# Table of Contents

1. **Purpose** ............................................................................................................................ 2
2. **Scope** ................................................................................................................................ 3
3. **Definitions** .......................................................................................................................... 3
4. **Principles** ............................................................................................................................ 4
5. **Roles and Responsibilities** .................................................................................................. 5
6. **Policy** ................................................................................................................................... 5

6.1 **CODE OF PRACTICE** ........................................................................................................ 5
   6.1.1 Ethical Standards ................................................................................................................ 5
   6.1.2 Research Design ............................................................................................................... 5
   6.1.3 Contribute to Critical Debate and Review ......................................................................... 6
   6.1.4 Critical Approach to Research Results ............................................................................ 6
   6.1.5 Research Misconduct ....................................................................................................... 7
   6.1.6 Codes of Conduct of Professional Bodies .......................................................................... 7
   6.1.7 Relationship with Funding Bodies and Sponsors ............................................................... 7
   6.1.8 Equality, Diversity and Inclusion ...................................................................................... 8
   6.1.9 Health and Safety ............................................................................................................ 8
   6.1.10 Research Involving Human Participants ....................................................................... 8
   6.1.11 Research Involving Animals .......................................................................................... 9
   6.1.12 Research Collaboration .................................................................................................. 10
   6.1.13 Conflict of Interest ........................................................................................................ 10
   6.1.14 Confidential Information ............................................................................................... 10

6.2 **RESEARCH RESULTS** ....................................................................................................... 11
   6.2.1 Data Storage and Retention ............................................................................................ 11
   6.2.2 Intellectual Property (IP) ................................................................................................ 11
   6.2.3 Academic Authorship ..................................................................................................... 12
   6.2.4 Professional Competence ............................................................................................... 13
   6.2.5 Research Performance Indicators ................................................................................... 13
   6.2.6 Continuing Development of Research Skills .................................................................. 13
   6.2.7 Development of Professional Competence and Good Practice in New Researchers ...... 13
   6.2.8 Research Groups and Centres ....................................................................................... 13
   6.2.9 Support and Training for Research Supervisors ............................................................ 14
   6.2.10 Making Complaints and Reporting Misconduct ............................................................ 14

6.3 **REVIEW OF THE CODE OF PRACTICE** ......................................................................... 14

7. **Compliance** .......................................................................................................................... 15

Document Control ....................................................................................................................... 16
1. **Purpose**

The University is committed to ensuring that the research it supports is carried out to the highest possible standards of integrity and in conformity with current legislation.

The University expects that all research is performed to the highest standards of integrity at all times, irrespective of whether the researchers are students, contract researchers or staff members of the University, or their collaborators. Research integrity takes precedence over any consideration related to the source of the funding, either internal or external.

This code sets out a series of guiding principles and standards for good research practice and applies to all disciplines. It does not include a prescriptive set of rules or regulations. These are dealt with in other documents, in more detail, as appropriate (see Document Control Section C for references) and should be referenced throughout the research process.

According to Ireland’s Framework of Good Practice for Research Degree Programmes¹,

> Research is a process to discover new knowledge, through systematic investigation. Through research, hypotheses are investigated, facts are established, or new interpretations of data or texts suggested. It is a process of gathering and analysing information, designed to develop or contribute to knowledge, increase or revise knowledge. (QQI, 2020, p.11.)

The term research therefore includes fundamental and applied research, scholarship, creative work, performance, composition and related activities. It excludes the development of materials and content which are used for the purpose of teaching, but which are not based on peer reviewed research.

---

2. **Scope**
This code sets out a series of guiding principles and standards for good research practice and applies to all disciplines. It does not include a prescriptive set of rules or regulations. These are dealt with in other documents, in more detail, as appropriate (see Document Control Section C for references) and should be referenced throughout the research process.

The Code of Good Practice in Research should be used by:
- All permanent, part-time or contract staff employed by the University, or any other individuals participating in research on any of the University’s campuses, or on behalf of the University at any location,
- Students registered in the University and their supervisors,
- Students who are registered outside of the University, but conducting research at, or on behalf of, the University,
- Individuals who hold honorary or adjunct positions and who are conducting research at, or on behalf of, the University.

