

Carey Responsible Practice in Research Code of Conduct

INTRODUCTION

This Code of Conduct is to ensure that the highest standards of professional conduct are maintained when undertaking research associated with Carey.

APPLICATION

This policy applies to all research staff and research students.

PURPOSE

This Code of Conduct is designed to ensure that researchers associated with Carey Baptist College, whether as staff or students, maintain the highest standards of professional conduct when undertaking any form of research through adherence to key principles and responsibilities.

POLICY & PROCEDURE

It is expected that all research associated with Carey Baptist College will be undertaken:

- with commitment to the highest standards of professional conduct
- with honesty and integrity
- employing appropriate research methodology
- in accordance with ethical guidelines
- with appropriate records being maintained.

Anyone associated with Carey Baptist College undertaking research (whether as an enrolled student or as a member of Carey staff) will adhere to the following:

INTEGRITY

Researchers will take full responsibility for the integrity of their research including:

- obtaining and presenting facts and interpretations in an objective and open manner
- being fair and unbiased in all aspects of their research and application
- honestly representing their goals and intentions to any participant in the research process
- fairly and fully presenting their results without falsification
- not plagiarising, or condoning the plagiarism of, the works of others
- correctly acknowledging the work of others
- complying with all legal requirements

POLICIES AND GUIDELINES

Researchers will adhere to all policies and guidelines of Carey in relation to research, including the Research Ethics Policy.

RESEARCH METHODOLOGY

All research undertaken must employ appropriate research methods, and findings must be fully and objectively reported, with conclusions based on critical analysis of the findings.

RESEARCH RECORDS

Researchers will maintain clear and accurate records of the research undertaken to enable verification of their work by others and support claims for protection of intellectual property.

- Original research data should be kept for a minimum of six years from completion of the research and should be stored in a safe and secure location (whether stored physically or electronically).
- The risks and issues associated with retention of data in “the Cloud” must be specifically addressed where issues of confidentiality in relation to participants arises
- Any data to be destroyed must be destroyed securely.
- All data collected by staff in the course of their employment remain the property of Carey Baptist College, except where a specific contract provides otherwise
- Any data of a confidential nature obtained in the process of research must not be used for the researcher’s personal advantage, or the advantage of any third party.
- The provisions of the Privacy Act 1993, and in particular the twelve privacy principles, must be observed in relation to the gathering of any personal information.

PEER REVIEW

Researchers will participate in peer review processes where these are deemed appropriate by Carey, including contributing to the peer review of the work of others.

CONFLICT OF INTEREST

Any potential conflict of interest that could compromise the trustworthiness of the research must be disclosed as soon as that conflict of interest is recognised. In cases where a conflict of interest arises, researchers will cooperate in the management of any such conflict.

COLLABORATION

Where any research involves collaboration with other individuals or institutions in the conduct of that research, researchers must specifically consider and agree on any issues raised by the collaboration, in particular in relation to intellectual property, confidentiality, and managing data, findings and conflicts of interest.

TE TIRITI O WAITANGI

All research will be conducted acknowledging, and in accordance with the principles of Te Tiriti o Waitangi.

DEFINITIONS

The following definitions apply to this policy:

Staff means Carey staff

Student means Carey students

Carey means Carey Baptist College

KEY RELEVANT DOCUMENTS

Include the following: Carey Supervisors of Research Code of Practice

DOCUMENT MANAGEMENT AND CONTROL

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