

# Research Code of Conduct Policy



## 1 Purpose

To establish a framework to promote sound and ethical research conduct and to promote best practice approaches in the responsible conduct of Research Activities at the University.

## 2 Scope

This policy applies to all University Research Workers.

## 3 Policy Statement

The University is committed to maintaining the highest standards of integrity in conducting research, and to creating and maintaining an ethical research culture. The University's Research Code of Conduct Policy sets expectations for the responsible conduct of Research Workers.

This Policy must be read in conjunction with the University's Code of Conduct Policy, the Australian Code for the Responsible Conduct of Research, 2018 and the Australian Code for the Responsible Conduct of Research's supplementary guides.

It is the responsibility of Research Workers to be aware of and comply with the Australian Code for the Responsible Conduct of Research and conduct research in a responsible and ethical manner.

Some examples of legislation, policy, procedures and guidelines are listed in Section 7 of this policy. These documents provide further information for Research Workers in relation to their research conduct and inform this policy.

## 4 Principles

### 4.1 Statement of guiding principles

The University has adopted the principles within the Australian Code for the Responsible Conduct of Research, and all Research Workers are expected to uphold these principles at all times whilst undertaking Research Activities:

1. **honesty** in the development, undertaking and reporting of research

2. **rigour** in the development, undertaking and reporting of research
3. **transparency** in declaring interests and reporting research methodology, data and findings
4. **fairness** in the treatment of others
5. **respect** for research participants, the wider community, animals, and the environment
6. **recognition** of the right of Aboriginal and Torres Strait Islander peoples to be engaged in research that affects or is of particular significance to them
7. **accountability** for the development, undertaking and reporting of research
8. **promotion** of responsible research practices.

## 4.2 Responsibilities

The Australian Code for the Responsible Conduct of Research represents the core behaviours that characterise the responsible conduct of research. The University endeavours to fulfil all responsibilities under the Australian Code for the Responsible Conduct of Research, 2018 and identifies and trains Research Integrity Advisors within the institution to assist with promotion and fostering of responsible research.

Research Integrity Advisors work with the University's Research Integrity and Ethics team to provide advice relating to the principles and responsibilities outlined in the Australian Code for the Responsible Conduct of Research, 2018. When advice is sought, privacy and confidentiality will be maintained in accordance with relevant University policy.

All Research Workers must become familiar with their individual responsibilities outlined in the Australian Code for the Responsible Conduct of Research, 2018 and seek advice from the University to identify other relevant Policy Instruments and Regulatory Compliance Instruments which may include compliance with some or all of the following:

- Research Workers undertaking research involving humans, and/or their data or tissue, must comply with ethical principles of integrity, respect for persons, justice and beneficence, in accordance with: the National Health and Medical Research Council Act 1992 and the National Statement of Ethical Conduct in Human Research. Furthermore, Research Workers planning to do any type of research involving Aboriginal and Torres Strait Islander peoples must consult and follow the advice in the most contemporary versions of Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders and Keeping research on track II as well as the Guidelines for Ethical Research in Australian Indigenous Studies (GERAIS) produced by the Australian Institute of Aboriginal and Torres Strait Islander Studies.

- Research Workers involved in the care and use of animals for scientific purposes, must comply with the governing principles outlined in: the Animal Care and Protection Act 2001(Qld) and the Australian code for the care and use of animals for scientific purposes.
- Research Workers involved in the use of genetically modified organisms and/or research that incorporates biological agents, must comply with the requirements outlined in: the Gene Technology Act 2000 (Cwlth), the Gene Technology Act 2001 (Qld), and the National Health Security Act 2007.
- All Research workers will have unique health and safety considerations relating to the conduct of research, whether it is conducted in a laboratory, out in the field, remotely or within an office environment. It is expected that researchers behave responsibly when conducting their research and act in accordance with the University's Work Health and Safety Risk Management Procedure and other relevant guidelines, standards and manuals specific to their type of research.

### 4.3 Potential breaches of the Research Code of Conduct Policy

The Vice-Chancellor is responsible for ensuring that the University has in place proper processes for managing breaches in research. Accordingly, the University has established the Research Code of Conduct: Management of Potential Breaches Procedure to outline the process for reviewing potential breaches of the University's Research Code of Conduct Policy.

## 5 References

Australian Government. (2018). Australian Code for the Responsible Conduct of Research. Canberra, ACT: Australian Government, Retrieved from <https://nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018>.