3. **Definitions**

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Ethics</td>
<td>Research Ethics (RE) are a personal code of conduct based on respect for the researcher, participants, colleagues, employers, funders and society. RE is governed by the principles or assumptions underpinning the way individuals or organisations ought to conduct themselves. RE involves the application of fundamental ethical principles to research activities which include the design and implementation of research, the use of resources and research outputs, scientific misconduct and the regulation of research².</td>
</tr>
<tr>
<td>Research Integrity</td>
<td>Research Integrity (RI) is intrinsic to research activity and excellence at all stages of research cycle. It is at the core of research and is a basis for researchers to trust each other as well as the research record³. Furthermore, it is the basis of society’s trust in research evidence and expertise. RI relates to the performance of research to the highest standards of professionalism and rigour, and to the accuracy and integrity of the research record in publications and elsewhere⁴.</td>
</tr>
</tbody>
</table>

² Adapted from University of Stirling (2022). *Definition of ethics*.
4. **Principles**

The key element in good research practice is self-regulation. Integrity cannot be imposed, and the threat of sanctions is not in itself sufficient to prevent every instance of misconduct. The surest foundation for good practice is an acceptance of and commitment to a number of shared ethical principles. Honesty and integrity are central to high quality research and should be part of the research culture of the University.

The following principles are considered by the University to be the essential responsibilities and values relevant to research:

<table>
<thead>
<tr>
<th>Principles</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellence</strong></td>
<td>Researchers should strive to perform research of the highest quality.</td>
</tr>
<tr>
<td><strong>Honesty</strong></td>
<td>The University will endeavour to foster a culture of honesty across the University. Researchers within the University, or their collaborators, should be honest in the way they conduct all aspects of their research.</td>
</tr>
<tr>
<td><strong>Integrity</strong></td>
<td>Researchers should comply with all legal and ethical requirements pertinent to their work and declare any conflicts of interest and the means to resolve them. Researchers must abide with the National Policy Statement on Ensuring Research Integrity in Ireland.</td>
</tr>
<tr>
<td><strong>Co-operation</strong></td>
<td>Researchers should support the open exchange of information and debate/discuss same in a constructive manner subject to any reasonable constraints of confidentiality.</td>
</tr>
<tr>
<td><strong>Accountability</strong></td>
<td>Researchers should expect to be accountable to their colleagues, the University, the funding organisation, their collaborators and the general public and should not invoke confidentiality to suppress reasonable dissemination and debate.</td>
</tr>
<tr>
<td><strong>Training and skills</strong></td>
<td>The University will endeavor to ensure there is appropriate training and career development opportunities for its researchers and collaborators, where appropriate, and provide timely advice in this regard. Researchers should ensure they are appropriately trained and educated in the requisite skills necessary for them to be effective researchers.</td>
</tr>
<tr>
<td><strong>Health and Safety</strong></td>
<td>The University and its researchers and collaborators should make best efforts to ensure that all health and safety risks are identified and, wherever possible, mitigated, with the support of expert advice if needed. They should report and address any concerns and continue the research only if the risks have been satisfactorily addressed.</td>
</tr>
</tbody>
</table>

---


These principles shall guide all individuals engaged in research activity in the University. It is the responsibility of the individual to adhere to the guidelines, whether they work within a group of researchers or not.

5. **Roles and Responsibilities**

The responsibility for implementing the Code of Good Practice in Research lies with all researchers (as outlined in Section 2). Executive responsibility for maintaining and updating the Code of Good Practice in Research lies with the Heads of Research in consultation with the Dean of Graduate of Studies (Cork Campuses) and the Research Integrity and Compliance Officer.

6. **Policy**

6.1 **CODE OF PRACTICE**

6.1.1 **Ethical Standards**

6.1.1.1 The guidelines set down by the University’s Research Ethics Committees (REC) are to be followed at all times.  

6.1.1.2 Researchers in the University will seek to follow the highest ethical principles in conducting their research. Honesty, integrity, openness, accountability and fairness should inform all research practice.

