

RESEARCH POLICY

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| Policy status | Approved |
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PURPOSE

This policy prescribes the structure, requirements, and management of research scholarship at MIECAT. It outlines responsibilities and good practice that establish the environment and culture in which MIECAT researchers work and supports the highest quality candidature experience and outcomes for them. This policy provides the necessary structure for researchers to act responsibly, with rigour and honesty, fostering responsible leadership at all levels of research. It promotes fairness, respect and recognition of all those involved in research and ensures transparency and accountability in reporting research methodologies and findings. Finally, it provides for the management of research data in a secure and accessible manner and enables open, equitable access to research outcomes wherever possible.

SCOPE

This policy and associated procedures apply to the Masters degree that specialises in arts-based research (AQF 9), Professional Doctorate degree (AQF 10), and all other Institute-related research. It applies to all students enrolled in these degrees. This policy and associated procedures apply to all staff and students representing MIECAT as researchers.

POLICY AND PROCEDURES

1. Principles

The Australian Code for the Responsible Conduct of Research (2018) establishes a framework for responsible and ethical research practices and principles.

MIECAT researchers must be familiar with and comply with the principles and responsibilities outlined in the Australian Code and this policy. MIECAT also complies with the National Statement on Ethical Conduct in Human Research (2018) and the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research (2020).

2. Ethical and responsible research practice

2.1 All human research must be designed with an awareness of the ethical values and principles outlined by the Code, the National Statement, and where relevant the AIATSIS Code.

2.2 Researchers must regard the following as priorities in establishing the quality of their work and strive to:

- (a) safeguard the welfare, safety and interests of participants;
- (b) only conduct human research when they have the requisite skills, experience, resources and facilities to do so, including consideration of safeguarding the welfare, safety and interests of the researcher; and
- (c) base research designs on a thorough review of the literature (where it exists) and sound methodology.

2.3 In accordance with section five of the National Statement, MIECAT has a responsibility to:

- (a) ensure that any human research conducted under the auspices of MIECAT is designed and conducted in accordance with the Code and ethically reviewed and monitored in accordance with the National Statement;
- (b) be satisfied that its human research meets scholarly standards relevant to the adopted research field or discipline,
- (c) that those conducting its human research are either adequately experienced and qualified or supervised, understand the need to

- assess risks to their own safety and that of participants, and that participants are free to withdraw from research at any time;
- (d) establish processes for ethical review of research;
 - (e) be satisfied that processes are in place for managing conflicts of interest, monitoring research, handling complaints and ensuring accountability; and
 - (f) use and promote clearly formulated, documented, accessible and current policies and procedures for research governance and ethical review.

2.4 Ethical review

- 2.4.1 All human research proposals must be submitted to the Human Research Ethics Committee (HREC) for review.
- 2.4.2 Research (specifically participant recruitment and data collection) must not commence until approval has been granted in writing.
- 2.4.3 All ethical review is to be timely, efficient and transparent. The review must be based upon the content of the National Statement, using the ethical principles outlined therein.
- 2.4.4 The conduct of the review should be collegiate, with the aim of facilitating research.
- 2.4.5 Where clarification, elaboration, modification, or a major change in approach is required, this should be in line with the National Statement and helpful guidance provided as to useful approaches.

2.5 Ethical conduct of research

- 2.5.1 The conduct of a human research project must comply with the protocols approved by the HREC ethical review process of MIECAT.
- 2.5.2 Human research activities will be monitored by reviewing progress reports for all approved projects, and by any other means deemed necessary or appropriate, such as random audits.

2.6 Data management

- 2.6.1 Research data, materials and related records must be stored in lockable/secure repositories approved by MIECAT HREC with appropriate data management plans in place. All such records must

normally be kept for a period of 5 years following publication/completion of the project. Please refer to Public Records Office of Victoria Standard (PROS 16/07 VAR 1 3.3.5)

2.6.2 Researchers are required to complete a research data management plan as a part of their Ethics Application Form at the commencement of their project. Research students will need to complete this plan in conjunction with their supervisor. Plans should be updated throughout the lifecycle of the project to reflect changes to data storage and management.

2.6.3 For collaborative research projects, an agreement covering the arrangements of data storage must be established and included in the Ethics Application Form prior to the commencement of the research.

2.6.4 Researchers must keep clear, accurate, secure and complete records of all research, including research data and primary materials. Researchers must comply with any ethics or contractual confidentiality conditions relating to the research data and materials and related records and familiarise themselves with any legislative and regulatory requirements. (See as reference: Management of Data and Information in Research: A guide supporting the *Australian Code for the Responsible Conduct of Research (2019)*)

2.6.5 Research data generated by research involving Aboriginal and Torres Strait Islander peoples and communities must only be accessed by or be reused in consultation with its Indigenous owners. Researchers must consult the AIATSIS Code when working on research with Aboriginal and Torres Strait Islander Peoples and communities.

2.7 Reporting

2.7.1 HREC meeting minutes are provided to the Academic Board following each ethics committee meeting. The HREC Chairperson may report separately on other ethics matters as deemed necessary.

