



RESEARCH CODE OF PRACTICE

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Research Code of Practice		
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Summary/Description:		
<p>The University of Winchester has a responsibility to ensure that research, knowledge exchange and consultancy carried out by its staff, researchers and students, or by others in its name is carried out in conformity with the law, its own articulated values and procedures and in accordance with the best current practice and principles. The University expects its staff and students to maintain integrity and high ethical standards in the conduct of research, knowledge exchange and consultancy and to ensure validity and accuracy in the collection and reporting of funding regardless of how the activity is funded.</p> <p>This Code of Practice builds upon and is fully in accord with the UK Research Integrity Office Code of Practice for Research (Sept 2009).</p>		

RESEARCH CODE OF PRACTICE

1. INTRODUCTION

The University of Winchester has a responsibility to ensure that research, knowledge exchange and consultancy carried out by its staff, researchers and students, or by others in its name is carried out in conformity with the law, its own articulated values and procedures and in accordance with the best current practice and principles. The University expects its staff and students to maintain integrity and high ethical standards in the conduct of research, knowledge exchange and consultancy and to ensure validity and accuracy in the collection and reporting of funding regardless of how the activity is funded.

This Code of Practice builds upon and is fully in accord with the UK Research Integrity Office *Code of Practice for Research* (Sept 2009).

2. PRINCIPLES

2.1. Integrity in Research

Researchers should be honest in respect of their own actions in research activity and in their responses to the actions of other researchers. The direct and indirect contributions of colleagues, collaborators and others should always be acknowledged. Researchers are accountable to society, their professions, the University and to other sponsors of the research. Researchers are expected to understand and apply the following principles:

- (a) Plagiarism, deception, or the fabrication or falsification of results are regarded as serious disciplinary offences.
- (b) Researchers are encouraged to report cases of suspected misconduct, and to do so in a responsible and appropriate manner using the University's Complaints Policy,¹ grievance and disciplinary procedures.
- (c) Researchers should declare and manage any real or potential conflicts of interest, both financial and professional.
- (d) Researchers are expected to abide by the University's *Research and Knowledge Exchange Ethics Policy*. Research should never be undertaken without either ethics release or ethical approval being granted.
- (e) Researchers and, in particular, those named as principal investigators or grant-holders must ensure that: the research they are undertaking is consistent with the terms and conditions defined by the sponsoring organisation, unless amendments have been agreed in writing; that finance is used solely for the purpose for which it was intended; that reports are accurate and timely; and that conditions relating to publication and to ownership of Intellectual Property are followed.

¹ Underlined policies can be found in the Freedom of Information section of the University's external website.

2.2. Openness in Research

The University encourages researchers to be as open as possible in discussing their work with other researchers and with the public. The aim in disseminating research is to increase knowledge and understanding. Once results have been published, the University expects researchers to make available relevant data and materials to other researchers, on request, provided that this is consistent with any ethical approvals and consents that cover the data and materials, and any intellectual property rights in them. Throughout their work, researchers are required to keep clear and accurate records of the procedures followed and the results obtained, including interim results. This is necessary not only as a means of demonstrating proper research practice, but also in case questions are subsequently asked either about the conduct of the research or the results obtained. Research data must be recorded in a durable and appropriately referenced form. In cases where transcripts of interviews form the basis of the research, these should be kept as confidential according to Data Protection Act procedures, and according to any other professional protocols.

2.3. Legality in Research

Researchers must comply with the Data Protection Act (1998), the University's *Data Protection Policy*, and with the appropriate codes of practice issued by their professional association. They must also comply with the University's *Health and Safety Policy*.

2.4. Leadership and Organisation Research

Within the University of Winchester it is the responsibility of the First Deputy Vice-Chancellor, the Director of Research and Knowledge Exchange and the Faculty Heads of RKE to ensure that an environment is created that allows research to be conducted in accordance with good research practice. This includes ensuring that postgraduate research students are made familiar with this Code at Induction and as part of the Postgraduate Certificate in Research Skills. Within a Research Centre responsibility lies with the Convenor of the Research Centre. Research Centre Convenors must create a research environment of mutual co-operation in which all members of a Research Centre are encouraged to develop their skills and in which the open exchange of ideas is fostered. Faculty Heads of RKE in liaison with Heads of Departments and Deans must ensure fairness in the allocation of time and resources among staff. They must also ensure in liaison with the Research and Knowledge Exchange Centre that appropriate direction of research, and supervision of research students and mentoring and supervision of new researchers is provided. When in doubt about good research practice, researchers in Faculties should seek the assistance of their Faculty Head of RKE. Staff in non-academic departments seeking to undertake research should seek the approval of the Director of RKE who will offer advice and determine the appropriate Faculty through which ethics clearance for the project should be sought.

