


|   |  |
|---|--|
|  <b>BOND UNIVERSITY</b> | <b>RESEARCH CODE OF CONDUCT POLICY</b> |
| Contact Officer   | Provost                                |
| Date First Approved   | 16 November 2006                       |
| Approval Authority  | Chair, Academic Senate                 |
| Date of Next Review   | 2 July 2023                            |

## 1. PURPOSE AND OBJECTIVES

This Policy sets out the requirements for the responsible conduct of research at Bond University. Bond University is proud of its research and scholarship and is committed to ensuring that researchers engage in research and scholarship to the highest standards of professional conduct, in accordance with the accepted practice of their disciplines and the codes of relevant external legislative and funding bodies.

The purpose of the University's Research Code of Conduct is to promote and communicate the University's commitment to these guiding principles and to the highest standards of ethics and integrity for staff and students undertaking research.

## 2. AUDIENCE AND APPLICATION

Bond University Staff and Students

## 3. ROLES AND RESPONSIBILITIES

| Role                  | Responsibility   |
|-----------------------|--|
| Faculties and Centres | Clause 7 Responsible to ensure compliance with University policies.  |
|                       | Clause 8 Disclosure must be made to the Associate Dean Research and Executive Dean of the Faculty who will decide whether to refer the matter to the Provost for inclusion in the Conflict of Interest Register. |
| Researchers           | Clause 8 Responsible for reporting any potential conflicts of interest.  |
|                       | Clause 9 All researchers must comply with all relevant laws, guidelines of regulatory agencies and institutional policies.   |

## 4. GENERAL PRINCIPLES

- 4.1. The University upholds the established guiding principles central to research and scholarship which are set out in the Joint NHMRC/ARC/Universities Australia "Australian Code for the Responsible Conduct of Research" (2018) ([National Code](#)) and any subsequent revisions.
- 4.2. University staff and students who undertake research must adhere to the highest principles of honesty and accuracy so that the total body of knowledge increases without distortion of the truth.
- 4.3. The University expects that those engaged in research activity are committed to high standards of professional conduct and integrity. Researchers have a responsibility to ensure their research activities adhere to the principles contained in this Policy and the principles of the National Code.
- 4.4. Researchers should understand the National Code and ensure persons under their supervision such as students/trainees are aware of The Code and comply with its obligations.
- 4.5. Researchers must only undertake work which upholds accepted ethical and professional standards of integrity and which they are competent to perform.
- 4.6. Researchers are responsible for incorporating into their research the broad ethical principles of justice, truth and respect for people and their privacy and avoidance of harm to them as well as respect for non-human subjects of research.
- 4.7. Where research procedures require approval by a human or animal research ethics committee, by a biosafety committee, or any other regulatory committee, such research must not proceed without approval from the relevant Committee.
- 4.8. Research involving Aboriginal and Torres Strait Islander peoples must also be conducted in accordance with 'Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research' (NHMRC 2003 or subsequent revision) and 'Guidelines for Ethical Research in Indigenous Studies' (Australian Institute of Aboriginal and Torres Strait Islander Studies 2003 or subsequent revision).
- 4.9. If research involves data of a confidential nature, confidentiality must be maintained.
- 4.10. Research results should generally be open to scrutiny and review by colleagues within the University and, through appropriate publication. For this reason, adequate record-keeping is essential (see Bond University's Research Data Management Policy).
- 4.11. If research involves any goods, technology or software subject to export controls, researchers must obtain relevant export control permits in accordance with the University's [Defence Export Control Policy](#).
- 4.12. Bond University endorses the [EQUATOR Network](#) reporting guidelines for health research.
- 4.13. Research involving human tissue or [biomaterials](#) must obtain approval to import and transport those materials in accordance with relevant legislation.

## 5. RESEARCH DATA

Data (including electronic data) must be recorded in a durable and appropriately referenced form for ease of identification and retrieval. Confidential research data and records must be maintained securely. All management of research data is determined by Bond University's Research Data Management Policy.

## 6. RESEARCH DATA OWNERSHIP

Ownership of research data and primary materials for researchers must be determined by Bond University's [Intellectual Property Policy](#), in conjunction with the Research Data Management and Sharing Policy.

## 7. SUPERVISION OF STUDENTS/RESEARCH TRAINEES

- 7.1. Faculties and Centres are responsible for ensuring compliance with the University's [HDR Student Supervision Policy](#).
- 7.2. The University, through the Faculties, will ensure the appointment of appropriately qualified supervisors for each research student and research trainee and that the supervisory load ensures effective intellectual interaction and mentoring of the student and research trainee throughout the period of candidature or training.
- 7.3. Supervisors are obliged to provide students and research trainees with advice and guidance on all factors concerning good research practice.
- 7.4. Each research student should be provided with training to inform them of current government and University policies for the conduct of research, including those which deal with ethical requirements for research involving human and animal subjects; intellectual property; requirements for confidentiality; and occupational health and safety matters.
- 7.5. Supervisors must ensure, as far as possible, the validity of research data obtained by a research student or research trainee under their supervision.

