

Integrity in research and scholarly activity policy

Policy statement

Bow Valley College (BVC) is committed to the highest standards of integrity in research and scholarly activity; therefore, it is the expectation of BVC that employees, research personnel, and learners conduct research and scholarly activities in accordance with the highest ethical and scientific standards of academic integrity. To ensure these high standards are adhered to, BVC requires careful supervision of research and scholarly activities. Supervision involves ensuring the competent use of methods, adherence to ethical standards of the discipline, and that fraud and/or misconduct are not engaged in or condoned.

Purpose

This policy promotes and advances a high standard of integrity in research and scholarly activity at BVC.

Scope

This policy applies to all members of the BVC community who conduct research or scholarly activity at BVC and/or who conduct research with BVC employees, research personnel, or learners. This policy also extends to external individuals or groups who conduct research at BVC or with BVC employees, research personnel or learners. This policy is intended to provide direction in the establishment of practices for the maintenance of high standards of integrity in research and scholarly activity and minimize the occurrences of misconduct.

Principal objectives

- **Fundamental principles**
BVC employees, research personnel, and learners who are engaged in research and/or scholarly activity at BVC will adhere to the following three (3) principles:
 - Truthfulness in describing collection methods, analysis, and reporting.
 - Scrupulousness in recognizing the authors and sources of the original research concepts and results; and
 - Probity in the use of research funds. Research funds are used responsibly and in accordance with funding agreements.
- **Promoting integrity in research**
Integrity in research and scholarly activity will be fostered by developing awareness among all involved of the need for the highest standards of integrity, accountability, and responsibility.
- **Research data**
 - Scholarly and scientific rigor and integrity will be expected when obtaining, recording, and analyzing data, and when reporting and publishing results.
 - All individuals involved in the research should come to a common understanding regarding storage, access to data and any other relevant concerns and circumstances, before undertaking research. In the case of collaborative work, all members of the research team must have access to the relevant data at all times, subject to contractual obligations or other agreements regarding access to data.
 - Records of data, methodologies, findings, graphs, and images will be kept complete and accurate in accordance with applicable funding agreements; institutional policies, procedures and guidelines; regulations; and professional or disciplinary standards and maintained in a manner that will allow for verification or replication of research by others.

- **Authorship and recognition**
 - Authorship of published work will include all who have made a significant intellectual and practical contribution and share responsibility for the contents of the publication, and only those people. Learners and research personnel will be given appropriate recognition or authorship for the collection of data in any publication. Other individuals who have made a significant contribution will be recognized in acknowledgements.
 - All individuals involved in the research should come to a common understanding regarding ownership, authorship, intellectual property rights, and the reproduction and publication of data of the research, before undertaking research.
 - Unpublished work of other researchers and scholars is only used with permission and due acknowledgment. This includes obtaining permission for confidential information, data, and concepts found as a result of the following: personal communication, peer review processes, archival sources, and funding applications.
- **Conflict of interest**

Potential or perceived conflict of interest (as defined by the Tri-Agency Framework: Responsible Conduct of Research) will be appropriately dealt with in accordance with BVC's policy dealing with conflict of interest.
- **Responding to allegations of misconduct in research and scholarly activity**
 - BVC will respond to allegations of misconduct in a timely manner following the identified process.
 - BVC will engage in mechanisms consistent with due process and natural justice.

Compliance

Employees, contractors, and learners are responsible to know, understand, and comply with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

Definitions

Author:

(including co-author): The writer, or contributing writer, of a research publication or document (<https://rcr.ethics.gc.ca/eng/framework-cadre-2021.html>).

Authorship:

The National Research Council Canada (NRC) provides this guide in determining authorship (Research and scientific integrity policy - National Research Council Canada).

NRC research publications shall identify as authors all those, and only those, who have made a substantial (conceptual and/or material) contribution to, and who accept responsibility for, the contents of the research. The other contributions should be recognized separately in the manuscript.

Bow Valley College employee:

Refers to any individual employed by BVC (i.e., exempt, faculty [under the BVC Faculty Association], and staff [under the Alberta Union of Provincial Employees]).