2.7.2 The HREC annual report is provided to the Academic Board as per the HREC Terms of Reference. The HREC Chairperson may be invited to attend the Academic Board to present the annual report.

3. Ownership and management of intellectual property

3.1 Copyright

In a photo of a person, the copyright is owned by the photographer - not the subject. However, people still have rights over how their image or photograph is used under other laws such as privacy.

Similarly, copyright in a film is owned by the person responsible for making the film, but people and performers who appear in the film may have rights over their performance.

It is MIECAT policy that as part of the required ethics applications for research projects, that written consent is gained from participating individuals if recordings of their voice or image, as well as art works of any creative modality, will be used in publications, presentations, or performances.

3.2 Data

In MIECAT's arts-based approach to research inquiry, data generated may be diverse and multi-modal. Researchers' rights to hold records of research data arising from research are set out in the MIECAT Guidelines for Human Research Ethics. Research students may have unrestricted rights to use the data records and may retain them for their own use, during and after candidature (as described in signed consent forms returned by the research participants).

4. Research partnerships

4.1 Research agreements

When entering a research partnership, a formal research agreement is a requirement of the Australian Code for the Responsible Conduct of Research (2018).

Organisations involved in a joint research project should ensure that an agreement is reached with the partners on the management of the research. Such an agreement should follow the general principles of this Code, including integrity, honesty and a commitment to high quality scholarship.

- 4.1.1 The agreement should be in writing. It must cover intellectual property and confidentiality; sharing commercial returns, responsibility for ethics and safety, and reporting to appropriate agencies. It should address the protocols to be followed by the

partners when disseminating the research outcomes, and the management of research materials and research data.

4.1.2 The agreement may take various forms, such as a legal contract signed by the Director, an exchange of letters, or a research management plan signed by all parties, or management plans signed by appropriate representatives from all parties.

4.2 Research agreement template

When writing a research agreement the MIECAT Research Agreement template is to be used.

The research agreement may need to be adapted according to:

- the type of research being conducting
- who, if anyone, is funding it, and
- the nature of the collaboration.

As the custodians of research, all agreements should list MIECAT as the contracting party (Institution) including

- Name of Institution
- Address
- ABN

A draft contract should be included with the initial ethics submission. There is no need to include a final contract in the first instance. The Director signs off on all Research Agreements.

4.3 Confidentiality agreements

If there is an intention to share MIECAT confidential information with an external organisation and/or receive an external organisation's confidential information, a confidentiality agreement (otherwise known as a confidential disclosure agreement (CDA) or non-disclosure agreement (NDA)) should be entered into.

5. Publication, presentation and authorship

5.1 Copyright

Copyright protection exists from the moment research is produced in a form that can be copied. By including a copyright statement, people are alerted to the

fact that the work is subject to copyright and there may be restrictions in how they reuse it.

By providing an email address or contact details people will be more inclined to ask permission.

5.2 Scholarly works

Ownership of intellectual property by MIECAT students

Unless it is MIECAT intellectual property, students own the intellectual property that they create in the course of their studies at the MIECAT, unless otherwise agreed in a specific instance.

5.3 Researcher employment at MIECAT

If a work is created as part of the researcher's employment role at MIECAT, for example as a teacher or supervisor, then the copyright will be owned by MIECAT, except copyright in Scholarly Works.

According to the common law legal tradition, when an employee produces a work in the normal course of his or her employment, the employer is regarded as the initial owner of copyright, and hence considered the author, unless there has been an express agreement to the contrary, such as giving the employee a non-exclusive licence to use their work at another institution or as part of their portfolio of work. Works made for hire are any works produced in the course of employment, including leave and if created using any equipment belonging to the employer.

Where a staff member is also a student of MIECAT, they retain ownership of all Intellectual Property (IP) which they create in the process of undertaking their studies. Before publishing the onus is on researchers to ensure they have permission to use any third party material within their work.

6. Allegations of misconduct in research

Research misconduct occurs when a researcher fabricates or falsifies data, or plagiarizes information or ideas within a research report. The misconduct must be committed intentionally, and the allegation must be proven by sufficient evidence.

RESPONSIBILITY FOR IMPLEMENTATION

Academic Board, MIECAT HREC, Research Subject Co-ordinators, teaching staff and supervisors, research active staff and students.

KEY STAKEHOLDERS

Academic Board, all research active staff and students.

SUPPORTING DOCUMENTS

MIECAT Academic Misconduct Policy

MIECAT Guidelines for Human Research Ethics

MIECAT Grievance Handling and Resolution Policy

MIECAT Intellectual Property Policy

MIECAT Ethics Application Form

MIECAT Research Agreement Template

Australian Code for the Responsible Conduct of Research (2018)

Management of Data and Information in Research: A guide supporting the *Australian Code for the Responsible Conduct of Research (2019)*

Public Records Office of Victoria Standard PROS 16/07 VAR 1 3.3.5

National Statement on Ethical Conduct in Human Research (2018)

AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research (2020)

VERSION HISTORY

| Date of Issue | Version | Author | Summary of changes |
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| 20 th March 2023 | 1.0 | J. Mitchell | Draft for approval |

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