

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Research Ethics and Integrity Policy</h2>
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1. Purpose and Scope

- a. This Policy provides a framework for ethical research at S P Jain School of Global Management (S P Jain).
- b. It ensures that research activities conform to accepted ethical standards and that academic integrity is maintained at all times.
- c. This Policy applies to staff, students and visiting scholars associated with research activities at S P Jain.

2. Guiding Principles

- a. S P Jain and all its affiliated researchers subscribe to the Australian Code for the Responsible Conduct of Research 2018 issued by the Australian Research Council (ARC) and Universities Australia.
- b. Any potential breaches of the Code and/or this Policy will be handled in line with the Guide to Managing and Investigating Potential Breaches of the Code 2018 (the Investigation Guide).
- c. Staff or students who are found to be in breach following an investigation will face disciplinary action in accordance with the Academic Integrity Policy and Procedures.
- d. Rights of appeal exist under the Staff Grievance and Complaint Policy and Procedures or Student Grievance and Mediation Policy and Procedures as applicable.

3. Principles of Responsible Research Conduct

- a. The School adheres to the Principles of Responsible Research Conduct in line with the Australian Code for the Responsible Conduct of Research (2018) as follows:
 - i. **Honesty:** Present information truthfully and accurately in proposing, conducting and reporting research.
 - ii. **Rigour:** Underpin research to robust methodology, avoiding or acknowledging biases.
 - iii. **Transparency:** Declare interests, and report research methodology, data and findings openly, responsibly and accurately.
 - iv. **Fairness:** Treat fellow researchers with respect and appropriately reference and cite the work of others, give credit to contributions through authorship.
 - v. **Respect:** Treat research participants, the wider community, animals and the environment with care and respect, giving appropriate consideration to the needs of minority groups or vulnerable people.
 - vi. **Recognise:** Engage with Aboriginal and Torres Strait Islander peoples to be engaged in research prior to, throughout and following the research.
 - vii. **Accountability:** ensuring that research complies with relevant legislation, policies and guidelines.
 - viii. **Promotion of Responsible Research:** Foster a research culture and environment that supports the responsible conduct of research.

4. Researchers' Responsibilities

- a. Prior to commencing research, researchers must determine whether their project falls within the scope of an ethics approval. If so, they are required to obtain approval from the Research Ethics Committee and maintain evidence of such approval.
- b. Researchers are required to prepare a detailed research ethics application for approval including a full description of the project's activities and all information to participants including a Plain Language Statement and Consent Form.
- c. Researchers are required to comply with the conditions of approval and conduct research ethically.
- d. If any adverse events occur or are observed in others as part of the research, researchers should notify the Chair of the RKCC immediately.

5. Ethics Approvals

- a. Not all research projects will involve ethics approval.
- b. The School considers ethics approvals that are defined as "minimal risk". This means that the risk to human participants as part of, or as an outcome of the research, is minimal to low and should not include any elements of research as set out in Appendix 1.
- c. Where the project does require ethics approval, the Research Ethics Committee considers and approves ethics applications and subsequently reports all approvals to the Academic Board via the RKCC.
- d. Applications for ethical approval must be submitted in line with the specified procedures and guidelines.

6. S P Jain's Responsibilities

- a. Researchers receive inductions, formal training, and ongoing education in research

ethics.

- b. Inexperienced researchers are supervised by researchers with appropriate qualifications and adequate levels of experience.
- c. Administrative staff manage and retain in accordance with institutional policies all records and information that support ethics applications, approvals and the handling of perceived/actual breaches.

Related Documents

- a. Academic Integrity Policy and Procedures
- b. Research Framework Policy
- c. Research Training and Supervision Policy
- d. Scholarship of Learning and Teaching Policy
- e. Staff Grievance and Complaint Policy and Procedures
- f. Student Grievance and Mediation Policy and Procedures

Appendix 1: Determining “minimal risk”

1. If the answers to any of the below questions is “yes” the research project is not considered “minimal risk”:
 - a. Does your research involve the collection of human tissue samples? Human tissue samples include blood and other bodily fluids.
 - b. Does your research involve the deception of participants, including concealing the purposes of research, covert observation and/or audio or visual recording without consent?
 - c. Does your research involve the participation of people without their prior consent?
 - d. Does your research involve withholding from one group specific treatments or methods of learning from which they may benefit?
 - e. Does your research involve the access or use of medical records where participants can be identified or linked to their records in some way?
 - f. Does your research involve the use of ionising radiation?
 - g. Does your research involve the use of personal data obtained from a Commonwealth or State Government Department/Agency without the consent of the participants e.g. getting a list of addresses from the Australian Electoral Commission?
 - h. Does your research specifically target any of the following groups of people; (specifically target means they are the central group of participants, as opposed to potentially being incidentally recruited as part of the general population):
 - i. Women who are pregnant and the human Foetus
 - ii. Children and young people
 - iii. Those highly dependent on medical care who are unable to give consent
 - iv. People with a cognitive impairment, intellectual disability or mental illness
 - v. People who may be involved in illegal activities or residents of custodial institutions
 - vi. Aboriginal and Torres Strait Islander Peoples
 - vii. People in countries other than where the researcher is based and is approved to conduct research
 - viii. People who are unable to give informed consent because of difficulties in understanding an information sheet (i.e. non-English speakers etc.)
 - i. Does your research pose any risks for participants under medical care beyond those of their routine care? (Risks include not only physical risks but also psychological, spiritual and social harm or distress e.g. stigmatisation or discrimination)
 - j. Does your research involve the in-depth discussion of any of the following topics whether by interview or as part of a questionnaire or survey;
 - i. Parenting practices,
 - ii. Sensitive personal issues,
 - iii. Sensitive cultural issues,
 - iv. Grief death or serious traumatic loss,
 - v. Depression mood states or anxiety,
 - vi. Gambling,
 - vii. Eating disorders,
 - viii. Illicit drug taking or substance abuse,
 - ix. Psychological disorders,
 - x. Suicide,
 - xi. Gender identity and/or sexuality,
 - xii. Race and/or ethnic identity,

- xiii. Fertility and/or termination of pregnancy
- k. Does your research involve the potential disclosure of illegal activities or criminal behaviour? Are there any specific risks to the researcher (e.g., will the research involve the use of hazardous materials or be undertaken in a politically unstable area)?
 - l. If your research will take place in an overseas setting do any of the following apply: is the research to be undertaken in a politically unstable area? Does it involve sensitive cultural issues? And/or: will the research take place in a country in which criticism of the government and institutions might put participants and/or researchers at risk?
 - m. Does your research explore potentially confidential business practices or seek to elicit potentially confidential commercial information from participants?
 - n. Does your research explore potentially divergent political views or involve the collection of politically sensitive information?