1. Context

Torrens University Australia values the advancement of knowledge and fostering of creativity through excellence in research and scholarship. The University provides an environment that encourages and nurtures research, research education and free intellectual inquiry, and is committed to the highest standards of ethical and responsible research. As with all its activities, the University expects all members of the University community to conduct themselves in a manner consistent with its values of excellence, integrity, fairness and intercultural understanding.

Torrens University Australia endorses the general principles of research articulated in the Australian Code for the Responsible Conduct of Research (‘the ACRCR’), jointly issued by the National Health and Medical Research Council, the Australian Research Council and Universities Australia. The University expects all researchers and research managers to be familiar with its provisions and to conduct their research and related tasks in accordance with the ACRCR, this Code of Conduct and all other relevant legal, regulatory and policy requirements.

2. Definitions

University community: students, staff, agents, affiliates, alumni, officers, contractors, volunteers, and other people who are formally involved in a University–related activity, regardless of the location of that activity.

3. Scope

The Research Code of Conduct applies to all research higher degree students, staff and other members of the University community engaged in research activity.

4. Principles

Torrens University Australia’s approach to its research activities as detailed in this Code of Conduct is based on the general principles of:

- Integrity;
- maintenance of the University’s reputation;
• advancement of knowledge and its obligations including appropriate competence and sound methodology;
• appropriate practices in dealing with humans and animals;
• respect for confidentiality; and
• management of conflict of interest.

5. Standards of ethical and responsible research conduct

When engaged in research activity, the University expects researchers to apply the highest ethical and safety standards, by:
• conducting and managing research with honesty and integrity so as to minimise adverse effects on the wider community and the environment;
• respecting the truth, the welfare and the rights of human and animal research participants, and obtaining written approval from appropriate ethics committees and other safety or regulatory bodies when required;
• managing conflicts of interest so that ambition and personal advantage do not compromise ethical or scholarly considerations;
• adopting methods appropriate for achieving the aims of each research proposal;
• citing awards, degrees conferred and research publications accurately, including the status of any publication, such as ‘under review’ or ‘in press’;
• demonstrating good stewardship of resources used to conduct research;
• appropriately acknowledging the role of others in research;
• communicating research results responsibly;
• following proper practices for environmental and occupational health and safety and security;
• promoting adoption of this Code of Conduct and the ACRCR and avoiding departures from the responsible conduct of research; and
• conforming to University policies and the policies of research funding agencies.

5.1 Examples of ethical and unethical research practice

Good practices by researchers which support the above principles include but are not limited to:
• striving continually to improve individual scholarship and ensure that knowledge is current;
• bringing due care and diligence to bear upon the discharge of academic research duties;
• being willing, when in doubt, to obtain advice and assistance to execute research competently;
• employing good research methodology and sound research design;
• publishing results as soon as practicable; and
• meeting the terms of a granting agency’s reporting requirements.

Practices which are in breach of the above principles and would be regarded as research misconduct and subject to the Research Misconduct Procedures include but are not limited to:
• fabrication, falsification or misrepresentation of results;
• plagiarism;
• misleading ascription of authorship;
• failure to declare and manage serious conflicts of interest;
• falsification or misrepresentation to obtain funding;
• conducting research without appropriate ethics approval;
• risking the safety of human participants, or the wellbeing of animals or the environment;
• participation in or initiation of work which the researcher is not competent to perform;
• conduct or action that would detract from the reputation of Torrens University Australia or the researcher’s discipline;
• deviations from the standards specified in 5 above through gross or persistent negligence; and
• wilful concealment or facilitation of research misconduct by others.

6. Research Data Management

The University expects researchers to retain and manage research data according to the provisions articulated in Section 2 of the ACRCR.

Researchers must:

- securely maintain research data and primary research materials and records in a way that is accurate, complete and in sufficient detail to enable verification of research results and to reflect what was communicated, decided or done;
- record data (including electronic data) in a durable, indexed and retrievable form that is compliant with relevant protocols;
- retain data intact for at least five years from the date of any publication based upon that data, and for longer if appropriate: e.g., if results are challenged, retain until matter resolved; if there are regulatory or funding agency requirements, retain as required; if data have historical or archival value, retain indefinitely;
- follow University and School procedures for retention of data;
- enter the location of the research data on the School Register of Research Data and Records prior to publication of the findings based on that research;
- ensure that data forming the basis of publications is available for discussion with other researchers. Where ethical, privacy or confidentiality considerations apply, the data should be kept in a way that allows reference by third parties without breaching these considerations;
- when data are obtained from limited access data bases, or via a contractual arrangement, written indication of the location of the original data, or key information regarding the database from which the data was obtained, must be retained by the researcher.

Heads of School must:

- maintain a Register of Research Data and Records and their location, for research undertaken within their School;
- monitor the compliance with this Code of Conduct by researchers within their School.

7. Research publication and dissemination

The University expects researchers to disseminate research findings responsibly, in accordance with the provisions in Section 4 of the ACRCR and relevant Torrens University Australia policies, including the Intellectual Property Policy.

