

SYSTEM OF MONITORING ETHICAL STANDARDS IN RESEARCH/SCHOLARLY WORK

This policy aims to ensure that research conducted at the University is of the highest ethical standard and applies to all University staff and students, full time, part time, casual or adjunct faculty.

2. Policy Statement

As an educational institution, the University recognizes its responsibility to ensure that all research activities are conducted in accordance with the highest ethical standards and complies with relevant legal, regulatory, professional and ethical requirements and standards. The University is also committed to promoting research culture and conducive environment.

3. Core principles

The University expects its employees, or any other person conducting research on University premises, to abide by the University's normal expectations of good practice in research and to take all reasonable steps to ensure that ethical conduct of research is observed at all times. The University is committed to conducting research based on the following core principles:

High Standards: Researchers are expected to strive for excellence and the highest ethical standards when conducting research.

Honesty: Researchers are expected to be honest in respect of their own actions in research. Honesty must be ensured in all aspects of research, in presentation of findings, reporting on research methods and procedures, gathering data, using and acknowledging the work of other researchers and conveying valid interpretations and making justifiable claims based on research findings.

Openness and transparency: The University encourages researchers to be as open as possible in discussing their work with other researchers. Transparency and open communication is to be observed in the reporting of research, data collection methods, analysis and interpretation of data, research findings and in presenting the work to other researchers.

Accountability: Researchers are expected to ensure that the work they undertake is consistent with the expectations of the University and funders of research.

Integrity: All individuals involved in research are expected to observe the highest standards of integrity, honesty and professionalism in respect of their own actions in research. This applies to the conducted of research exercise in designing studies and experiments; generating, recording, analyzing and interpreting data, sharing data, applying for funding; presenting and publishing results and acknowledging the contribution of others.

Equal opportunity: The University aims to promote and provide equality of opportunity for all who are part of its research community. Researchers are expected to treat individuals with dignity and respect and respond positively to different needs and circumstances in carrying out their research.

Safety: The University and its researchers will ensure the dignity, rights, safety and well-being of all involved in its research, and avoid unreasonable risk or harm to its research subjects, participants, researchers and others.

Confidentiality of information given by participants, and the anonymity of subjects, must be respected at all times and documentation protected accordingly.

In addition to these core principles, researchers should ensure that their research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. This includes seeking ethical approval for research where appropriate. Researchers are also expected to treat colleagues with integrity, honesty and collegiality, including the fair provision of references and peer review.

2. Responsibilities

Both the University and individual researchers have responsibility for research conduct and standards. It is the responsibility of the University to foster a climate in which research is conducted in accordance with good research practice and to provide adequate opportunities for training and development for all its researchers

Researchers are responsible for leadership in maintaining best practice standards among all members of their teams and demonstrating good practice in all aspects of their research.

Ensuring that their research complies with these policies and procedures, seeking guidance if necessary, and reporting any concerns to the proper persons.

Research data and records must be accurate, and sufficiently detailed and complete in the context of the conventions of the relevant discipline to enable verification of research results and to reflect what was communicated, decided or done.

It is the responsibility of each campus to monitor research outputs and to ensure that the institution complies with its obligations to funders to manage intellectual property arising from research and to disseminate the results of publicly funded research.

Data forming the basis of publications must be available for discussion with other researchers. Where confidentiality provisions apply, the data must be kept in a way that allows reference by third parties without breaching confidentiality.

3. Authorship

Researchers should take responsibility for their contributions to all publications, funding applications, reports and other representations of their research. Lists of authors should include all those and only those who meet applicable authorship criteria. For a person to be recorded as an author of a publication requires that he or she is directly involved in the creation of the publication by being solely responsible for, or making a significant contribution to, the conception of the project, or analysis and interpretation of the data on which the publication is based and writing or revising the intellectual content.

The right to authorship is not tied to position or profession; ghost, gift or honorary authorship is unacceptable. Authorship must honestly reflect the contribution to the work being published. Any part of an article critical to its main conclusion must be the responsibility of at least one author.