6.1.1.3 Researchers in the University will undertake to participate only in work which conforms to national and EU law and pertinent international regulations and to accepted ethical standards, with the University’s Code of Good Practice in Research serving as the primary reference. Ethical issues which cannot be decided with reference to this Code should be referred to the University’s Research Ethics Committees.

6.1.2 **Research Design**

6.1.2.1 When designing a research proposal, researchers should ensure that best efforts are made so that:

- The research adds to the existing knowledge base,
- The design proposed is appropriate to the research question(s),
- There is a plan on how and what data will be gathered, analysed, interpreted, securely stored and subsequently destroyed, if applicable, and in compliance with General Data Protection Regulation (GDPR),
- All the necessary skills and infrastructure are in place,
- All the necessary resources, of the relevant standards, are in place,

---


5
• Any shortfalls in the research design are identified and addressed satisfactorily prior to commencement of the project.

6.1.2.2 Assessment and mitigation of health and safety risks should be an integral part of research design.

6.1.2.3 All ethical issues are identified and addressed prior to commencement of the research and any ethical issues arising during the research are addressed at the earliest opportunity.

6.1.2.4 Researchers, and where appropriate the University, should make best efforts to anticipate any outcomes of a research project which might be harmful, or which could be misused for purposes that are illegal or unethical.

6.1.3 Contribute to Critical Debate and Review

6.1.3.1 Within the limits imposed by the requirements of confidentiality, debate on and reasoned criticism of research work within the internal and external research community are essential to the research process. Hence, every effort is expected to be made to make available research findings to other researchers in the field for discussion, verification and replication. This should be achieved, through participation in research seminars and publication of results in peer-reviewed publications or presentation at peer-reviewed conferences, the scholarly outputs of which should be made openly available through the University’s Repository. In addition to this, and where appropriate, researchers should ensure appropriate stewardship and curation of all research data and materials in line with the FAIR Principles (Findable, Accessible, Interoperable and Re-usable)\(^{10}\).

6.1.3.2 In addition, at any time, researcher activities may be reviewed by the University as outlined in Section 5.

6.1.3.3 Researchers should be open to having their research disseminated amongst the general public in a manner which can be understood and which informs the audience in a balanced and evidence-based discourse.

6.1.3.4 Important though it is to encourage open and critical debate, researchers have a duty of care to themselves and their collaborators not to reveal information without due regard to all concerned and the implications thereof.

6.1.4 Critical Approach to Research Results

6.1.4.1 Researchers must take a critical approach to their own research results, and should strive to continually assure validity, accuracy and reproducibility in collecting and reporting data.

---

6.1.4.2 The University expects that research results which are made public, in whatever forum, have been thoroughly checked and are ready to be peer-reviewed debated and challenged.

6.1.4.3 Researchers should not become involved in research that is not in compliance with the Code of Good Practice in Research, for example through commercial pressures or pressures applied by a funding source. This is separate to having due regard to the protection of intellectual property.

6.1.5 Research Misconduct
6.1.5.1 Conduct that intentionally involves false, misleading or deceptive practices with respect to the collection, analysis and reporting of data is a serious breach of the Code of Good Practice in Research and will be subject to the appropriate University disciplinary procedures.

6.1.5.2 Research misconduct includes, but is not limited to, the fabrication and falsification of results; plagiarism or misappropriation of the data and results of others, misrepresentation of data or results, including the omission of data which cannot be understood or do not ‘fit’ the hypothesis; denigration of others; or interference with the work of others.

6.1.5.3 Research misconduct also includes violation of Intellectual Property Rights at any stage during the collation, analysis or reporting of research data.

6.1.5.4 Researchers, their collaborators and any personnel involved in a project should ensure their conduct is in line with the relevant Policy on Intellectual Property.

6.1.6 Codes of Conduct of Professional Bodies
6.1.6.1 In any research project, researchers will abide by the standards of practice and codes of conduct of their professional bodies and scientific societies as applicable. In case of conflict, researchers should seek advice from the Heads of Research.

