

Benson Idahosa University Research Policy

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BENSON IDAHOSA UNIVERSITY RESEARCH POLICY

CONTENTS

PART 1	1
SECTION 1	1
1.1 Purpose	1
1.2. Specific objectives	1
1.3 Policy Content	1
1.4 Policy Definitions	2
1.5 Principles of Good Research Practice	3
1.6 Policy Content and Guidelines	4
1.6.1 Requirement to Undertake Research	4
1.6.2 Statutory and Ethics Obligations	4
1.7 Research Management	5
1.8 Resources in Support of Research	6
1.9 Research Planning	7
1.10 Evaluation and Monitoring of Performance	7
1.11 Recruitment and Staff Development	7
1.12 Postgraduate Student Research	8
1.12.1. Supervision of Research Trainees	8
1.13 Publication and Intellectual Property	9
1.14 Research Centres and Institutes	9
1.14.1 Characteristics of Research Centres and Institutes	9
PART 2: RELATED DOCUMENTS	10
SECTION 2	10
2.0 STAFF RESEARCH MISCONDUCT POLICY	10
2.1 Research Misconduct	10
2.2 Broad Examples of Research Misconduct	11
2.3 Obstruction of Investigations of Research Misconduct	13
2.4 Reporting and Addressing Research Misconduct	14

SECTION 3	15
3.0 STUDENTS ACADEMIC MISCONDUCT POLICY	15
3.1 Introduction	15
3.2 Responsibilities of Faculties/Departments	15
3.3 Students' Responsibilities	16
3.4 Investigations	16
3.4.1. Plagiarism Investigation	16
3.4.1.1 Categories of Plagiarism	17
3.5 Consequences and Sanctions	17
3.6 Further definitions: Plagiarism	18
SECTION 4	20
4.0 CONFLICT OF INTEREST POLICY	20
4.1 Definition	20
4.2 Purpose	20
4.3 Background	20
4.4 Principles	20
4.5 Identification and Effective Management of Conflicts of Interest	21
4.6 Declaring a Potential Conflict of Interest	22
4.7 Disclosure of Interests	23
SECTION 5	24
5.0 INTELLECTUAL PROPERTY POLICY	24
5.1 Objectives of BIU Intellectual Property Policy	24
5.2 Ownership of Intellectual Property	24
5.2.1 Staff Ownership	24
5.2.2 Student Ownership (undergraduates and postgraduates)	25
5.2.2.1 Examples where BIU requests that the Student assign the IP to BIU	26
5.2.2.2 Research Students Rights	26
5.2.2.3 Reproduction of Student Materials for Non-Commercial Purposes	27
5.2.3 University Ownership	28
5.3 Use of Third Party IP	28
5.4 Internet Materials	28
5.5 Trademarks and Brands	29
5.6 Newspaper, Journal and Magazine Articles and photos	29

5.7 Open Source Materials	29
5.8 Commercialisation of University Owned Inventions	29
5.9 Management of University-Owned Intellectual Property	29
5.10 Copyright and Moral Rights	30
5.11 Disclosure and Reporting of Research	31
5.11.1 Duty to Disclose IP Asset(s)	31
5.11.2 Procedure for Disclosure and Reporting of Research Activities with IP Potentials/ Value	31
SECTION 6	31
6.0 RESEARCH ETHICS POLICY	31
6.1 Guiding Principles	31
6.2 Definitions	32
6.3 Requirements for Ethical Research Practice	32
6.4 Research Involving Human Persons	32
6.4.1 Code of Research Ethics	32
6.5 Research Ethics Committees	33
6.6 Research Involving more than Minimal Risk	34
6.7 Use of Animals in Research	35
6.7.1 Types of Research Involving Animals	35
6.7.2 Animal Research Ethics and Welfare Committee	35
6.8 Bio-safety Committee	36
7.0 Ratification of Policy	37
7.1 Effective Date	37
7.2 Amendment	37

Benson Idahosa Research Policy

Background

Vision

The vision of Benson Idahosa University Directorate is to be recognised as a world acclaimed centre of research excellence where global best practices in research are upheld and research outputs are maximally utilised for individual, institutional and national development.