Researchers must comply with authorship criteria appropriate to their discipline and/or according to the requirements of the journal their work is to be published in. They should acknowledge in publications the names and roles of those who made significant contributions to the research, including writers, funders, sponsors, and others, but do not meet authorship criteria.

Research must abide the guidelines on co-authorships of research articles circulated vide IOM No160/11, dated May 9, 2011.

5. Conflicts of Interests

A conflict of interest is a situation in which a researcher, or their close family or associates has a private, personal or commercial interest which may influence the objective exercise of any aspect of their University duties. This may include perceived and potential conflicts of interest. Researchers should declare and manage any real or potential conflicts of interest, both financial and professional.

The basic principles to be applied to cases of conflict of interest are to manage the conflict as appropriate and protect the interests of the University, other parties who may be affected, and the public interest. Researchers are responsible for disclosing to their Director, any conflict of interest that may arise and comply with all reasonable actions taken to manage or remove such conflicts of interests.

Directors are responsible for consulting with the individual involved to determine areas of concern and identify and agree actions, implement the appropriate action required to manage or eliminate the conflict of interest and document the circumstances and action taken.

Researchers should disclose financial and other conflicts of interest that could compromise the trustworthiness of their work in research proposals, publications and public communications as well as in all review activities.

6. Allegations of academic malpractice or misconduct

Academic misconduct or malpractice includes i) fabrication or falsification, including the creation of false data, dishonesty in proposing, carrying out or reporting results of research, including suppression of relevant findings, and misrepresentation of data. It also includes plagiarism and use of others' ideas, intellectual property or work without acknowledgement or permission.

The University takes seriously the cases of misconduct in research and is committed to ensuring that allegations of misconduct in research are investigated with all possible thoroughness and vigour. All members of the University, and individuals permitted to work in University, have a responsibility to report any incident of misconduct, whether this has been witnessed, or is suspected.

7. Professional Guidance and Legislation

All researchers should be aware of the legal requirements.

8. Leadership and Co-operation

Heads of institutions and their senior colleagues should ensure that a research climate of mutual co-operation is created in which all members of a research team are encouraged to develop their skills and in which the open exchange of ideas is fostered. Efforts should also be made to foster an environment where research is conducted in accordance with good research practice.

9. Supervision

The University wishes to ensure that appropriate training and direction of research and supervision of researchers is available. Supervisors should supervise all stages of the research process, including outlining or drawing up a hypothesis, preparing applications for funding, the design of experimental or research protocols, data recording and data analysis.

10. Intellectual Property

The researcher must ensure the protection of intellectual property rights.

8. Ethical practice

All research carried out at the University must comply with relevant legal, regulatory, professional and ethical requirements and standards. Researchers should be familiar with, and know how to access such requirements.

9 Misuse of research

Researchers must consider any risks that their research will generate outcomes that could be misused for harmful purposes both when setting up research collaborations, communicating results and teaching. Where risks exist, they must seek advice and take active steps to minimize them.

10. Collaboration

The University will work with other organizations in compliance with common standards and procedures for the conduct of collaborative research. Researchers should be aware of the standards and procedures for the conduct of research followed by any organizations involved in collaborative research. In establishing research collaborations researchers should be mindful of the University's policies and guidelines, as well as funder, legal and regulatory requirements, and ensure that research partners and their employing institutions are able to meet the required standards of research conduct. They should also be aware of any contractual requirements involving mutual obligations, seeking guidance and assistance where necessary and reporting any concerns or irregularities to the appropriate person as soon as they become aware of it. There needs to be clear agreement on and articulation of the standards and frameworks that will apply to collaborative work. This is particularly important in relation to the provenance of intellectual ideas and ownership of research outcomes as well as the specific conditions under which these may be shared. All parties should be clear about their respective roles and responsibilities within the collaboration, which should be set out in any formal collaboration agreement.