

Code of Good Practice in Research at Carlow College

Professional Standards

All individuals conducting research at Carlow College are expected to adhere to the research guidelines, standards of practice and code of ethics laid down by their disciplinary or professional body.

Honesty

At the core of good research practice, regardless of academic discipline or research topic, is the requirement for researchers to be honest and transparent in relation to their own conduct in research and in terms of their response to other researchers. This applies to the entire research process from the context of discovery, through to the generation and analysis of data and the publication of results. All researchers, whether staff or students, are expected to familiarise themselves with the Carlow College Plagiarism Policy. As set-out therein acts of plagiarism, piracy or fabrication of results will be regarded as a serious disciplinary offence.

Leadership

Principal Investigators or academic supervisors are expected to set the tone for the approach taken to research projects. To proactively guard against research misconduct, Principal Investigators and academic supervisors should convey and model the standards and protocols for research in their own disciplinary and professional areas. To facilitate this all researchers should be encouraged to develop their skills in an arena where research ideas are shared with peers and relevant discussions take place on a regular basis. Principal Investigators and academic supervisors should also ensure that researchers receive regular and appropriate supervision and feedback.

Documenting results and storing primary data

An audit trail should be maintained through the life of research projects to ensure that a clear record is kept of all procedures, analyses and results. This not only ensures transparency and accountability during the course of the study but also in the event of questions being raised at a later stage.

All data generated in the course of research projects must be held for a minimum of five years and securely stored in accordance with the Freedom of Information Act (www.foi.ie) and the College's Data Protection Policy (see Data Protection Commissioner's website www.dataprotection.ie).

Publishing results

Refereed journals are internationally accepted as the most appropriate system for the review of research results. The process of submitting articles to academic journals

enables research results to be reviewed by peers and made available to the wider research community for discussion, verification or replication. All researchers at Carlow College are encouraged to pursue submissions to refereed journal publications as part of their recognition of what constitutes good quality and transparent research practice.

Carlow College requires that any person identified as an author on an academic paper or article is familiar with the content. The practice of honorary authorship is not permitted.

Acknowledgement of the role of collaborators and participants

The contribution of colleagues, collaborators and participants who directly assist or indirectly support the research should be fully and explicitly stated. Failure to acknowledge the role of others will be regarded as unprofessional conduct.

New researchers

It is important that recognition is given to the difficulties that new researchers may initially face in complying with ethical codes and good research practice guidelines. The responsibility for ensuring that students and other new researchers are familiar with good research practice rests with relevant academic sub-committees (such as the Postgraduate Research Programme Board) and with academic supervisors and dissertation co-ordinators. Exposure to arenas where pertinent issues are discussed with both peers and other researchers is seen as important in promoting knowledge and skills for new researchers.

Integrity in managing research projects

Principal investigators and supervisors should ensure that all reasonable steps are taken to ensure compliance with ethical, legal and institutional guidelines in research and to encourage researchers to attend to these issues on an ongoing rather than on a once-off basis. It is the role of the Principal Investigator to ensure accuracy and accountability in applications for research funding.

Conflict of Interest

Carlow College places responsibility on individual researchers to declare any conflicts of interest in relation to research projects or practices including those of a legal, ethical, moral, financial or personal nature. These should be reported, in writing, to the Registrar.

Research Misconduct

Any allegation of research misconduct will be treated seriously and will be referred to the Registrar's office. There is an onus on any member of Carlow College staff who believes that an act of research misconduct is occurring, or has occurred, to notify the Registrar in writing. If this is not possible, or appropriate, such incidents should be referred directly to the Academic Council through the chair of the relevant Programme Board.