Mission

To boost the contribution of University staff to global scholarship by motivating productive research, enhancing the visibility of research output and ensuring their utilisation for societal development. This will be achieved by providing a framework which supports the research activities of the staff of the University through;

1. Seeking and disseminating research opportunities;
2. Enhancing research capacities through trainings and workshops;
3. Initiating inter-university collaborations through joint projects and exchanges;
4. Identifying and enabling university- industry linkages;
5. Encouraging a conducive research atmosphere;
6. Creating awareness of channels for the visibility of the research of staff;
7. Helping to strengthen internal and external grant applications initiated by staff;
8. Creating awareness of good practice in research;
9. Providing liaison between research staff and external research and funding organizations;
10. Providing access to the repository of research publications;
11. Establishing relationships with alumni, stakeholders and organisations for institutional advancement; and
12. Ensuring the commercialisation of research output to create avenue for internally generated income for the university and for the financial motivation of researchers.

Mandate

The BIU Research Directorate is responsible for developing strategies that help maintain a healthy and productive research environment across the University. The purpose of the Directorate is to oversee and guide research activities related to the research policy of the University, document all research activities in the university, promote cross-disciplinary research and scholarly output and to contribute to the University strategic goal of academic excellence.

In the pages that follow, the policies guiding research in the University are presented in two parts. Part 1 states the major principles and best practices for conducting acceptable research in Benson Idahosa University. Part 2 presents the policy statements that support these principles and the subsequent sanctions in the event of default.

PART 1: POLICY PRINCIPLES, GUIDELINES AND CONTENT

SECTION 1

1.0 Purpose

This policy establishes the research environment within which academic staff and postgraduate students carry out their Research. The aim of the policy is to provide and encourage the practice of research culture that aligns with the core values of the Benson Idahosa University; Teamwork, Ownership Mentality, People Matter, Transparency, Integrity, Innovation and Accountability which in the end will result in the fulfillment of the University's strategic aim of Academic Excellence.

1.2. Specific objectives are to;

- ❖ conduct world-leading and distinctive research
- ❖ facilitate the development of a University-wide sustainable research culture geared towards achieving excellence;
- ❖ cultivate strong research leadership and effective research support structures;
- ❖ embed research in all levels of academic activity (undergraduate, postgraduate, early career and established researcher);
- ❖ enhance the reputation and impact of our research nationally and internationally as well as maximise the synergies between our research and enterprise activities;
- ❖ establish effective mechanisms for the training of postgraduate research students and early stage researchers, while supporting the development of mid-career and senior researchers;
- ❖ increase the quantity and quality of our research students;
- ❖ increase and diversify the sources of external research funding in order to build capacity, research quality and reputation;
- ❖ develop strong collaborative links with appropriate institutions in the public and private sectors, nationally and internationally

1.3 Policy Content

Part 1 of this policy provides the principles that guide the practice of responsible research in the University. Such principles would ensure integrity, accountability, fair treatment of research subjects, acknowledgement of others and responsible communication of research results.

Part 2 presents policies for managing research misconduct. The objective is to put in place a strong ethical culture that will ensure responsible research and thus minimize breaches in research conduct.

1.4 Policy Definitions

In the context of this Policy, the following definitions will apply;

Academic Staff: All staff that have a contractual obligation to carry out Research

BIURD: Benson Idahosa University Research Directorate

Director of Research: The person responsible for managing the research policy of the University, ensuring compliance, monitoring research sub-committees (e.g. Ethics committee, Quality assurance committee and Faculty Research committees) and advising on/reporting research matters to the University Senate.

BIURC: a central University research committee comprising the representatives of all faculties in the University and the Heads of faculty research committees.

HFRC: Head of Faculty Research Committee; Person who is responsible for Research matters in their faculty and who liaises between the faculty and University Research Committee

Scholar: person employed by the University to teach and undertake research.

Research: is to be understood as original investigation undertaken in order to gain knowledge and understanding. It includes work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors;

Scholarship: the invention and generation of ideas, images, performances, artifacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction. It excludes routine testing and routine analysis of materials, components and processes such as for the maintenance of national standards, as distinct from the development of new analytical techniques. It also excludes the development of teaching materials that do not embody original research."

Researcher: any member of The University, including:

- ❖ anyone employed under Benson Idahosa University employment agreement or as an independent contractor,
- ❖ anyone subject to the Benson Idahosa University Policy on Honorary and Adjunct Appointments,
- ❖ anyone holding a University title such as Emeritus Professor,
- ❖ any student enrolled at the Benson Idahosa University, and
- ❖ anyone else who is undertaking, piloting or supporting research in association or affiliation with the Benson Idahosa University.