6.1.7 Relationship with Funding Bodies and Sponsors
6.1.7.1 Researchers must act with integrity and accountability when applying for funding and sponsorship, and only use research funds for the purposes for which they were given. This includes, but is not limited to, ensuring that the research programme is carried out as defined in the original proposal to the funding body or sponsor, unless amendments have been agreed in writing.


6.1.7.2 The legal agreement reached on the research programme between funding body and University must be fully upheld.

6.1.7.3 Any explicit intention by any party that seeks to control the aims of research so as to favour particular conclusions or recommendations, or that seeks to impose undue constraints on following good practice in research enquiry, is wholly unacceptable.

6.1.8 **Equality, Diversity and Inclusion**

6.1.8.1 Research activity will promote equality and diversity throughout the research community and avoid discrimination (or its promotion) on the basis of gender, civil status, family status, sexual orientation, religion, age, disability, race (which includes colour, nationality or ethnic or national origins), membership of the traveller community, or socioeconomic background.

6.1.8.2 Researchers are entitled to enjoy a safe and positive experience at the University, underpinned by mutual respect and trust where all staff and students are able to achieve their full potential.

6.1.9 **Health and Safety**

6.1.9.1 At all times, research is to be carried out in accordance with the responsibilities of the researcher as set out in the University’s Health and Safety Policy Statement.

6.1.9.2 Academic Departments, Research Centres and Groups and research supervisors have a particular responsibility to ensure the health and safety of all researchers, staff and students, in their care.

6.1.10 **Research Involving Human Participants**

6.1.10.1 The guidelines set down by the University’s Research Ethics Committees in relation to research involving human participants (including minors) must be followed at all times.

6.1.10.2 In engaging in research with human participants (including minors), respect will be accorded to them in terms of their rights, dignity, self-worth and psychological and physical harm. All legal and ethical requirements must be adhered to.

6.1.10.3 All research involving human participants (including minors) must be passed by the University’s Research Ethics Committee whether the University is the lead participant or not and whether the research is carried out in Ireland or not.

6.1.10.4 In the event that more than one jurisdiction is involved in research involving human participants (including minors), the legal and ethical requirements in both Ireland and the

---

country in which the research is being conducted must be met; if the research is being conducted in Ireland then the legal and ethical requirements of all national jurisdictions of the collaborators must nevertheless be met. In the case of conflict, no University researcher should participate in any research which is not fully compliant with Irish legal requirements and the recommendations of the University’s Research Ethics Committees in the first instance.

6.1.10.5 Informed consent needs to be sought of human participants (including minors), with the freedom to withdraw at any time during the research process.

6.1.10.6 Openness in research practice is the norm. Covert research\textsuperscript{16} should only be engaged in where no other methods will yield important data, and must not violate human rights, dignity and worth under any circumstances.

6.1.10.7 Wherever possible, human participants (including minors) are debriefed after the research process.

6.1.10.8 Confidentiality with regard to all participant information is to be respected, with due care given in both the collection, recording, storage and destruction of data.

6.11 Research Involving Animals

6.11.1 The guidelines set down by the University’s Research Ethics Committee in relation to research involving animals must be followed at all times.

6.11.2 Researchers must not violate established professional ethics pertaining to the use of animals in research.

6.11.3 Research involving animals requires the prior consent of the University’s Research Ethics Committee, whether the animals are in Ireland or elsewhere. In the event that more than one jurisdiction is involved in research involving animals, the legal and ethical requirements in both Ireland and the country in which the research is being conducted must be met; if the research is being conducted in Ireland then the legal and ethical requirements of all national jurisdictions of the collaborators must nevertheless be met. In the case of conflict, no University researcher should participate in any research which is not fully compliant with Irish legal requirements and the recommendations of the University’s Research Ethics Committee in the first instance.