## 6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Policy Information

<b>Subordinate Schedules</b>	
<b>Accountable Officer</b>	Deputy Vice-Chancellor (Research and Innovation)
<b>Responsible Officer</b>	Deputy Vice-Chancellor (Research and Innovation)
<b>Policy Type</b>	Governance Policy

<b>Approved Date</b>	14/5/2019
<b>Effective Date</b>	1/7/2019
<b>Review Date</b>	1/7/2022
<b>Relevant Legislation</b>	<p><a href="#"><i>Animal Care and Protection Act 2001 (Qld)</i></a></p> <p><a href="#">Australian code for the care and use of animals for scientific purposes 8th Edition 2013</a></p> <p><a href="#">Australian Code for the Responsible Conduct of Research, 2018</a></p> <p><a href="#">Gene Technology Act 2000 (Cwlth)</a></p> <p><a href="#">Gene Technology (Queensland) Act 2016 (Qld)</a></p> <p><a href="#">Higher Education Standards Framework (Threshold Standards) 2015 - Sections 4.1 &amp; 4.2</a></p> <p><a href="#">National Health and Medical Research Council Act 1992</a></p> <p><a href="#">National Health Security Act 2007</a></p> <p><a href="#">National Statement on the Ethical Conduct in Human Research 2007 (updated 2018)</a></p> <p><a href="#">Public Sector Ethics Act 1994</a></p> <p><a href="#">USQ Enterprise Agreement</a></p>
<b>Related Policies</b>	<p><a href="#">Animal Wellbeing and Ethics Policy</a></p> <p><a href="#">Code of Conduct Policy</a></p> <p><a href="#">Costing and Pricing Policy</a></p> <p><a href="#">Environmental Management Policy and Procedure</a></p> <p><a href="#">Intellectual Property Policy and Procedure</a></p> <p><a href="#">Public Interest Disclosure Policy and Procedure</a></p> <p><a href="#">Student Code of Conduct Policy</a></p> <p><a href="#">Student Complaint and Appeal Policy</a></p> <p><a href="#">Work Health and Safety Policy</a></p>
<b>Related Procedures</b>	<a href="#">Academic Appeal Procedure</a>

	<p><a href="#">Authorship Procedure</a></p> <p><a href="#">Costing and Pricing (Research) Procedure</a></p> <p><a href="#">Disciplinary Action for Misconduct or Serious Misconduct Procedure</a></p> <p>Human Research Ethics Procedure (under development)</p> <p><a href="#">Research Code of Conduct: Management of Potential Breaches Procedure</a></p> <p><a href="#">Research Data Management Procedure</a></p> <p><a href="#">Work Health and Safety Risk Management Procedure</a></p>
<p><b>Related forms, publications and websites</b></p>	<p><a href="#">Animal Ethics website</a></p> <p><a href="#">Human Research Ethics website</a></p> <p><a href="#">Institutional Biosafety website</a></p> <p><a href="#">Research Integrity and Research Integrity Advisors website</a></p> <p><a href="#">Student Research Misconduct Penalty Schedule</a></p> <p><a href="#">University Statement on Peer Review</a></p>
<p><b>Definitions</b></p>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Policy Instrument</a></p> <p>The tools and instruments used by the University to implement its Policies, including but not limited to, Procedures, charters, schedules and manuals.</p> <p><a href="#">Regulatory Compliance Instrument</a></p> <p>An external compliance instrument provided by legislation, regulation, standards, statutes or rules, including subordinate instruments.</p> <p><a href="#">Research Activities</a></p> <p>Refers to activities that result in 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 and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.</p> <p><a href="#">Research Conduct Complaint</a></p>

A Complaint about a potential breach of the University Research Code of Conduct and the Australian Code for the Responsible Conduct of Research occurs when a concern is raised or identified that one or more Research Workers have conducted research that is not in accordance with the principles and responsibilities outlined in those documents. All Research Conduct Complaints will be dealt with in accordance with the University's Managing and Investigating Potential Breaches of the Research Code of Conduct Procedure.

[Research Worker](#)

Any person/s involved in Research Activities at, or on behalf of the University. This includes, but is not limited to Employees, Students, visiting scholars, research partners, research affiliates, holders of Honorary or Adjunct positions and research ethics committee members.

[Student](#)

A person who: has been Admitted or Enrolled in an Academic Program at the University, but has not yet graduated from the program; or has been Enrolled in a Course at the University but has not yet completed the Course.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

[Vice-Chancellor](#)

The person bearing the title of Vice-Chancellor or as otherwise defined in the University of Southern Queensland Act 1998, including a person acting in that position.

**Definitions that relate to this policy only**

**Keywords**

**Record No**

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