Research misconduct: a serious or deliberate deviation from the *Benson Idahosa Research Policy* which involves intent or deliberation; recklessness or gross and/or persistent negligence; the failure to follow approved protocols; the undertaking of research without appropriate approvals or clearances such as ethics and safety and serious offences such as the placement of false information on the public record. Research misconduct includes fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting the results of research, and failure to declare or manage a serious conflict of interest. It includes avoidable failure to follow proposals as approved by a research ethics committee. It also includes the willful concealment or facilitation of research misconduct by others.

1.5 Principles of Good Research Practice

The following principles aim to encourage researchers to consider the wider consequences of their work and to engage critically with the practical, ethical and intellectual challenges that are inherent in the conduct of high quality research. The University expects these principles to be integrated into all aspects of research and scholarly activity.

The main principles of good research practice are:

- i) **Excellence:** The University and its researchers should strive for excellence when conducting research and aim to produce and disseminate work of the highest quality.
- ii) **Honesty:** The University should work to create and maintain a culture of research that fosters and supports honesty in research. Researchers should be honest in relation to their own research and that of others. They should do their utmost to ensure the accuracy of data and results, acknowledge the contributions of others, and neither engage in misconduct nor conceal it.
- iii) **Integrity:** Researchers must comply with all legal and ethical requirements relevant to their field of study. They should declare any potential or actual conflicts of interest relating to research and where necessary take steps to resolve them.
- iv) **Co-operation:** The University and its researchers should promote the open exchange of ideas, research methods, data and results and their discussion, scrutiny and debate, subject to any considerations of confidentiality.
- v) **Accountability:** The University and its researchers should recognise that in and through their work they are ultimately accountable to the general public and should act accordingly. They should ensure that any research undertaken complies with any agreements, terms and conditions relating to the project, and allows for proper governance and transparency. Researchers should follow the requirements and guidance of any professional bodies in their field of research. Researchers who are members of a regulated profession must follow the requirements and guidance of the body regulating their profession.

vi) **Training and Skills:** Training and opportunities for development should be provided for researchers, along with the necessary resources to enable them to conduct research to the required standards. Researchers should be supported in identifying unmet needs for training and development. Researchers should ensure that they have the necessary skills, training and resources to carry out research in the proposed research team or through collaboration with specialists in relevant fields, report and resolve any unmet needs identified.

1.6 Policy Content and Guidelines

1.6.1 Requirement to Undertake Research

- (a) Each scholar will carry out independent Research, scholarship and/or creative activities that are appropriate to their discipline. They may do so individually or in collaboration with colleagues:
 - (i) supervise Research students;
 - (ii) broadly disseminate Research results (i.e. through more than one medium or one audience) including through their teaching practices and, where appropriate, protect the results of their Research;
 - (iii) be active within appropriate professional and discipline communities and external stakeholders;
 - (iv) contribute to the Research environment and culture of Benson Idahosa University through activities such as mentoring, engagement in new Research initiatives and strengthening the Research infrastructure; and
 - (v) participate in initiatives designed to secure financial support for Research activities from external sources (including for example, government/private sector funding, industry partnerships and contracts, philanthropic gifts, Research translation and commercialisation opportunities).
- (b) The requirement to undertake Research is a career expectation and will be balanced with the other obligations of academic staff including teaching and administrative responsibilities.
- (c) Nothing in this policy is to be construed so as to prevent Deans of Faculty/Heads of Departments from allocating teaching and other responsibilities in the light of the Research record of academic staff.

1.6.2 Statutory and Ethics Obligations

- (a) Academic staff and students are required to carry out their Research in compliance with all the University's obligations under legislation and any ethical and contractual obligations.
- (b) Research projects that involve human or animal subjects, including those undertaken as part of a teaching programme, must be approved in advance (see the Human Ethics Policy and the Animal Ethics Policy).
- (c) All Academic staff, students, and visitors of the University are required to make themselves aware and follow the contents of the University Health and Safety Policy.
- (d) Academic staff and students are required to comply with the University's approach to Risk and Risk Management as detailed in the University Risk Management Policy.