6.11.4 Wherever feasible, the least sentient species with the appropriate physiology should be used. The principles of replacement, reduction, refinement should be adhered to.\textsuperscript{17}

6.11.5 The University may support research using animals providing that it is fully compliant with the requirements of the Health Products Regulatory Authority (HPRA), it has been

\textsuperscript{16} Covert research refers to research which may, on occasion be, practiced in the Humanities, for instance, where social behaviours might be altered by awareness of being observed.

\textsuperscript{17} Russell, William Moy Stratton, Rex Leonard Burch, and Charles Westley Hume (1959). \textit{The principles of humane experimental technique}. 
independently peer reviewed and consideration has been given to the use of alternative approaches not involving the use of live animals and addressing the principles of the 3R’s (replacement, reduction, refinement). All such animal-based testing must comply with national and EU\textsuperscript{18} legislation and the policies of the research funding agency. Any research proposal potentially involving the use of animals must be pre-approved before submission to the funding agency by University Executive Team and Governing Body who will seek the advice of the University’s Research Ethics Committees.

6.1.12 Research Collaboration

6.1.12.1 In all aspects of research, the contributions of formal collaborators and all others who directly or indirectly assist the research must be properly and appropriately acknowledged. This includes, but is not limited to, the provision of information about the nature and process of the research and the publication of the findings.

6.1.12.2 Sponsors of research should be acknowledged.

6.1.13 Conflict of Interest

6.1.13.1 The University’s Policy on Conflict of Interest or Commitment and External Work is to be followed at all times\textsuperscript{19}.

6.1.13.2 Researchers must firstly declare and secondly seek to minimise any conflict of commitment or interest whether real, potential or perceived.

6.1.13.3 The existence of an actual, perceived, or potential conflict of interest does not necessarily imply wrongdoing on researcher’s part. However, any private, personal, or commercial interests which gives rise to such a conflict of interest must be recognised, disclosed appropriately and either eliminated or properly managed.

6.1.14 Confidential Information

6.1.14.1 If the research involves confidential material, confidentiality must be protected and researchers must not use such information for their own personal advantage or for that of a third party.

6.1.14.2 Confidentiality should not unduly restrain the research process and should not conflict with the guidelines set out in this code.

\textsuperscript{18} HPRA (2012). \textit{European Union (Protection of Animals used for Scientific Purposes) Regulation}, Health Products Regulatory Authority, Dublin.

\textsuperscript{19} MTU (2021). \textit{Policy on Conflict of Interest or Commitment and External Work}. 
6.2 RESEARCH RESULTS

6.2.1 Data Storage and Retention

6.2.1.1 In agreement with the European Code of Conduct for Research Integrity\(^{20}\), the University recognises data as legitimate and citable products of research. Researchers are required to ensure appropriate stewardship and curation of all research data and materials, including those unpublished, with secure preservation for a reasonable period, in line with agreed best practice.

6.2.1.2 Ownership of data remains with the University and its collaborators in accordance with any agreements entered into and signed by all parties at the outset of the project.

6.2.1.3 Data generated in the course of research (including electronic data) must be recorded in a durable and appropriately referenced form, and must be held for a sufficient period of time to allow for legitimate reference and review. Provision should be made for automatic backup of electronic data. Researchers will ensure access to data aligns with the European Commission's commitment - i.e., data is 'as open as possible, as closed as necessary', and where appropriate in line with the FAIR Principles (Findable, Accessible, Interoperable and Re-usable) for data management\(^{21}\).

6.2.1.4 Where sponsoring agencies require retention of data and continued access to the data for a specified minimum period after the conclusion of the research, provision should be made for this during the course of the research.

6.2.1.5 Furthermore, data generated in the course of research (including electronic data) must be generated and kept securely in accordance with the statutory requirements GDPR\(^{22}\) as per the Data Protection Act 2018, along with other relevant legislation and any requirements imposed by funding agencies.

6.2.1.6 At project end, all data records whether on paper or electronic form whatsoever (such as lab notebook, computer files, etc.) should be securely stored at a location agreed at the outset of the project so that it is reproducible. All such information should be retained in accordance with University's Research Data Management Policy\(^{24}\).

