

Research Governance and Integrity Policy

Sunway University

Introduction

1. Sunway University expects that all research carried by its staff or otherwise on its behalf is undertaken in the most conscientious and responsible manner, in accord with the highest international standards. The aim is to set standards that enhance research quality, integrity and compliance, and that safeguard the public.
2. The Research Governance and Integrity Policy sets out the University's expectations regarding the conduct of research and outlines the responsibilities of those involved.
3. The Policy applies to all staff and students of the University and to any others conducting or supporting research under its auspices. Such persons are hereafter referred to as the *researchers*.
4. The University expects all researchers, and in particular those with a specific responsibility as research leaders, to observe and promote the principles set out here at all times.

Obligations

5. Researchers must comply with all applicable laws and statutes relevant to the conduct of research.
6. Researchers are also required to conform to relevant guidance, directives and codes from the University, from organisations hosting and/or funding the research and from professional bodies in the particular field(s) of the research.

Research Conduct

7. Researchers must adhere to the following general principles of research conduct:
 - (i) **Honesty**: researchers should be honest in respect of their own actions and intentions when undertaking research and in their responses and intentions towards the research of others;
 - (ii) **Integrity**: researchers must comply with all legal and ethical requirements relevant to their field of study;
 - (iii) **Co-operation**: researchers must be as open as possible in discussing their work and exchanging ideas with other professionals and the public;
 - (iv) **Accountability**: researchers must ensure that all research undertaken (a) complies with any agreements, terms and conditions relating to the project, (b) allows for proper governance and transparency, and (c) is undertaken with financial probity; and can demonstrate that this is the case;

- (v) **Training and Skills:** the lead researcher is expected to ensure that all members of the research team are properly supervised and, where necessary, that appropriate training is given to enable team members to undertake their prescribed tasks safely and with integrity;
 - (vi) **Safety:** researchers must ensure that all research is carried out safely, adhering to best practice in their field. Researchers must familiarise themselves with, and, where necessary, undertake training in, appropriate health and safety procedures prior to undertaking any research;
 - (vii) **Suitability:** researchers should not seek funding from, nor collaborate with, any organisations or individuals who may bring the University into disrepute, this includes, for example, organisations or individuals that engage in unlawful, unethical or immoral activities, or are otherwise deemed as unsuitable by the University;
 - (viii) **Data Protection:** the collection, processing, storage or recording of personal data must comply with all data protection legislation;
 - (ix) **Intellectual Property:** researchers should consider the potential of the IP arising from their research and take reasonable measures to protect any such IP. Researchers should be fully aware of the University's IP policy.
 - (x) **Dissemination:** except where other constraints apply (for example the need to protect IP), researchers are expected to disseminate the findings of their research through the normal accepted channels for their field, such as through peer-reviewed publication;
 - (xi) **Acknowledgment:** all contributors to the research must be appropriately acknowledged. Anyone listed as an author on a paper must be familiar with the contents of the paper and able to identify his/her contribution to it. Principal authorship and other publication credit should accurately reflect the relative scientific or professional contribution of the individuals involved; and
 - (xii) **Sensitivity:** researchers have an obligation to consider the commercial, political, religious, cultural or ethical sensitivity of their research and to take this into account at all times.
8. These general principles apply to the whole range of research-related activities including: experimental design; generating and analysing data; ensuring the accuracy of data; publishing results; storing research results; acknowledging the direct and indirect contribution of colleagues and collaborators; and the refereeing and editing process.

9. Researchers are expected also to understand and comply with the following:
- (i) Plagiarism, deception or the fabrication or falsification of results is unacceptable and will be treated as a serious disciplinary offence;
 - (ii) Researchers must not engage in, nor conceal, misconduct and are expected to report cases of suspected misconduct in a responsible and professional manner;
10. In addition to the general research principles above, research in the following areas must also adhere to research specific requirements:

- (i) **Clinical:** researchers undertaking clinical research must adhere to all applicable regulations and guidelines concerning the set-up, review, management and reporting of such research. Researchers are responsible for ensuring they have all the necessary approvals to undertake any clinical research. All researchers that have *participant contact* in clinical trials must undertake training in: good clinical practice, research design, regulatory and ethics approval, confidentiality, data management, record keeping and data protection;
- (ii) **Human Tissue:** researchers undertaking human tissue research must adhere to all applicable regulations and guidelines concerning: consent; governance and quality; premises; facilities and equipment; and disposal.
- (iii) **Animal:** research involving animals should be conducted in accordance with the law and have the approval of all appropriate bodies. Researchers should consider, at an early stage in the design of any research involving animals, the opportunities for reduction, replacement and refinement of animal involvement (the three 'R's).