## 8. CONFLICTS OF INTEREST

- 8.1. The responsible conduct of research requires disclosure of any potential [conflict of interest](#) whether real or perceived.
- 8.2. Researchers have an obligation to disclose any affiliation, perceived affiliation, or financial involvement with any organisation or entity with a direct interest in the research subject matter or materials or other resources of researchers. A conflict of interest may involve sponsorship of the investigation, or indirect benefits such as the provision of materials or facilities supporting the research, or the provision of travel or accommodation expenses to attend conferences.
- 8.3. Other examples of conflict of interest include where a researcher or their spouse/dependent has a financial interest (equity, directorship, consultant) in the funding agency or in an agency paid from the grantfunds.
- 8.4. Researchers have an obligation to disclose, at the time of reporting or developing an application, any conflict of interest which has the potential to influence research and investigations, publication, media reports, grant applications and applications for promotion or appointment. Disclosure must be made to the Associate Dean Research and Executive Dean of the Faculty who will decide whether to refer the matter to the Provost for inclusion in the Conflict of Interest Register.

## 9. RESEARCH MISCONDUCT

[Research misconduct](#) is a failure to adhere to high standards of professional conduct and integrity and to the principles contained in this Policy, the Research Misconduct Policy, and the principles of the National Code.

All researchers must comply with all relevant laws, guidelines of regulatory agencies and institutional policies. Failure to comply with this Policy may be considered to be research misconduct.

All concerns about the conduct of research, including potential research misconduct, must be reported as described in the Research Misconduct Policy.

## 5. DEFINITIONS, TERMS, ACRONYMS

|                             |   |
|-----------------------------|---|
| <b>Biomaterials</b>         | Includes, but is not limited to, blood, blood products, tissues, body fluids and any derivatives produced by chemical or physical means; micro-organisms – wild type or mutant; plants and plant material as defined in the Institutional Biosafety Policy. |
| <b>Conflict of Interest</b> | Is a situation where an actual, perceived or potential conflict exists as defined by the Bond University Code of Conduct.   |
| <b>Peer Review</b>          | Impartial and independent assessment of research by others working in the same or a related field.  |
| <b>Research Misconduct</b>  | Misconduct or serious misconduct as defined by the Research Misconduct Policy.  |
| <b>Researchers</b>          | Any individual or group of persons who conduct research at or on behalf of the University, including higher degree by research (HDR) students.  |

**National Code**                    [Australian Code for the Responsible Conduct of Research](#) (2018) or any subsequent published revision thereof.

**6. RELATED DOCUMENTS**

- [National Statement on Ethical Conduct in Human Research \(2007\) – updated 2018 Australian Code for the Responsible Conduct of Research \(2018\)](#)
- [Guidelines Under Section 95 of the Privacy Act 1988 \(2015\)](#)
- [Privacy Act 1988 \(Cth\)](#)
- [Australian Privacy Principles \(as at 8 August 2019\)](#)
- [Information Privacy Act 2009 \(Qld\)](#)
- [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders 2018](#)
- [Australian Institute for Aboriginal and Torres Strait Islander Studies \(AIATSIS\) Guidelines for Ethical Research in Australian Indigenous Studies](#)
- [Australian Code for the Care and Use of Animals for Scientific Purposes 8th edition \(2013\)](#)
- [National Regulatory Scheme for Genetically Modified Organisms](#)
- [Authorship Policy](#)
- [Code of Conduct Policy \(Staff\)](#)
- [Research Misconduct Policy](#)
- [Research Data Management Policy](#)
- [Defence Export Control Policy](#)
- [Institutional Biosafety Policy](#)
- [Academic Integrity Policy](#)
- [Copyright Compliance Policy](#)
- [Intellectual Property Policy](#)
- [Bond University Human Research Ethics Policy](#)
- [Bond University Animal Research Ethics Committee Policy](#)
- [HDR Student Supervision Policy](#)

**7. MODIFICATION HISTORY**

| <b>Date</b> | <b>Sections</b> | <b>Source</b> | <b>Details</b> |
|-------------|-----------------|---------------|----------------|
| 2 July 2020 |                 |               | V4             |
| April 2015  |                 |               | V3             |
| Sept 2012   |                 |               | V2             |