APIC Responsible Conduct in Research and Scholarship Policy

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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.

APIC seeks to create and maintain an environment where research and scholarship activities are carried out with honesty, integrity, and scientific rigour.

This Policy describes the principles of the responsible conduct of research and scholarship at APIC.

2. Scope

This Policy applies to all APIC students and staff who participate in research and scholarship activities. This includes enrolled students participating in coursework units at APIC, 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

For the purposes of this policy and related policy documents, the following definitions apply:

Item	Definition
Academic activity	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.
Academic integrity	Actions aligned with values of honesty, trust, fairness, respect and responsibility in learning, teaching and research.
Research	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)
Scholarship	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

APIC recognises the following key principles in conducting research through the lifecycle from conception through development, delivery and dissemination in-line with the Australian Code for the Responsible Conduct of Research (the Code).

1. Honesty: APIC researchers must truthfully and accurately present information through the research lifecycle.
2. Rigour: APIC researchers must apply attention to detail, robust methodology, and awareness/acknowledgement of biases in conducting research.
3. Transparency: APIC researchers must 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: APIC researchers must 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: APIC researchers must treat with care and respect research participants, the wider community, animals and the environment, especially minority groups and vulnerable people.
6. Recognition of the right of Aboriginal and Torres Strait Islander (ATSI) peoples in relation to research: APIC researchers must ensure 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: APIC researchers must 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: APIC researchers must endeavour to promote and foster a research culture and environment that supports the responsible conduct of research.

5. Institutional Responsibilities

APIC notes the following key institutional responsibilities through which to meet its obligation to encourage and support responsible research conduct, in-line with the Australian Code for the Responsible Conduct of Research (the Code). APIC 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 and scholarship activities in the College;
2. Identify and comply with relevant laws, regulations, guidelines and policies related to the conduct of research: APIC 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: APIC 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: APIC 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 vitaes and qualifications of all APIC staff are maintained in a staff register. The selection of supervisors is made according to their qualifications and skills.

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: This is carried out and fostered 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: APIC stores and maintains research data in a repository where it can be accessed by the relevant stakeholders.

9. Facilitate the prevention and detection of potential breaches of the Code: The Research Ethics Committee att APIC is responsible for overseeing the process of preventing and detecting of potential breached of the Code.

10. Provide mechanisms to receive concerns or complaints about, 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

APIC acknowledges the following key responsibilities for researchers 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 are consistent with the Australian Code for the Responsible Conduct of Research (the Code), excluding the responsibility concerning research with animals, as no such research is conducted at APIC. These responsibilities 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

7. Related Documents

- Student Code of Conduct;
- Staff Code of Conduct,
- Academic Integrity Policy

8. Relevant 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;
- Higher Education Support Act 2003 (Cth);
- Australian Code for the Responsible Conduct of Research, 2018;
- Guide to Managing and Investigating Potential Breaches of the Code, 2018 (the Investigation Guide)

9. Version Control

Document ID	APIC Responsible Conduct in Research and Scholarship Policy
Category	Academic
Document Owner	Dean
Approved by	Academic Board

Version	Summary of Changes	Approval date	Review Date
1.2	Review and updated	12 May 2017	
2.0	Include and adopt the Australian Code for the Responsible Conduct of Research	16 August 2018	
2.1	Reviewed. Editorial changes made	9 October 2020	09 October 2022
2.2	Extension of review date	CEO 11 July 2023	11 July 2024