



## INTEGRITY IN RESEARCH AND SCHOLARSHIP POLICY

Policy Area:	Board		
Policy Number:	IRSPL_2405N_BG/PVPA		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Provost and Vice President Academic		
Stakeholders:	Employees and Students		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Board of Governors		
Approval Date:	May 21, 2024		
Effective Date:	September 1, 2024		
Replaces:	Scholarly Integrity Policy (D.3.1) (2008), Scholarly Misconduct Policy (D.3.2) (2008), Conflict of Interest in Research Policy (D.3.5) (2011)		
Last reviewed:	May 2024	Scheduled review date:	May 2029
Procedures:	<i>Procedures for Scholarly Misconduct (under review)</i>		

### 1. Policy Statement

Okanagan College expects that all Research and Scholarly Activities will be conducted with the highest level of integrity and ethics. The College is committed to supporting and promoting ethical conduct in Scholarly Activities that support Research and scholarly best practices, and that fosters Researchers and scholars to act ethically, accountably, openly and fairly in the search for and dissemination of knowledge.

### 2. Purpose

The purpose of this policy is to outline the College's expectations, principles, and responsibilities regarding Research and Scholarly Activities and perceived or real Scholarly Misconduct. The College expects that Researchers and scholars involved in Scholarly Activities will meet the requirements set out in the *Tri-Agency Framework: Responsible Conduct of Research*.

### 3. Scope and Application

This policy applies to Research and Scholarly Activities which are undertaken by Okanagan College employees and students, any individual working under the auspices of Okanagan College, and

students from other institutions who are working on Okanagan College premises under the supervision of an Okanagan College employee, either alone or in collaboration with others.

#### 4. Definitions

<b>Balance of Probabilities</b>	Means the standard of proof whereby an assessment is made as to whether a violation of the Policy is more likely than not to have occurred.
<b>Complainant</b>	Means a person who submits a Complaint based on a belief that they have witnessed or experienced conduct which is prohibited by this Policy.
<b>Complaint</b>	Means a written statement of alleged facts made by a Complainant.
<b>Employee</b>	Means any person employed by (or who has an appointment with) the College.
<b>Fabrication</b>	Means making up data, source material, methodologies or findings, including graphs and images, and recording or reporting them.
<b>Falsification</b>	Means manipulating, changing, or omitting data, source material, methodologies, or findings, including graphs and images, without acknowledgement, and which results in inaccurate recorded or reported findings or conclusions.
<b>Interim Measures</b>	Means actions or measures that may be imposed on a Researcher(s) or Research pending the outcome of a preliminary assessment or investigation into a Scholarly Misconduct Complaint.
<b>Investigative Response</b>	Means the response that includes the determination of whether Scholarly Misconduct occurred.
<b>Plagiarism</b>	Means presenting and using another's published or unpublished work, including theories, concepts, data, source material, methodologies or findings, including graphs and images, as one's own, without appropriate referencing.
<b>Research</b>	Means Research that has received the formal endorsement of the College (e.g. through the Research Ethics Board), and/or is being funded on the basis of an association with the College (e.g. through an NSERC grant), and/or uses significant college resources (faculty release time, financial or human resources), and/or Grants In Aid (GIA) Research grants and student applied Research positions.
<b>Researcher</b>	Means any College employee or any scholar who has a formal association with the College and who is involved in Research that is sanctioned by the College.
<b>Respondent</b>	Means a Researcher or employee against whom an allegation has been made under this Policy.
<b>Scholarly Activity</b>	Means scholarship, research and creative activities. Scholarship involves oral or written activities that reflect a thorough and critical collection of knowledge of one's profession or discipline. Research involves contributing to the expansion of knowledge and the sharing of that knowledge through

appropriate professional means. Research includes application of research findings for purposes of practical application. Creative activities involve creative practice, exhibition, performance, composition, multimedia presentations and other similar activities that reflect applied practice of one's profession or discipline. (*OCFA Collective Agreement 2022, section 18.1.4.1*)

**Scholarly Misconduct** Means conduct that breaches the scholarly standards and practices that are generally accepted within the relevant scholarly field. This may include a failure to meet any of the expectations set out in section 6.0 (Acceptable Standards of Research and Scholarly Conduct) of this Policy. Scholarly Misconduct inclusions are outlined in section 7.0 of this Policy.

