risk is conducted by APIC staff and students and this is overseen by the APIC Research Ethics Committee (APIC REC).
3. Develop and maintain the currency and ready availability of a suite of policies and procedures which ensure that institutional practices are consistent with the principles and responsibilities of the Code. The College ensures that appropriate, current policies are in place to inform research and scholarship. These include the Responsible Conduct in Research and Scholarship Policy, the Academic Integrity Policy, and the Staff Code of Conduct.
4. Provide ongoing training and education that promotes and supports responsible research conduct for all researchers and those in other relevant roles. The College has units of study concerning research for students and runs a Research and Scholarship Seminar Series for staff.
5. Ensure supervisors of research trainees have the appropriate skills, qualifications and resources. The curriculum vitae and qualifications of all APIC staff are maintained in a staff register.
6. Identify and train Research Integrity Advisors who assist in the promotion and fostering of responsible research conduct and provide advice to those with concerns about potential breaches of the Code. At present this role is carried out by senior academic staff who are members of the APIC Research and Scholarship Committee.
7. Support the responsible dissemination of research findings. Where necessary, take action to correct the record in a timely manner. APIC supports students and staff to disseminate findings at academic conferences, in journal articles and book chapters.
8. Provide access to facilities for the safe and secure storage and management of research data, records and primary materials and, where possible and appropriate, allow access and reference.
9. Facilitate the prevention and detection of potential breaches of the Code. At APIC this responsibility is held by the Research Ethics Committee.
10. Provide mechanisms to receive concerns or complaints about potential breaches of the Code. Investigate and resolve potential breaches of the Code. At APIC these responsibilities are held by the Research Ethics Committee. The notification and investigation of allegations of misconduct in research and scholarship will be in accordance with the [Guide to Managing and Investigating Potential Breaches of the Code, 2018 \(the Investigation Guide\)](#).
11. Ensure that the process for managing and investigating concerns or complaints about potential breaches of the Code is timely, effective and in accord with procedural fairness. At APIC this responsibility is held by the Research Ethics Committee. Allegations of misconduct in research and scholarship are dealt with through the Academic Misconduct Policy and Procedures Guide consistent with the [Guide to Managing and Investigating Potential Breaches of the Code, 2018 \(the Investigation Guide\)](#).
12. Support the welfare of all parties involved in an investigation of a potential breach of the Code. At APIC this responsibility is held by the Research Ethics Committee.
13. Base findings of investigations on the balance of probabilities and ensure any actions are commensurate with the seriousness of the breach. At APIC this responsibility is held by the Research Ethics Committee.

## 6. Responsibilities of Researchers

The [Australian Code for the Responsible Conduct of Research](#) (the Code) notes 16 key researcher responsibilities through which researchers uphold the principles of responsible research conduct in all aspects of their research. Those that apply and have been adopted by researchers at APIC excluding the responsibility concerning research with animals, as no such research is conducted at APIC are listed below:

1. Support a culture of responsible research conduct at APIC and in their field of practice.
2. Provide guidance and mentorship on responsible research conduct to other researchers or research trainees under their supervision and, where appropriate, monitor their conduct.
3. Undertake and promote education and training in responsible research conduct.

4. Comply with the relevant laws, regulations, disciplinary standards, ethics guidelines and institutional policies related to responsible research conduct. Ensure that appropriate approvals are obtained before the commencement of research, and that conditions of any approvals are adhered to during the course of research.
5. Ensure that the ethics principles of research merit and integrity, justice, beneficence and respect are applied to human research.
6. Engage with Aboriginal and Torres Strait Islander peoples and respect their legal rights and local laws, customs and protocols.
7. Adopt methods appropriate to the aims of the research and ensure that conclusions are justified by the results.
8. Retain clear, accurate, secure and complete records of all research including research data and primary materials. Where possible and appropriate, allow access and reference to these by interested parties.
9. Disseminate research findings responsibly, accurately and broadly. Where necessary, take action to correct the record in a timely manner.
10. Disclose and manage actual, potential or perceived conflicts of interest.
11. Ensure that authors of research outputs are all those, and only those, who have made a significant intellectual or scholarly contribution to the research and its output, and that they agree to be listed as an author.
12. Acknowledge those who have contributed to the research.
13. Cite and acknowledge other relevant work appropriately and accurately.
14. Participate in peer review in a way that is fair, rigorous and timely and maintains the confidentiality of the content.
15. Report suspected breaches of the Code to the relevant institution and/or authority