

**SRUC CONTRACTS OFFICE  
STANDARD OPERATING PROCEDURE  
CODE OF PROFESSIONAL CONDUCT**



<b>SOP Number: CO/SOP/030</b>	<b>Date of Issue: March 2013</b>
<b>Written By: Mike Smith</b>	<b>Review Date: August 2016</b>
<b>Approved By: Geoff Simm</b>	<b>Version: 02</b>

### Log of updates

<b>Version</b>	<b>Amendments</b>	<b>Effective</b>
01	New SOP	August 2012
02	Revised for name Change and other updates as required	March 2013

### Purpose & Scope

To define what is meant by Professional Conduct and to describe procedures in force to investigate any written allegations of Scientific Misconduct.

### Procedure

#### Introduction

The Quality Management System adopted by SRUC and externally audited forms a comprehensive code for good scientific practice across SRUC . These procedures apply to all staff at SRUC directly or indirectly associated with any research activity.

This SOP in particular describes what is meant and expected of all staff engaged in research (professional standards) and the procedures in place to investigate scientific misconduct for any research performed on SAC's premises.

#### Professional standards

##### Accountability

All staff engaged in research must ensure that the research they undertake complies with the terms and conditions of the research contract or funding body. This includes the need to carry out the research according to the research proposal, unless amendments have been agreed in writing; that finance is used solely for the purposes for which it was intended, unless permission for alternative use has been granted in writing; that reports are both timely and accurate (See SOP CO/SOP/18) and conditions relating to publication and ownership of intellectual property are met.

##### Openness

While recognising the need for staff engaged on research projects to protect their own research interests in the process of planning and executing their research, and those of funding bodies, especially if confidentiality is explicitly required as a condition, SRUC encourages staff to be as open as possible in discussing their work with other researchers and the public. Once results have been published, researchers should make appropriate data and materials available to others on request for appropriate purposes subject to intellectual property rights being honoured by any other users of the data or materials. If required as part of the terms and conditions of contract data, results and published material should be provided on an open access basis.

##### Honesty

All staff engaged on research are required to be honest in respect of their own actions and in their responses to the actions of others. This applies to all research work from initial formulation of concepts and hypotheses, experimental design and methods, analysis of data or ideas, publication of research and acknowledgement of the contribution of others. All staff engaged on research must refrain from plagiarism, infringement of intellectual property and the fabrication of results.

##### Conflict of interest

All staff engaged on research must be honest about conflict of interest issues whether real, potential or perceived, throughout the research process or when research is sponsored by an organisation that might have a vested interest. This is particularly important when staff are asked to assess other research proposals, or when refereeing/reviewing any material being prepared for publication.

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Authorship

SRUC expects that anyone listed as an author in a publication can identify their contribution to the publication and accepts responsibility for being familiar with its contents. No member of staff should include a name of a person as an author on a paper unless permission has been received from that person. Authors should be ordered in such a way as to give proper credit to relative contributions on a project. Any person who has been involved in a substantial way in conceiving, analysing or writing up a significant part of a project should be included as an author. Any person who has not been involved in a significant way in conceiving, executing, analysing or writing up a part of the research should not be an author, but should be acknowledged where this is due.

Acknowledgement of collaborators

Contributions of formal collaborators and others who directly or indirectly assist and support the research should be acknowledged. Where appropriate the sponsors of the research should be acknowledged.

**Research Misconduct**

SRUC has a set of general disciplinary procedures for all staff. Professional misconduct is treated under these procedures as a serious offence likely to bring SRUC into disrepute. Professional misconduct is therefore dealt with under the general disciplinary procedures for all staff.

Research misconduct is misconduct arising during the course of research or its reporting and includes:

- Fabrication or falsification of results
- Plagiarism, misquotation or misappropriation of the work of others including the unethical use of material provided for review or assessment.
- Inappropriate promotion of the results of research

As noted above research misconduct also includes any misconduct that brings the name of SRUC into disrepute.

Any member of staff at SRUC wishing to initiate disciplinary action on the grounds of research misconduct is advised to contact the Research Director & VP in the first instance on the appropriate procedures in the circumstances of each particular case.

Any person from outside SRUC wishing to alert SRUC on possible grounds of scientific misconduct against an individual SRUC member of staff is advised to contact the Research Director & VP in writing. The Research Director will then decide on the appropriate procedures to apply in the circumstances of each particular case.