Researchers must:

- ensure they acknowledge the work of other authors appropriately and accurately in publication and dissemination of their research;
• ensure publication of research findings is complete, taking account of any restrictions relating to intellectual property or culturally sensitive data; where appropriate, include any negative findings and results which may be contrary to the hypothesis and/or conclusion;
• include information on all sources of financial and in-kind support for the research, including recognition of support from Torrens University Australia, as well as any potential conflicts of interest;
• describe accurately the state of publication (in preparation, submitted, under review, accepted for publication, in press), research funding (applied for, granted, funding period), and awards conferred;
• when privately reporting research that has not been subjected to peer review, disclose fully the unpublished status of the work and the peer-review mechanisms to which it will be subjected;
• ensure that published reports, statistics and public statements about research activities and performance are complete, accurate and unambiguous;
• correct the record as soon as possible, if the researcher becomes aware of unintentional misleading or inaccurate statements about their work;
• when the researcher is submitting substantially similar work to more than one publisher, disclose this to the publishers at the time of submission;
• acknowledge and fully disclose Torrens University Australia and sponsors involved in any collaborative research, except where restrictions have been agreed with the sponsor;
• where feasible, provide research participants with an appropriate summary of the research results;
• seek advice from staff responsible for media liaison when discussing research findings with the media or wider community, to minimise the scope for misunderstandings.

Practices which are in breach of the above principles and would be regarded as research misconduct and subject to the Research Misconduct Procedures include but are not limited to:
• deliberately including inaccurate or misleading information relating to research activity in curriculum vitae, grant applications, job applications or public statements;
• publishing multiple full papers drawing the same conclusions from the same set of research findings, except where there is full acknowledgement and cross-referencing within the papers (for example, in a series of closely related works, a review article or a translation, or where a complete work grew out of a preliminary publication such as an abstract or conference presentation).

8. Research Authorship

The University expects researchers to observe the provisions in Section 5 of the ACRCR, ensuring that the confirmation of authorship is conducted for all research outputs, Torrens University Australia is appropriately attributed, and appropriate authorship records are kept.

8.1 Criteria for authorship

For a person to be recorded as an author of a publication, the person must agree in writing, and must have made a substantial contribution to at least two of the following three activities:
• conception and design of the project;
• analysis and interpretation of research data;
• drafting significant parts of the article or critically revising it so as to contribute to the interpretation.

Authorship must not be offered purely on the following grounds:
• holding a position of authority (e.g. head of a research group or a supervisory role); or
• facilitating the acquisition of funding; or
• providing routine assistance in some aspects of the project; or
• providing a technical contribution, data that has already been published or materials obtained from third parties, but no substantial input to the project or publication.

In this context, 'honorary' authorship is not acceptable.

Each individual author must be able to take public responsibility for the part of the work they contributed and no person who meets the criteria for authorship may be excluded as an author without their permission in writing.

8.2 Ascription of authorship

All individuals and organisations who contributed to the research outcome (e.g. research assistants, technical writers, funding bodies, Torrens University Australia), must be properly acknowledged within the publication.

When there is more than one author of a research output, the authors should discuss and reach agreement in writing on:
• who is to be nominated as executive author for the purposes of administration and correspondence; and
• the order in which authors are listed.

Collaborating researchers should agree in writing on authorship of a publication at an early stage in the research project and review their decisions periodically.

Written authorship acknowledgements and consents must be retained as part of the research records.

9. Research education

The University expects researcher supervisors to train, mentor, support and appropriately attribute research students, and ensure that students’ research outcomes are valid and accurate, in accordance with Section 3 of the ACRCR and relevant University policies, including the Research Higher Degree Programs Policy. Research students are expected to seek guidance and participate in induction and training in the responsible conduct of research.

10. Research peer review

The University recognises the importance of the peer review process. It encourages researchers to seek peer review for all research outputs and to participate responsibly in peer review of research by others, according to the provisions in Section 6 of the ACRCR.

Peer reviewers must:
• be fair and timely in their review;
• observe confidentiality in respect of peer review processes in which they are involved;
• declare all conflicts of interest, and not permit personal prejudice to influence the process;
• not take undue or calculated advantage of knowledge obtained during the peer review process;
• be informed of, and comply with, the review criteria, and not introduce considerations that are not relevant to the review criteria;
• not participate in peer review outside their area of expertise;
• properly consider research that challenges or changes accepted ways of thinking.
Researchers must:
- not seek to influence the peer review process or outcomes;
- mentor their research students in the skills and obligations of peer review.

11. Conflicts of Interest
The University expects researchers to disclose any perceived or actual conflicts of interest in the course of any research conducted, according to the provisions in Section 7 of the ACRCR and the Conflict of Interest Policy.

12. Collaborative research
The University expects researchers participating in collaborative research projects to ensure that the dissemination of project findings, and the management of project data and primary materials, are covered by an agreement between all participating researchers/institutions, and the agreement is complied with, as per Section 8 of the ACRCR.

13. Suspected misconduct
The University expects researchers, and any members of the University community, to act in a timely manner in reporting a case of suspected research misconduct in accord with the Research Misconduct Procedures.

14. Breaches of Research Code of Conduct
Failure to comply with this Code of Conduct may be grounds for disciplinary action under the Staff Misconduct Policy.

Persons considering making an allegation should first read the Research Misconduct Procedures.

15. Research Governance
The Vice-Chancellor and President is ultimately responsible for the conduct of research within the University. Research governance responsibilities are as follows:

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<th>Responsible person/s</th>
<th>Role</th>
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<td>Vice-Chancellor and President</td>
<td>Responsibility and accountability in matters relating to research</td>
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<td>policy, strategy and investment</td>
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<td>Approval of establishment, review and termination of research centres</td>
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<td>Approval of applications from Torrens University Australia staff or</td>
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<td>Academic Council</td>
<td>Advises the Vice-Chancellor and President on:</td>
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<td>Heads of School</td>
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|                      | Oversight and monitoring of research activities undertaken within the School  
Maintenance of a Register of Research Data and Records |
| Research higher degree student, staff member, visitor or contractor involved in research activities | Comply with this Research Code of Conduct |