**Self-Plagiarism** Means the reuse of one's own previously written work or part thereof, or data, whether published or unpublished, in a new written product without adequate acknowledgement of the previous use.

**Tri-Council Agency** Means the Canadian Institutes of Health Research (*CIHR*), the Natural Sciences and Engineering Research Council of Canada (*NSERC*), and the Social Sciences and Humanities Research Council (*SSHRC*), collectively.

**Tri-Agency Framework: Responsible Conduct of Research** Means the policy framework addressing integrity in Research and scholarship issued by the Tri-Council Agency.

## 5. Principles

- 5.1 The College is responsible for promoting integrity in Research and Scholarly Activities and supporting educational awareness and activities on Research practices.
- 5.2 The College will maintain an active Research Ethics Board.
- 5.3 Researchers are responsible for maintaining the highest level of integrity and ethics while conducting Research and Scholarly Activity.
- 5.4 Researchers are responsible for familiarizing themselves with the scholarly standards and practices that are generally accepted within the relevant scholarly field.
- 5.5 Principal Researchers are responsible to exercise reasonable care in directing and supervising Researchers to prevent academic misconduct and to ensure the standards for scholarly integrity are met. Principal Researchers must have obtained the *Tri-Council Agency - TCPS2: Course on Research Ethics* certification.
- 5.6 All data collected by or with Indigenous communities must follow the First Nations Principles of Ownership, Control, Access and Possession (OCAP®) and must follow the *CARE (collective benefit, authority to control, responsibility and ethics) Principles for Indigenous Data Governance*.
- 5.7 Entitlement to ownership of primary data, software, and other products of Research can vary according to the circumstances under which Research is conducted and may in some cases be governed by Collective Agreements. A shared understanding about ownership should be reached among collaborators, especially between supervisors and their students, before Research is undertaken.
- 5.8 All inventors listed on a patent application must have made an inventive contribution to the invention.

- 5.9 Any Research project (including pilot studies, exploratory studies, etc.) involving human subjects in procedures that involve potential invasions of privacy, must be reviewed and approved by the Research Ethics Board before the Research begins.
- 5.10 The College is responsible for investigating and responding in a timely manner to allegations of misconduct in Research and Scholarly Activities including informing appropriate funding councils of conclusions reached and actions taken.
- 5.11 The College will provide an established fair, unbiased and timely process for investigating and responding to allegations of Scholarly Misconduct.
- 5.12 Misconduct while undertaking Research and Scholarly Activities is unacceptable and may be cause for disciplinary action or sanctions.

## **6. Acceptable Standards of Research and Scholarly Conduct**

- 6.1 Generally accepted scholarly standards and practices include Researchers/scholars ensuring that they:
  - a) obtain, record, analyse, store, report, and publish data or results without Fabricating or Falsifying.
  - b) engage in culturally sensitive practices of Research with scholarly and scientific rigour, through all stages of the work: planning, obtaining, recording, analyzing, storing, reporting, and publishing data or results.
  - c) recognize substantive contributions of all collaborators.
  - d) ensure the authorship of published work includes all those who have materially contributed to and share responsibility for content, and only those persons.
  - e) give students the appropriate recognition for authorship or collection of data in any publication.
  - f) use unpublished work of other Researchers and scholars only with permission and with due acknowledgement; use archival materials in accordance with the rules of the archival source; and adhere to the Copyright Act when using materials protected by copyright.
  - g) securely keep complete and accurate records of all original Research data, methodologies, and findings, in accordance with funding partner requirements, timelines specified in the Research data management plan, Okanagan College policies, and/or relevant laws or regulations, in a manner that allows for others to verify or replicate the work.
  - h) use information, concepts, or data as permitted by author(s), licensing agreements, and relevant legislation.
  - i) seek and obtain approval from the Research Ethics Board (REB) before engaging in any Research involving humans, animals, biohazards, or radioisotopes and comply fully with the national standard requirements and approved Research protocols.
  - j) comply with operational and financial terms of Research grants and/or contracts awarded to the Researcher.
  - k) voluntarily and immediately disclose in writing to the sponsors of the Research project, Okanagan College, the Research Ethics Board, and other institutions, journals or funding agencies, any conflict of interest that may result in the cancellation of support for the

Research, and/or any material financial interest in a company that contracts with OC to undertake Research.

