THE UNIVERSITY OF SUSSEX

CODE OF PRACTICE FOR RESEARCH

JUNE 2019

Research and Enterprise Services

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2. Responsibilities

2.1 Council

Council, as the governing body of the University, monitors institutional effectiveness including the application of the Code and its principles, primarily through the Annual Research Integrity Statement.

2.2 Research and Knowledge Exchange Committee

The Research and Knowledge Exchange Committee promotes and develops a strong research and knowledge exchange culture and ethos across the University, encouraging activity that is consistent with an internationally outstanding institution and a profile that matches the best universities at home and abroad. It serves to promote and exchange best practice in relation to the development of early career researchers. The Committee receives reports for information from Research Governance Committee and provides ad0.004 Tc 03 (ee and)10.5 (pr)-6 (ov)8.9 (i) cu10.5 (

2.7 Directors of Research & Knowledge Exchange

Directors of Research & Knowledge Exchange have a responsibility to support Heads of School and the Pro Vice-Chancellor (Research) in ensuring that the highest standards of research integrity, governance and ethical practice are met and that research activities are undertaken in compliance with the Code by staff and students in their Schools. Directors of Research & Knowledge Exchange should actively ensure that Early Career Researchers receive adequate management, guidance, and training to ensure understanding of and compliance with the Code. Dedicated mentoring should be offered on any particular area where the researcher requires support.

2.8Principal Investigators

Principal Investigators and others with a designated research leadership or management role, have a responsibility to ensure that the highest standards of research integrity, governance and ethical practice are met, that research activities are undertaken in compliance with the Code by staff and students under their supervision, and to seek to foster a culture of openness and professional integrity in research practice. Principal Investigators are responsible for creating and maintaining a safe, open and collaborative working environment which should include being clear about processes in place which allow people to raise issues of concern, notably in relation to bullying and harassment. Principal Investigators should actively ensure that Early Career Researchers receive adequate management, guidance, and training to ensure compliance with the Code. Dedicated mentoring should be offered on any particular area where the researcher requires support.

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should be offered on any particular area where the researcher requires support. Early career researchers should be signposted to relevant training and development opportunities.

3.11 Data Management

3.11.1 The University processes personal data for research purposes in relation to its public tasks and legitimate interests. These legal bases for processing are regularly reviewed and balanced against individual rights and freedom

in circumstances where the University or the researcher has made or given confidentiality undertakings to third parties or confidentiality is required to protect intellectual property rights, or where confidentiality is a funder requirement.

(viii) Researchers do not have the authority to sign data sharing agreements or enter into legally binding arrangements or reassurances for the management of data on behalf of the University. The Research Governance Officer in Research and Enterprise Services shall be approached in the first instance to advise on the most appropriate course of action.

3.12 Publication of results and other research outputs

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3.14 Conflicts of Interest and financial involvements

3.14 The following provisions apply to conflicts of interest:

(i) A researcher must act at all times with integrity, in the best interests of the University and make full disclosure of any personal potential or actual conflict of interest in research as expected by the Code of Conduct and Declaration and Register of Interests[19].

(ii) Conflict of interest includes, but is not restricted to, personal or close family affiliation to, or financial involvement with, any organisation sponsoring or providing financial support for a project undertaken by a researcher.

(iii) Financial involvement includes direct personal financial interest, receipt of personal benefits (such as travel and accommodation) and receipt of material or facilities for personal use. (For the avoidance of doubt, the provision of sponsored studentships or elements of travel/accommodation for students or researchers in connection with the research should be excluded from this definition.) Researchers should act in full accordance with the normal principles of financial accountability

(iv) Where it is unavoidable that a purchase is made from a company in which a researcher

5 University policies, legislation and standards of good practice

University policies

Anti-Bribery Policy
http://www.sussex.ac.uk/ogs/policies/goodconduct/fraudbriberycorruption

Anti-Money Laundering Policy
http://www.sussex.ac.uk/ogs/policies/goodconduct/fraudbriberycorruption

Code of Conduct and Declaration and Register of Interests -
http://www.sussex.ac.uk/ogs/policies/goodconduct/conflictofinterest

Financial Regulations

http://www.sussex.ac.uk/finance/policies

Fraud, bribery and corruption
http://www.sussex.ac.uk/ogs/policies/goodconduct/fraudbriberycorruption

Health, Safety & Wellbeing Policy

http://www.sussex.ac.uk/hso/policies

Policy to Prevent Harassment and Bullying at Work
http://www.sussex.ac.uk/humanresources/personnel/policies

Procedure for the Investigation of Allegations of Misconduct in Research
http://www.sussex.ac.uk/staff/research/rgi/rgi_information_and_support/rgi_strategy_policy/research-policies

Purchasing Policy

http://www.sussex.ac.uk/finance/how/purchasing

Research Data Management Policy -
http://www.sussex.ac.uk/library/researchdatamanagement/policies

Sussex Research Online Policy

http://www.sussex.ac.uk/library/research/sro/policies

Sussex Research Online Take-down Policy

http://www.sussex.ac.uk/library/research/sro/policies

Public Interest Disclosure Policy -
http://www.sussex.ac.uk/ogs/policies/goodconduct/raisingconcerns

University regulations

http://www.sussex.ac.uk/ogs/govdocuments/regulations

Relevant Legislation

6 Document history

Version	Date	Change
1.0	March 2000	Original document.
1.1	July 2011	Paragraphs 1.3, 2.2 and 4.1 – 4.6 revised to reflect the introduction of the Procedure for the Investigation of Q6 (i)2.6 2.16 re W n BT 0.007

Review / Contacts / References

Policy
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