



Research Code of Conduct

Introduction

This Code of Conduct sets out standards of performance and conduct expected of all staff, engaged in research at IWM. The Code ensures that research carried out at IWM is conducted to the highest standards of intellectual honesty and integrity.

Developing good practice

We are committed to supporting the scholarly and intellectual expertise of our staff. Therefore IWM principles for good conduct in research will be supported by the IWM Research Board and its endorsed Research Programme.

The Board will:

- make recommendations as regards programmes, guidelines, projects, and their evaluation;
- ensure the quality, diversity, rigour and timeliness of research, and communicate effectively to ensure clarity, efficiency and good resource management
- ensure that opportunities for staff research/ specialism development are made available in a business-oriented, fair and transparent manner
- oversee the effective nurturing of existing and new external partnerships
- manage the research budget

The IWM Research Programme provides a collaborative, enabling and well-regulated approach to ensure proper integration and dissemination of research in line with the strategic aims and objectives of IWM.

The Research Programme provides:

- A formal system for mentoring and training new researchers, and for the development of established research staff, and ensuring all research staff are aware of the best practice policy
- A management structure that encourages and facilitates staff research
- A system - see Rules and Frameworks – whereby staff research is facilitated and regulated

Principles of good practice

We define good research practice as:

1. Applying the highest possible standards of honesty, integrity and confidentiality (as appropriate) to all research and related activities (e.g. funding applications)

2. Ensuring that research undertaken supports the scholarly and intellectual development of staff in relation to the key aims and priorities of IWM.
3. Ensuring that the training needs of staff engaged in research are recognised.
4. Encouraging inter-disciplinary work both internally and with external partners.
5. Staff treating IWM collections with appropriate levels of care.
6. Authors of a published work taking responsibility for the content and appropriately acknowledging contributions from others.
7. Ensuring that the intellectual property rights of IWM - currently under review - are protected and maintained in all parts of the research process.
8. When relevant, documenting research methods and processes and ensuring that a record is lodged with the IWM archive.
9. Representation on *external* boards: IWM staff will from time to time be invited to sit on boards of museums, libraries, associations, trusts and other institutions. This has obvious benefits to IWM and it is important that staff understand that such representation is on behalf of IWM, and ensure that key business is reported back as appropriate - so that the partnership is properly monitored and that IWM derives maximum benefit from it. It is important also that on leaving IWM, membership of any such boards is passed onto the successor in the post (not retained by a member of staff now working for another organisation or in retirement).

Misconduct in Research

IWM defines research misconduct as non-compliance with the Code of Conduct. This comprises behaviour which does not apply the expected standards of honesty and integrity to any research work undertaken. It is understood that this can include, but is not limited to, the below:

- Plagiarism - the copying or use of any work without appropriate permission or acknowledgement.
- Fraud - intentional deception (forgery of data or results).
- Conspiracy – assisting in the concealment and failure to report misconduct by others.
- Non-compliance - the intentional non-compliance of existing obligations with interested parties (e.g. IWM, funding bodies, partner organisations).

Importance of good practice

IWM aspires to create a culture where self-development in pursuit of the IWM's broad aims is properly supported and monitored.

All staff undertaking research must read, understand and follow the Code of Conduct. Line Managers and project managers have a responsibility to ensure compliance by their staff, and to take a proactive and encouraging approach to the development of the intellectual capital of IWM.