6.2.2 Intellectual Property (IP)

6.2.2.1 The guidelines set out in the University's policies on IP are to be followed at all times\(^{25}\).

---


\(^{23}\) MTU (2021). *Data Retention Policy*.


6.2.2.2 Researchers should familiarise themselves with the University’s Policy on IP and consult with the relevant offices if in doubt about research outputs and protection of IP.

6.2.2.3 Researchers should familiarise themselves with the requirements of the National IP Protocol and Resource Guide.26

6.2.2.4 As stipulated in the National IP Protocol Resource Guide, it is essential to document all collaborative research programme results in such a way that priority or creation dates can be established in the event that results lead to patent applications, through the use of properly structured laboratory notebooks, dated and written in ink.

6.2.3 Academic Authorship

6.2.3.1 Due recognition is to be given in terms of academic authorship to all contributors in any publications and reports. In determining authorship and the order in which the authors are listed, weight of contribution, not seniority should be the determining factor, (criteria for order of authorship may vary depending on discipline).

6.2.3.2 To be listed as an author, a researcher must have made a substantial intellectual contribution to the research and authorship of the publication.

6.2.3.3 Conversely, all authors of a publication (including electronic) must be prepared to publicly acknowledge authorship. Acknowledged authors of a multi-author publication should be familiar with the content of a publication and able to identify their own contribution.

6.2.3.4 It is not acceptable for researchers to publish multiple papers based on the same set(s) of data, except where there is full cross-referencing within the papers.

6.2.3.5 As a general principle, research findings should be reported, preferably by peer-reviewed publication or presentation, to a research audience of experts in the field of research before they are reported in the general public media.

6.2.3.6 Only those who have contributed to the research contained in the publication can be listed as authors. Through the use of citations, authors of a paper may refer to substantive work by other authors which informed their paper, but may not include those authors in an honorary capacity on their own publication.

6.2.3.7 The University supports the National Framework on the Transition to an Open Research Environment, in doing so researchers are required to deposit a digital copy of their scholarly outputs in the University’s Repository.28

---


6.2.4 Professional Competence
6.2.4.1 Researchers in the University will undertake to participate only in work which they are trained to perform.
6.2.4.2 Researchers will demonstrate a continuing endeavour to keep abreast of professional developments in the relevant subjects and disciplines, including their methodologies\(^{29}\).

6.2.5 Research Performance Indicators
6.2.5.1 Researchers will endeavour to conduct their work to the highest professional standards in their field. This includes, but is not limited to, striving to perform well in the traditional research performance indicators within their own field.

6.2.6 Continuing Development of Research Skills
6.2.6.1 Researchers will endeavour to continue to develop their research skills through further training, conferences and workshops, including training in emerging research methodologies and generic skills such as communications and working in teams.
6.2.6.2 The University will endeavour to provide regular opportunities to researchers to develop their research skills.

6.2.7 Development of Professional Competence and Good Practice in New Researchers
6.2.7.1 The University recognises that new researchers face particular challenges as they become integrated into the research community. The responsibility to help new researchers understand and use the Code of Good Practice in Research lies with all members of the research community, but with a special focus on experienced researchers and senior staff.
6.2.7.2 The University bears the responsibility for ensuring that research students and new researchers receive support in developing good research practice through provision of regular training opportunities, including training on research ethics and methodologies.
6.2.7.3 Postgraduate students should not be put under undue pressure to act in any way which might contravene the Code of Good Practice in Research.

6.2.8 Research Groups and Centres
6.2.8.1 Individuals in authority are responsible to lead a positive research culture within the University, including setting out the conditions under which research is conducted according to good research practice.
6.2.8.2 University requires positive and fair leadership where research work is carried out in teams. Heads of Research Centres and Research Group leaders have a responsibility to create

an environment of mutual cooperation in which all group members are encouraged to develop their skills and in which the open exchange of ideas is fostered.

6.2.8.3 Heads of Research Centres and Research Group leaders must also ensure that appropriate direction of research and supervision of researchers and research students is provided.