- l) disclose instances where financial interests may result in a conflict of interest involving the company's products include: ownership, substantial stock holding, directorship, significant honoraria, or consulting fees, but does not include minor stock holdings in a large publicly traded company.
- m) ensure when handling Research data of collaborative work, all members of the Research team are responsible for ensuring proper acknowledgement of each team member when the data is released in any form.
- n) protect the privacy of any individuals whose personal information has been obtained as part of any Research activities, in accordance with the Freedom of Information and Protection of Privacy Act, and any other applicable legislation.
- o) maintain confidentiality of intellectual property, whether existing background intellectual property or if developed as part of the Research.

## **7. Scholarly Misconduct**

7.1 Inappropriate conduct while conducting Research and scholarship is unacceptable. The formal procedures for handling Scholarly Misconduct investigations can be found in the Research and Scholarly Misconduct Procedures.

7.2 Scholarly Misconduct includes, but is not limited to:

- a) Fabrication or Falsification.
- b) the destruction of one's own or another's Research data or records to specifically avoid the detection of wrongdoing or in contravention of any applicable funding agreements, College or other policies, standards of the relevant profession or discipline, or laws and regulations.
- c) Plagiarism, including Self-Plagiarism.
- d) inaccurate attribution, including attribution to persons other than those who made a material intellectual contribution to an invention or to the contents of a publication or Research project, or agreeing to be listed as an inventor on a patent application or as an author or contributor to a publication or Research project to which one made no material intellectual contribution.
- e) failure to acknowledge or recognize the use of generative artificial intelligence, where appropriate, within the scope of the Research.
- f) failure to appropriately recognize or acknowledge the contributions of others in a manner consistent with their respective contributions and, if applicable, consistent with the authorship policies of relevant publications.
- g) use of published or unpublished works in contravention of the Copyright Act.
- h) abuse of supervisory authority over collaborators, assistants, students and others associated with the Scholarly Activity.
- i) failure to comply with the regulations of a funding agency, relevant federal or provincial statutes or regulations, College policies and procedures, or other relevant legal requirements with respect to Research and Scholarly Activity.

- j) failure to reveal any conflict of interest (material or otherwise) to the College, sponsors or to those who commission the Scholarly Activity.
  - k) using grant or award funds for purposes inconsistent with the policies of the funder; contravening funder financial policies; or providing incomplete, inaccurate or false information on documentation.
  - l) conflict of scholarly interest such as opposing the publication or compromising the work of another author, particularly in the publications and review forums, for the purposes of benefiting oneself directly or indirectly.
  - m) failure to maintain guarantees of confidentiality to Research participants to ensure that ethical principles are upheld subject to the limits prescribed by law.
  - n) failure to securely store, manage, or retain Research data in accordance with a Research data management plan, funding partner terms, institutional and/or legal obligations.
- 7.3 Scholarly Misconduct does not include situations of: honest and reasonable error; conflicting data; valid differences in experimental design; or in interpretation or evaluation of information.
- 7.4 Where Scholarly Misconduct is found, conduct may be referred to other policies such as the Student Non Academic Misconduct, Academic Integrity, or Code of Ethical Practices policies as appropriate.

## 8. Related Acts and Regulations

*Copyright Act*

*Tri-Agency Framework: Responsible Conduct of Research*

*Freedom of Information and Protection of Privacy Act*

*CARE (collective benefit, authority to control, responsibility and ethics) Principles for Indigenous Data Governance*

## 9. Supporting References, Policies, Procedures and Forms

*Academic Integrity Policy*

*Code of Ethical Practices Policy*

*Student Non-Academic Misconduct Policy*

### History / Revisions

Date	Action
2024-05-21	Approved by Board of Governors: <i>Integrity in Research and Scholarship Policy (IRSPL_2405N_BG/PVPA)</i>  Replaces Scholarly Integrity Policy (D.3.1) (2008), Scholarly Misconduct Policy (D.3.2) (2008), Conflict of Interest in Research Policy (D.3.5) (2011)