



## 7. Publication, Copyright, Data Protection and Ethics

### 7.1 Fair Dealing and Third-Party Copyright

- 7.1.1 For theses at doctorate level, it is important to request permission to use copyright material created by other people (third-party copyright materials) at the time of writing the thesis if it is to be made available electronically in the Library's digital archival repository or on British Library's EThOS. Where copyright permissions are required and are not forthcoming from the rights' owners, third-party material might have to be removed from the thesis. The Supervisor(s) should advise the student on these matters.
- 7.1.2 Ownership of copyright of a research degree thesis resides with the Research Student unless there is a separate contract to the contrary.
- 7.1.3 Researchers must familiarise themselves with and only process personal information of third parties in accordance with, the University's Data Protection Policy and Privacy Notice. The information of research participants should be handled in accordance with the University's Privacy Notice, found at <https://www.buckingham.ac.uk/about/policies/privacy-notice>

Works submitted should be anonymised wherever possible unless the personal data contained therein is already widely available in the public domain. If it is necessary to include personal information that is not in the public domain, the express consent of the individuals concerned must be obtained prior to submitting the work.

### 7.2 Code of Practice for Study by Research

The reputation of the University of Buckingham is critically dependent on the integrity of those members of its staff who conduct or supervise research. The University has a responsibility to ensure that its own funds and any funds that it administers on behalf of research councils or similar organisations are spent properly, in accordance with the law and in the public interest. Research Officers and Supervisors shall ensure new researchers read the following statement and discuss any issues that arise from it.

This statement is intended for all researchers, their support staff and any with responsibility for the activities of such staff. It applies to employees of the University and any others conducting their work at the University. Such workers should also be satisfied that any of their external collaborators adhere to the principles of the statement.

#### 7.2.1 Principles

- (a) Results shall not be fabricated or falsified. Inconvenient or conflicting or contradictory data shall not be ignored in order to deceive
- (b) The results of others shall not be plagiarised, misquoted, or misappropriated



- (c) Collusion or concealment of the misconduct of others, including external collaborators, is itself misconduct
- (d) The University shall investigate all allegations of misconduct appropriately and shall ensure that any person requesting such an investigation in good faith is protected and not victimised

## 7.2.2 Good Research Practice

### 7.2.2.1 Honesty

Researchers must show honesty in all aspects of their work, including experimental design, recording, analysing, interpreting and publishing of results and acknowledging the contributions of others. They must not plagiarise ideas given to them in confidence, whether explicitly or implicitly, nor must they plagiarise results. The work and opinions of other researchers should be represented honestly.

### 7.2.2.2 Openness

The University recognises the need to protect research ideas, avoid publication or public oral presentation of potentially patentable work and adhere to confidentiality agreements. With these constraints, researchers should be as open as possible in discussing their work. In particular, there should be little impediment to and considerable benefit to be gained from discussing results openly with other members of the researcher's Faculty.

### 7.2.2.3 Publication

Researchers are encouraged to present their work at internal and external meetings. They should also publish their results in an appropriate form – usually refereed journals – as soon as it is reasonable so to do. However, before any external presentation or publication, they must first:

- (a) Take reasonable steps to check that their presentation and data interpretation is of high quality. Usually, this will involve discussion with co-authors, Supervisors, or other suitably qualified colleagues
- (b) Ensure any confidentiality agreement is adhered to
- (c) Consider with a suitably experienced colleague and if necessary, a patent agent, whether any of the material could form the basis of a patent
- (d) Be satisfied that repetition of the work would probably produce essentially similar results, or be honest about problems that may be encountered in reproducing the results
- (e) Include as authors all those who have made a significant contribution to the work. Minor contributions, such as supply of materials, suggestions for improvement to the manuscript, or limited support during the course of the work should be acknowledged. All authors must agree to their authorship.
- (f) Reveal in manuscripts all sources of funding, especially from sponsors who are not listed as authors

#### 7.2.2.4 Documentation and storage of data

Researchers must keep clear and accurate records of their methods and results, including primary data. Methods used to analyse data for publication or preparation of reports to sponsors must be clearly recorded, and stored at the University for at least seven years or returned to the sponsor if applicable. If the results of the research are published, the period of storage shall be at least five years from the date of publication.

#### 7.2.2.5 Leadership

The University shall create an inclusive environment of mutual co-operation and open exchange of ideas. One measure of such an environment is the holding of regular meetings, seminars, etc., at which researchers can present and discuss their ideas and results in a relaxed and supportive setting. Researchers are also expected to support their colleagues in practical ways, provided such support is reasonable and necessary and they are acknowledged appropriately in publications.

### 7.2.3 Procedures and Consultancy

7.2.3.1 All information submitted to researchers as assessors or reviewers must be treated in confidence. Often such information is provided on the understanding that it may be discussed in confidence with colleagues who can provide assistance in the assessment. Assessors and reviewers must be sure this is so before seeking advice.

7.2.3.2 Assessors must not take advantage of information provided for their own research proposals.

7.2.3.3 Researchers must declare any potential conflicts of interest to all relevant parties when asked to act in any confidential role, such as an assessor, referee, or consultant.

### 7.2.4 Allegations of Misconduct

7.2.4.1 'Misconduct' in relation to research matters shall be generally taken to mean one of the following:

- (a) Dishonest conduct
- (b) Deliberate contravention of the processes described above
- (c) Unintentional contraventions of policy
- (d) Failure to respond to recommendations or instructions made by an appropriate authority



7.2.4.2 Misconduct in relation to research matters may be brought to light through several channels. These are:

- (a) Complaint from a source external to the University
- (b) Complaint from an internal University source
- (c) Direct investigation by a Research Officer

7.2.4.3 Where misconduct is initially raised as a complaint by a third party (internal or external), the issue will be dealt with through the University Grievance procedure. Where the investigations relating to the grievance show misconduct has occurred, measures may be taken in line with the University Discipline procedure.

7.2.4.4 Where the misconduct is not brought to light by a complaint, but through the investigations of the Research Officer, it may be appropriate to refer immediately to the University Disciplinary procedures.

7.2.4.5 It may be necessary during the course of an investigation into a complaint or misconduct of this nature to bring in an external expert in the field in which the research was carried out. This expert will be nominated by the Research Officer of the person accused or, if the Research Officer is accused, by the Vice-Chancellor.