2.5. Training and Research

Through its Staff Development Programme and its Postgraduate Certificate in Research Skills the University offers many opportunities to enable postgraduate research students and new researchers to understand and adopt best practice in research as quickly as possible.

3. PRINCIPLES AND PROCEDURES FOR HANDLING ALLEGATIONS OF RESEARCH MISCONDUCT

3.1. Introduction

The University has a responsibility to ensure that research carried out by its staff, researchers and students, or by others in its name, is carried out in conformity with the law, and in accordance with best practice and principles. All staff, researchers and students of the University have a responsibility to report any suspected case of research misconduct to the Director of RKE.

3.2. Definition of Research Misconduct

Research misconduct is understood to include, but is not limited to, engaging in or attempting to engage in, or planning, fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research and deliberate, dangerous or negligent deviations from accepted practice and/or University policies in carrying out research. This includes misconduct in relation to ethics procedures at any stage of a project. Research misconduct does *not* include honest error, or honest differences in the design, execution, interpretation, or judgment in evaluating data or research methods. Similarly it does not include poor research unless this encompasses the intention to deceive.

3.3. Handling Allegations of Research Misconduct

The University shall take seriously all allegations of research misconduct relating to the work of any researcher. The University will handle such allegations using (as appropriate) its *Complaints Policy*, grievance and disciplinary procedures.

4. USEFUL DOCUMENTS

UK Research Integrity Office *Code of Practice for Research: promoting good practice and preventing misconduct*

<http://www.ukrio.org/wp-content/uploads/UKRIO-Code-of-Practice-for-Research.pdf>

<http://www.ukrio.org/publications/code-of-practice-for-research/1-0-introduction/>

UK Research Integrity Office *Recommended Checklist for Researchers*

<http://www.ukrio.org/wp-content/uploads/UKRIO-Recommended-Checklist-for-Researchers.pdf>

Research Councils UK *The European Charter for Researchers and Code of Conduct for the Recruitment of Researchers*

<http://www.rcuk.ac.uk/RCUK-prod/assets/documents/skills/qapanalysis.pdf>

Research Councils UK *RCUK Policy and Guidelines on Governance of Good Research Conduct*

[http://www.rcuk.ac.uk/RCUK-](http://www.rcuk.ac.uk/RCUK-prod/assets/documents/reviews/grc/RCUKPolicyandGuidelinesonGovernanceofGoodResearchPracticeFebruary2013.pdf)

[prod/assets/documents/reviews/grc/RCUKPolicyandGuidelinesonGovernanceofGoodResearchPracticeFebruary2013.pdf](http://www.rcuk.ac.uk/RCUK-prod/assets/documents/reviews/grc/RCUKPolicyandGuidelinesonGovernanceofGoodResearchPracticeFebruary2013.pdf)

Research Councils UK *Strategic Vision*

<http://www.rcuk.ac.uk/RCUK-prod/assets/documents/RCUKStrategicVision.pdf>

Research Councils UK *Concordat for Engaging the Public with Research*

<http://www.rcuk.ac.uk/RCUK-prod/assets/documents/scisoc/ConcordatforEngagingthePublicwithResearch.pdf>

AHRC *Research Funding Guide*

<http://www.ahrc.ac.uk/SiteCollectionDocuments/Research-Funding-Guide.pdf>

ESRC *Framework for Research Ethics*

http://www.esrc.ac.uk/images/framework-for-research-ethics-09-12_tcm8-4586.pdf

ESRC *Guidance for Applicants* [portal]

<http://www.esrc.ac.uk/funding-and-guidance/guidance/applicants/index.aspx>

Vitae *Concordat to Support the Career Development of Researchers*

<https://www.vitae.ac.uk/policy/vitae-concordat-vitae-2011.pdf>