Conflict of interest:

A conflict of interest may arise when activities or situations place an individual in a real, potential or perceived conflict between the duties or responsibilities related to research, and personal, institutional or other interests. These interests include, but are not limited to, business, commercial

or financial interests pertaining to the individual, their family members, friends, or their former, current or prospective professional associates (<https://rcr.ethics.gc.ca/eng/framework-cadre-2021.html>).

Research:

An activity under the auspices of the College by employees, learners, and/or external partners, which involves a systematic undertaking to establish facts, principles, or knowledge in order to solve specific problems of an organization or community. Most activities that involve information collected solely in the course of teaching (that is, projects that are not Client-Driven Course-Based Collaborative Research) are not considered research for the purposes of this policy. In addition, other usual college functions such as market research (the gathering data/ information about consumer/customer preferences, ideas and attitudes), quality assurance studies, performance reviews, instructor evaluations, program evaluations or reviews, curriculum development projects, or testing within normal educational requirements are not considered research for the purposes of this policy document.

Research and scholarly integrity:

To uphold the values of honesty and uprightness in research and scholarly endeavours among colleagues, co-workers, learners and research personnel on research projects with due respect to intellectual property and ethical conduct in research involving humans and animal participants. These values extend to dealings with research and funding collaborators both within and outside the education community.

Research misconduct:

Research misconduct refers to the fabrication, falsification, destruction of records, plagiarism and other acts of misconduct as refined by the Tri-Agency *Breaches of Agency Policies* (Section 3.1 of the Tri-Agency Framework: Responsible Conduct of Research) in proposing, performing or reviewing research, or in the reporting of research results.

Research personnel:

Includes anyone who conducts research activities, or who may contribute to the research activities of a grant holder.

Researcher:

An individual who conducts scientific investigations that focus on developing practical solutions to real-world problems in a specific field or industry. A researcher uses existing knowledge, theories, and techniques to address specific problems or challenges that are relevant to the needs of society, an organization, or a market. A researcher may work in collaboration with industry or government partners, who provide funding and expertise to support the research.

Scholarly activity:

Includes all research or other creative activity undertaken by BVC employees or learners. Scholarly activity (as defined by CAQC) can take many forms, including but not limited to, independent or collaborative research (basic, applied, educational, policy, etc); staying current and maintaining competency in one's field; inquiry and reflective practice; pedagogical innovation; knowledge translation and reformulation; composition, creative activity and performance; publication; technology development patents, technology transfer and commercialization; and developing standards, guidelines, and best practices.

Data sheet

Accountable officer

The Executive Team member responsible for the Academic Division

Responsible officer

Special Advisor, Academic and Research

Approval

Board or Governors

Contact Area

Special Advisor, Academic and Research

Relevant dates

Approved	Board of Governors: BOG170125-04
Effective	January 26, 2017
Next review	January 2026
Modification history	<ul style="list-style-type: none"> Accountable and Responsible Officer updated 5-25-2023 Rebranded February 12, 2021 April 2010, October 2011, January 2017 Housekeeping January 2024
Verified by	Office of the President, May 2023*
Revision Number	Rev. 01 – (January 2024)

Associated policies

Academic integrity #500-1-7
 Code of conduct policy #200-1-13
 Code of conduct procedure #200-1-13
 Ethical business practices #200-1-5
 Ethical conduct for research involving human participants #500-3-2
 Learner code of conduct policy #500-1-1
 Learner code of conduct procedure #500-1-1
 Records management #200-1-8
 Intellectual property #300-2-14

Directly related procedure(s), guideline(s) (if any)

Integrity in research & scholarly activity procedure #500-3-3
 Records retention and disposal guidelines #200-1-8

Related legislation

Tri-Agency Framework: Responsible Conduct of Research (2021)
<https://rcr.ethics.gc.ca/eng/framework-cadre-2021.html>
 Tri-Council Policy Statement: Ethical Conduct for Research involving Humans-TCPS 2 (2022)
<https://ethics.gc.ca/eng/documents/tcps2-2022-en.pdf>

Attachments (optional)

N/A