**Annual Research Integrity Statement 2017-18**

**1.    General context**

1.1.    Oxford Brookes University is committed to maintaining the highest standards of rigour and integrity in all aspects of research, ensuring that our research is conducted according to appropriate ethical, legal and professional frameworks, as set out in the Universities UK Concordat to support research integrity. This concordat provides a comprehensive national framework for good research conduct and its governance, underpinned by best practice and support for the development of researchers. It also sets out expectations that Universities will have transparent, robust and fair processes to deal with allegations of research misconduct should they arise.

1.2.    The University already has policies covering academic integrity and how to deal with reports of misconduct:
(http://www.brookes.ac.uk/research/policies-and-codes-of-practice/);
policies relating to research involving human participants
(www.brookes.ac.uk/documents/research/policies-and-codes-of-practice/ethics _codeofpractice/);

Codes of conduct for staff:

https://www.brookes.ac.uk/services/hr/handbook/terms_conditions/conduct.html

Student Conduct Regulations and Procedure:

https://www.brookes.ac.uk/regulations/current/appeals-complaints-and-conduct/c1-2/

and a policy for research data management
(https://www2.brookes.ac.uk/research-support/managing_data/documents/dmpolicy.pdf).
The Concordat expects that an Annual Research Integrity Statement is made to the Board of Governors each year, but in compliance with a recent update, the University is also publishing this statement on its dedicated Integrity webpage (ref section 3.2).

1.3.    This Research Integrity Statement covers the academic year 2017-18 and summarises the University's status relative to the expectations of the Concordat. It outlines actions and activities undertaken in support of fostering a culture of research integrity, and provides a high-level summary of investigations (if any) of research misconduct that have been undertaken by the University.

1.4.    The Pro Vice Chancellor, Research and Global Partnerships, is responsible for institutional oversight on matters relating to research integrity. She reports to the University's Board of Governors on an annual basis on any reports of misconduct (last report made on 11.July.2018). She works closely with staff across the University ensuring that appropriate standards of academic integrity are maintained. She (or her nominee) attends the induction programme for new research-active staff, part of the 'Your

first three years' programme which is run every year and gives a presentation about the University, which covers how researchers are supported and includes a section on academic integrity.

1.5. In addition to processes relating to staff, research students are introduced to the University's academic integrity policies and procedures during their mandatory induction - which is run three times a year - and receive instruction about the University's stance on attribution and plagiarism in academic writing. As part of the Research Degrees Committee's Annual Progress Monitoring process, research students' work is reviewed to ensure they are working within the scope of the University's regulations and policies covering academic integrity. All students are required to submit a chapter of their thesis or piece of academic writing through Turnitin during the annual monitoring process. A training session on data management, storage, archiving and sharing is run annually and is open to all research students.

1.6. The University has a well-established research ethics process (see also more details below), which adheres to the principles of the RCUK and ESRC ethics in research guidelines. As part of this process, all staff and research students are offered research ethics training and support both at faculty and university level. The University Research Ethics Committee (UREC) membership is made up of a Chair, appointed by the University's Research and Knowledge Exchange Committee (RKEC); an experienced Administrator; Research Ethics Officers with expertise from each of the faculties; a Research Ethics Officer to oversee applications from the Directorates, an internal expert on data protection and information compliance; a PhD student representative and external lay members from the local community with no links to the University.

## 2. Named contact for Academic Integrity issues

2.1. The named contact for any initial issues concerning academic integrity is Sarah Taylor, Research Support Director, who will liaise with the Pro Vice Chancellor, Research and Global Partnerships on the appropriate way to respond to the concern, invoking the agreed procedures where necessary.

## 3. Updates this year

3.1. The University's Code of Practice for Academic Integrity, including procedures for investigating allegations of misconduct in research has been updated (Dec 2017) to reflect recent changes to practice, as by The Wellcome Trust. In order to capture funders individual requirements more readily, the Code has been updated to remove specific RCUK funder requirements in the main body of the Code and, instead, to include a funder addendum, where known funder requirements on when and

why that funder should be contacted about issues relating to integrity are included. This should mean that individual funder requirements are clearer.

3.2.     The Academic Integrity webpage is being maintained, so that staff can access the Academic Integrity policy, this statement and other appropriate resources: [www.brookes.ac.uk/research/policies-and-codes-of-practice/research-integrity/](www.brookes.ac.uk/research/policies-and-codes-of-practice/research-integrity/)

3.3.     The University Research Ethics Committee (UREC) in conjunction with the Prevent Duty Advisory Group has created a guidance policy for security sensitive material, adopted by the University in November 2017. The guidelines offer advice to all staff and students involving access to and/or storage of security sensitive material. Along with the guidelines is a notification form that must be completed by individuals prior to accessing security sensitive material and this will be stored with the Chief Information Officer, IT services to keep as a University record should it be requested by the security services. The University has bought encrypted laptops that may be centrally hired out to staff and students wishing to access this type of material. UREC continues to review research studies involving human participants for staff and PhD students. Undergraduate and Masters level research are devolved to each of the four Faculties for review.

3.4.     The University has launched a new integrated Research Data Management webpage which pools resources from IT services, the Library and the Research and Business Development Office so that staff see on portal for information on research data management. This new resource includes a decision tree which guides academic staff through the process of managing research data – from creation to archiving, a table which describes and identifies what options the University offers for storage and archiving and processes for the proper review of new research project webpages, so that the implications of hosting and archiving data long-term are understood. A customised data management plan has also been launched which will reference back to the decision tree and webpage process where appropriate.

3.5.     IT Services are supporting a mandatory online training in data security and data protection for all staff, which includes a bespoke section on research data. This training is managed by the Head of Information Management, who has been leading the University's response to implementing the General Data Protection Regulation.

3.6.     The University is completing a review of a series of online modules on research integrity, which it is hoped can be licenced and installed ready for use during the academic year 2018-2019.

3.7.    The University's Research Data Management Steering Group membership has been refreshed to include a broader range of academic colleagues. The Group continues to meet on a quarterly basis.

**4.    Events**

4.1.    The University's induction programme 'My first three years' ran as usual during the course of the year with events in November, February and March (initial session repeated in June) and continued to include a section on the Code of Practice for Academic Integrity, as referred to above.

4.2.    The University ran a Research Data Management workshop on 31 January 2018 to help disseminate the new website and highlight support for data management.

4.3.    The University hosted a 'teach-meet' event on Research Data and Repositories on 23 May 2018.

4.4.    The REF Audit process undertaken at the beginning of 2018 has included consideration of the REF requirements to Open Data and how this can best be taken forward.

**5.    Misconduct report**

5.1.    There was one preliminary investigation in the academic year 2017-18, which did not proceed beyond the informal stage. There were no on-going investigations from previous years.

**Professor Linda King**
Pro Vice-Chancellor, Research & Global Partnerships
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