1.7 Research Management

Policy and advice in Research matters is coordinated through a number of bodies and committees:

- a) URD, chaired by the Director of Research, is the University's senior research management body. It advises and informs Academic Senate on Research strategies to be pursued, develops policy (including strategic and scholarships policy for Research students) and reviews progress in these areas.
- (b) Faculties and Departments are required to establish Research committees to support the research activities of their staff and postgraduate students. Both committees are expected to comply with and oversee the implementation of university-wide Research policies. Faculty Research committees are formed by deans to advise the URD and their own faculties on Research matters.
- (c) The Research Directorate provides Research services for staff. This support includes but is not limited to:
 - (i) Coordinating the activities of its subcommittees and monitoring external Research policy developments
 - (ii) Managing the University Research Funding
 - (iii) Securing and supporting external Research funding from the public and private sectors
 - (iv) Monitoring and reporting on externally funded Research grants

- (v) Providing professional development opportunities for staff to enhance their Research performance.
- (d) The Dean PG is responsible for oversight of the quality of Benson Idahosa University's PG Research and enhancement of the postgraduate (PGR) students' experience.

1.8 Resources in Support of Research

- (a) University Research Fund(URF)
 - (i) The general principle governing the allocation of all Research funding in the University is that it is an investment intended to maximise the range of outcomes that the University expects to result from staff and students' Research. The Allocations and Investment Subcommittee of the URD allocates grants from this fund.
 - (ii) A portion of the URF supports early career researchers and staff at Lecturer/Senior Lecturer level who are in their first five years at Benson Idahosa University who have not previously received external Research funding support and is allocated by a subcommittee of the Allocations and Investment Subcommittee of the URD.
 - (iii) A portion of the URF is allocated to strategic support of external funding bids and partnerships.
- (b) Faculty and Department Research Grants
Faculties and Departments may allocate Research funding according to their internal processes.
- (c) External contracts/external Research provisions and obligations
 - (i) All applications for any external Research funding are to be submitted through the Research Directorate.
 - (ii) All research contracted by an external party is administered by the Research Directorate. The Research Directorate provides the contract, financial and non-financial management services for the University's grant management process.
- (d) Academic staff are expected to comply with the Management of External Research, Consultancy and Related Contracts Policy in the costing and pricing of external Research and consultancy. They may also do Research or consultancy under the Entitlement to Undertake Private Work Policy and are required to report such activity to their Dean or Head of Department. Staff doing private work under the entitlement of this policy may manage their funds through the

Research Trust of BIU (RTBIU) using the Guidelines for Independent Work in the Research Trust of the University.

(e) Academic staff are eligible to apply for leave in support of their Research including Research and Study Leave, Overseas Conference Leave, and Exchange Leave. The Research committee recommends the award of such academic leave through the Deans of Faculties to the Registrar for approval.

1.9 Research Planning

Each Faculty, and its constituent academic units, is required to develop and implement its own Research plan that is consistent with and delivers to the University Research policy and the University Strategic Plan.

1.10 Evaluation and Monitoring of Performance

- (a) The Director of Research has responsibility for the evaluation of the University's Research performance. Annually the Evaluation Subcommittee of the URD will advise the Director and URD on the University's performance, its alignment with external Research funding sources available, opportunities for development, the impact and intensity of its Research.
- (b) The relevant Dean will monitor the performance of Faculties and Research centres in accord with the evaluation of the University's Research performance.
- (c) Staff are required to annually complete the staff Performance Development and Career Planning process (PDCP) through which their Head of Department (or delegate), Director (or Delegate) will evaluate their Research performance.
- (d) Staff are required to supply full and accurate details of their Research outputs as required by their Head of Department (or delegate)/Director (or delegate). This shall be done at least annually. The information will be supplied to the Research Directorate.
- (e) The Research Directorate will publish an annual list of staff and students' publications.

1.11 Recruitment and Staff Development

- (a) An important element of the characteristics of a university is the requirement to engage in Research at a higher level. Therefore, the appointment of new academic staff must give appropriate consideration to the quality of their Research record or Research potential commensurate with the requirements of the position. Responsibility for oversight of this rests with the relevant Dean of Faculty.

- (b) Academic staff are required as part of the annual PDCP process to prepare a Research plan and to review that plan annually in consultation with their Head of Department or Director of Research or Research Committee. Consultation should include a review of: Research objectives, anticipated applications for external Research funds, details of other initiatives to secure financial support for their Research activities, opportunities for collaboration, timelines and expected outputs for the dissemination of their Research results, protection of their Research results where appropriate, supervision opportunities, activities within the Research community, activities to enhance the impact of their Research. The PDCP process should also identify and support staff need to facilitate their Research and scholarship, and reflect any special agreements reached regarding teaching, administration, Research duties and Research training and/or development opportunities for Research according to the career stage of the staff member.
- (c) Faculties are required to adopt a procedure to ensure that workload issues are considered and that there is a healthy balance of teaching and research.
- (d) Heads of Departments should ensure that newly appointed staff are familiar with Research evaluations, Research training and funding opportunities and the importance of publishing in suitable outlets, both within the University and external to it.

