18.01 Using a high level of rigour in proposing and performing research; in recording, analyzing, and interpreting data; and in reporting and publishing data, findings and results.

- Responsible Conduct of Research, "the re-publication of one's own previously published work or part thereof, or data, in the same or another language, without adequate acknowledgment of the source, or justification";
- (j) failure to maintain guarantees of confidentiality to research subjects;
- (k) using research funds in a manner that is not in accordance with the terms and conditions under which those funds were received;
- providing negligently incomplete, inaccurate or false information in a grant or award application or related document, such as a letter of support or a progress report;
- (m) failing to meet funding agency policy requirements, or to comply with relevant policies, laws or regulations, for the conduct of research; or failing to obtain appropriate approvals, permits or certifications.
- 21.00 Scholarly Misconduct shall not include any matter involving only an honest difference of opinion or an honest error of judgment.
- 22.00 Serious Scholarly Misconduct means misconduct judged to be deliberate or reckless, going beyond negligence, and of sufficient gravity to justify initiation of disciplinary or dismissal proceedings.

DATA AND MATERIAL PRODUCTS

- 23.00 Researchers are required to retain all original data and material products related to Scholarly Activity for a reasonable period which shall normally be at least seven years unless the terms of a grant or contract supporting the Scholarly Activity or applicable regulatory requirements including ethics approval stipulations require destruction of the data at an earlier time.
- 24.00 In the event that an allegation of Scholarly Misconduct proceeds to a Review, a Researcher shall co-operate in providing access to data and material products to the Reviewer and a subsequent Committee of Inquiry within the limitations of relevant disciplinary ethical concerns, restrictions imposed by agreements under which data were collected, or by law.

ALLEGATIONS

- 25.00 An allegation of Scholarly Misconduct must be in writing and shall contain sufficient detail to enable the Respondent to understand the matter. In particular, it must include a precise statement of the alleged Scholarly Misconduct and be supported by all available documentation and refer to any evidence that may support the allegation. The person making the allegation must identify herself or himself. Anonymous allegations will not be investigated.
- 26.00 Anyone who makes an allegation of Scholarly Misconduct should recognize the seriousness of making such an allegation. Where an allegation made by a university employee or student is found to be trivial, vexatious or frivolous, the university will take disciplinary action within existing policies and procedures against the individual who made the allegation.

- 27.00 A Complaint containing allegations of Scholarly Misconduct shall be forwarded to the Dean of the unit in which the Respondent holds an appointment or is registered as a student.
- 28.00 In the event a Dean is a Respondent, the Complaint shall be forwarded to the Vice-President Academic and Provost who shall act in place of the Dean in the procedures described below.
- 29.00 In the event a vice-president is a Respondent, the President shall act in place of that vice-president in the procedures described below.
- 30.00 In the event the Respondent is not a student and does not hold an appointment in a Faculty, the Complaint shall be forwarded to the Vice-President Research who shall act in place of the Dean in the procedures described below.
- 31.00 Where the Respondent holds appointments in more than one Faculty, the Complaint may be forwarded to the Dean of any Faculty in which the Respondent holds an

(d) attach copies of all documents provided to the Reviewer by either the complainant or the Respondent.

INQUIRIES

39.00 Where the report of th

46.00 The Committee of Inquiry shall invite the Respondent to make a submission in writing prior to its seeking or obtaining any further information or submissions. All

- 53.00 The Vice-President Academic and Provost shall immediately provide copies of the report to the Respondent, the complainant and the Dean and, as appropriate, shall promptly:
 - (a) advise the Respondent and the Dean that the Complaint is dismissed;
 - (b) advise the Respondent and the Dean that the Complaint is substantiated as Scholarly Misconduct, which can appropriately be dealt with by the Dean;
 - (c) advise the Respondent and the Dean that the Complaint is substantiated as Serious Scholarly Misconduct in Scholarly Activity and refer the matter to the President for appropriate disciplinary action in accordance with applicable university policies or agreements.
- 54.00 Where the Complaint is not substantiated, the Dean in consultation with the Respondent and in light of any recommendations made

AUTHORITIES AND OFFICERS

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: Vice-President Academic & Provost
- iii) Procedural Authority: Vice-President Academic & Provost
- iv) Procedural Officer: Vice-President Academic & Provost

RELATED POLICIES AND DOCUMENTS

Conflict of Interest and Confidentiality Policy (GV0210) Freedom of Information and Protection of Privacy Act