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<b>Title</b>	<b>Scholarly Integrity Policy</b>
<b>Policy Area</b>	Education/Academic/Student Services
<b>Policy Number</b>	D.3.1
<b>See also</b>	Scholarly Misconduct Policy Student Non Academic Conduct Policy

**Effective Date:** June 25, 2008

**Approval Date:** June 24, 2008

**Applies to:** Employees and Students of Okanagan College or any individual who works under the auspice of Okanagan College  
  
Students from other institutions who are working on Okanagan College premises under the supervision of an Okanagan College employee

**Approving Body:** Okanagan College Board of Governors

**Supersedes:** OUC Scholarly Integrity Policy

**Authority:** *College and Institute Act*

The following are responsible for the administration of this policy,

<b>Primary Office</b>	<b>Contact</b>
Office of the Vice President, Education	Vice President, Education

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<b>Policy Statement</b>
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1. Okanagan College recognizes the necessity for maintaining the highest ethical standards in the conduct of scholarly activities. Okanagan College is responsible for developing awareness among students and employees involved in scholarly activity and of the need for the highest standards of integrity, accountability and

responsibility. This may be accomplished through workshops, seminars, and written materials posted on Okanagan College's website.

2. This policy applies to scholarly activity which is 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. The definition of scholarly activity may be found in the OC/OCFA Collective Agreement.

### **Policy Details**

3. Okanagan College holds scholars responsible for scholarly and scientific rigour and integrity in scholarly activity, in obtaining, recording and analyzing data, and in presenting, reporting and publishing results through such means as the following, without limitation:
  - i) appropriately recognizing the assistance and substantive contributions of all collaborators through acknowledgment or authorship and including as authors of a work intended for publication or presentation all persons, and only those persons, who made significant scholarly and/or scientific contributions to, and share responsibility for, the contents of the publication or presentation; using unpublished work of other researchers and scholars only with permission and due acknowledgement; and using archival material in accordance with rules of the archives;
  - ii) obtaining permission of the author before using new information, concepts or data originally obtained through access to confidential manuscripts or applications for funds for research or training that may have been seen as a result of processes such as peer review;
  - iii) conforming to national requirements for working with humans, animals, biohazards, and radioisotopes and regarding effects on the environment;
  - iv) gaining approval where appropriate from the Okanagan College Research Ethics Board prior to conducting research;
  - v) using research funds in accordance with the terms and conditions under which those funds were received; and
  - vi) revealing to Okanagan College, journals, sponsors, funding agencies or those requesting opinions, any conflict of interest, financial or other, that might influence their decisions on whether the individual should be asked to review manuscripts or applications, test products or be permitted to undertake work sponsored from outside sources.
4. Okanagan College shall investigate allegations of scholarly misconduct in accordance with its Scholarly Misconduct Policy.

### **Procedures**

5. In order to maintain integrity and to avoid misconduct in scholarship and research, employees and students involved in scholarship and research activity shall, in particular:
  - i) acknowledge in a fair manner the work of students involved in a project concerned with research, and scholarly or creative activity;
  - ii) recognize and acknowledge the intellectual contribution of others;

- iii) not use new information obtained through access to confidential manuscripts or applications seen as a result of peer review unless permission of the author is obtained;
  - iv) use scholarly and scientific rigour in obtaining, recording and analyzing data in reporting results;
  - v) ensure that authors of published work include all and only those who have intellectually contributed; and
  - vi) maintain integrity in using available funds.
6. Acts of scholarly misconduct may be committed with varying degrees of deliberateness. It is recognized that the borderline between scholarly incompetence, carelessness and negligence, on the one hand, and intentional dishonesty on the other, may be very narrow. The result is objectionable in any case, even if different degrees of discipline are appropriate.
  7. Careful supervision of employees by their unit supervisors and of students by their supervisors with respect to the application of this policy and any other relevant Okanagan College policy is in the best interests of Okanagan College, the employees, students, and the scholarly and scientific community. The complexity of scholarly and scientific methods, the necessity for caution in interpreting possibly ambiguous data, the need for advanced analysis, and the variety of protocols for reporting research data all require an active role for the supervisor in the guidance of employees and students.
  8. Principal Investigators and co-investigators shall exercise reasonable care in directing and supervising researchers to prevent academic misconduct and to ensure that the normal standards for scholarly integrity are met. Failure to exercise reasonable care or deal appropriately with misconduct after it has been observed may result in the imposition of discipline.
  9. The retention by Okanagan College of accurately recorded and retrievable results is of the utmost importance. Whenever possible, all primary data should be recorded in a clear, adequate, original and chronological form. In scientific departments, a record of the primary data must be maintained on Okanagan College's premises and cannot be removed (note: in cases where the Principal Investigator is from another institution and the data is not gathered at Okanagan College, it is the responsibility of the other institution to maintain the original data on their premises). Original data for a given study should be retained in the unit of origin for at least five years after the work is published or otherwise presented (if the form of the data permits this, and if assurances have not been given that data would be destroyed to assure anonymity). Supervisors and collaborators will have unrestricted access to all data and products of their collaborative research (if assurances have not been given that access to the data and products would be restricted to assure anonymity). 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.
  10. All authors listed in a publication should have been involved in the research. Each is expected to have made a significant scholarly and/or scientific contribution, understand the significance of the conclusions, and be able to share responsibility for the content and reliability of the reported data. All authors listed should have seen and approved a manuscript before submission. In the event that a researcher involved in the research disagrees with the content or conclusions of a publication,

the Principal Investigator may proceed to publish the results and the dissenting researcher may elect to have his or her name removed from the list of authors of that publication. The dissenting researcher may independently write his or her own publication.

11. Two safeguards in the publication of accurate reports are the active participation of each co-author in ascertaining which part of a manuscript falls within his or her specialty area and the designation of one author who takes responsibility through due diligence for the validity of the entire manuscript. A gradual diffusion of responsibility for multi-authored or collaborative studies is not acceptable as it could lead to the publication of papers for which no single author is prepared to take full responsibility.
12. All inventors listed on a patent application must have made an inventive contribution to the invention.
13. The concept of "honorary authorship" is unacceptable. There should be guidelines developed and discussed within each unit regarding conditions of authorship for research trainees. These guidelines should be discussed with the trainees before the research is begun or they become involved in it. Conditions for all involved in a research team shall be outlined in writing by the supervisor before team members become engaged.
14. Any research project (including pilot studies, exploratory studies, etc.) involving human subjects in procedures that involve potential invasions of privacy, which is carried out by a person employed by Okanagan College or enrolled in course-work at Okanagan College, must be reviewed and approved by the Okanagan College Research Ethics Board before the research begins. Research projects may involve asking subjects to participate in studies that use, for example, questionnaires, interviews, focus groups, observation, secondary use of data, deception, testing, video and audio taping.