6.2.9 Support and Training for Research Supervisors

6.2.9.1 The research community in general, Research Centres/Groups, and Academic Departments are responsible for providing every possible support to research supervisors, including professional and efficient guidance and supervision to the researchers in their care.

6.2.9.2 New research supervisors should receive adequate formal training and any further supports necessary to enable them to supervise researchers to the highest professional standards. This should include, but not be limited to, a mentoring system for new research supervisors within a research area.

6.2.9.3 Research supervisors will demonstrate a continuing endeavour to keep abreast of professional developments in the relevant subjects and disciplines, along with participating in relevant continuous professional learning and development initiatives.

6.2.10 Making Complaints and Reporting Misconduct

6.2.10.1 Supervisors and senior research staff should be familiar with the Complaints Procedure contained in the University’s Regulations for Postgraduate Research Study 30, and are responsible for ensuring that research students and new researchers are made aware of the Complaints Procedure.

6.2.10.2 Academic Departments and Research Centres/Groups are required to ensure that they provide a research environment in which researchers may lodge complaints or raise concerns with the relevant persons about instances of perceived research misconduct or malpractice without fear of detriment.

6.3 REVIEW OF THE CODE OF PRACTICE

6.3.1 Executive responsibility for maintaining and updating this Code of Good Practice in Research lies with the Heads of Research in consultation with the Dean of Graduate of Studies (Cork Campuses) and the Research Integrity & Compliance Officer.

6.3.2 To assist the Heads of Research with this task, the Code of Good Practice in Research will be reviewed towards the end of each academic year by the Research Council.


6.3.3 Suggestions for revision or amendments to the Code of Good Practice in Research should be submitted to the Heads of Research. The suggestions will be reviewed by the Heads of Research in consultation with the Dean of Graduate Studies (Cork Campuses), the Research Integrity & Compliance Officer and University’s Research Council and incorporated into the Code of Good Practice in Research as appropriate.

6.3.4 Any revisions or amendments of the Code of Good Practice in Research have to be agreed by Academic Council before coming into effect.

6.3.5 Revisions or amendments to the Code of Good Practice in Research should be brought to Academic Council via the Research Council.

7. Compliance

All reasonable efforts should be made to resolve issues of non-compliance with the Code of Good Practice in Research locally. Where this is not possible, it may be referred to Heads of Function, Heads of Research and/or Research Integrity & Compliance Officer.

Breaches of the Code of Good Practice in Research formally investigated by the University will be subject to the appropriate University disciplinary procedures.
Document Control

A. Document Details

| Title: | Code of Good Practice in Research |
| Owner(s): | Heads of Research |
| Author(s): | Heads of Research, Research Integrity & Compliance Officer |
| Version Number: | 1.0 |
| Status: | Approved |
| Effective Date: | 25 March 2022 |
| Review Date: | 25 March 2025 |
| Data Classification: | ☒ Public □ Restricted/Internal Use |
| ☐ Confidential/Strictly Confidential |

Note: If the ‘Status’ of this document reads ‘Draft’, it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Revision Date</th>
<th>Summary of Changes</th>
<th>Changes tracked?</th>
<th>Proposed Revision Date</th>
</tr>
</thead>
</table>

C. Relevant/Related Existing Internal/External Documents

Internal

D. Consultation History

This document has been prepared in consultation with the following bodies:

Research Council, Academic Staff and Students via Academic Council

E. Approvals

This document requires following approvals (in order where applicable):

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Details of Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Council</td>
<td>03 March 2022</td>
<td></td>
</tr>
<tr>
<td>Academic Council</td>
<td>25 March 2022</td>
<td>Version 1</td>
</tr>
</tbody>
</table>

F. Responsible for Communication and Implementation

Manager/Functional Area responsible for communication and implementation:

<table>
<thead>
<tr>
<th>Title</th>
<th>Functional Area</th>
<th>Date Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heads of Research</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Dean of Graduate Studies (Cork Campuses)</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Research Integrity &amp; Compliance Officer</td>
<td>Research</td>
<td>25 March 2022</td>
</tr>
</tbody>
</table>