1.12 Postgraduate Student Research

The Dean (PG), Deans of other faculties, Associate Deans (PG), Heads of Departments are responsible for ensuring that the management of PG degrees complies with the relevant University Statutes, policies and procedures.

1.12.1. Supervision of Research Trainees

Supervisors of research trainees should guide the professional development of the trainees, including providing guidance on all matters related to research conduct and providing training on discipline-based research methods and any other necessary skills. Supervisors should oversee all stages of the research process including setting the objectives and approach, obtaining ethics and other approvals, obtaining funding, conducting the research and reporting the findings. Supervisors should ensure that the methods used and the research outcomes are accurate, appropriate and valid, and that trainees receive appropriate credit for their work.

1.15 Publication and Intellectual Property

(a) Peer Review

Researchers are encouraged to participate in the peer review process, both by submitting their work for peer review and by reviewing the work of others, as this process plays a very important role in research and research management. It is important that researchers who are peer reviewing the work of others act in confidence, declare all conflicts of interest, and act in an impartial manner. Researchers must not take undue or calculated advantage of knowledge obtained during the peer review process. Researchers whose work is being peer reviewed must not seek to influence the results of the review.

(b) Publication

The University expects all Research outputs to be publicly available.

Researchers should communicate the results of their research responsibly. They should endeavour to make the results of research available to the public as widely as possible and researchers should present their results in an honest, straightforward and unbiased manner. Researchers also have an obligation to report negative results, and findings that are contrary to their hypotheses.

Researchers should do all that they can to ensure the earliest possible publication of the results of publicly-funded research. In situations where research findings are likely to result in valuable intellectual property and commercialisation opportunities, researchers should delay publication until these opportunities have been explored. In these instances researchers should first seek guidance from the Research Directorate.

(c) Research outputs may be withheld by the University where "good reason" exists.

(d) To the extent permitted by law, Research outputs may be embargoed as required by the University's Intellectual Property Policy.

(d) Staff and PG students are required to comply with the University's Intellectual Property Policy.

(e) All intellectual property, know-how, products and materials generated by University employees in the course of University approved research projects are and remain the property of the University (See University policy on intellectual property for details).

1.16 Research Centres and Institutes

1.16.1 Characteristics of Research Centres and Institutes

(a) The University establishes Research Centres to raise the Research profile of the University, focus strengths in areas where there is (or the University wishes to

develop) a concentration of Research excellence (including areas of applied Research) and to maximise external Research funding. Research centres help position and promote the University's areas of Research excellence and build the University's Research reputation. They also serve as vehicles for engaging with other Research institutions and industry and facilitate interdisciplinary and multidisciplinary relationships.

(b) Research Centres and Institutes are:

- (i) High quality and competitive, and may include involvement of nationally and internationally recognised researchers
- (ii) Consistent with the strategic interests of the University
- (iii) Expected to deliver outcomes that would not otherwise occur
- (iv) Aligned to the priorities of Research funders and the interests of end-users
- (v) Substantial, involving an integrated group of researchers generating significant Research outputs and attracting sizeable Research funding

(c) Research Institutes and Centres are approved by Council. The title "centre" or "institute" is only to be used after approval. Research groupings not so approved should use other general identifiers such as "project" or "unit".

PART 2: RELATED DOCUMENTS

SECTION 2

2.0 STAFF RESEARCH MISCONDUCT POLICY

2.1 Research Misconduct

Research Misconduct is significant behaviour that improperly appropriates the intellectual property or contributions of others, that intentionally impedes the progress of research, or that risks corrupting the research record or compromising the integrity of research practices. Such behaviours are unethical and unacceptable in proposing, conducting or reporting research, or in reviewing the proposals or research reports of others. Misconduct also includes unauthorized use, removal, or damage to property, equipment or supplies meant for research. Thus, all the staff of the University are required under this policy to observe the highest standards in research practice as contained in this policy. All new members of Staff (including Honorary Staff) will be required to sign a declaration stating that they have not been found to have committed serious research misconduct (i.e. warranting at least a formal written warning) prior to their appointment and are not currently under investigation by another institution following an accusation of research misconduct.

2.2 Broad examples of research misconduct are as follows:

1. **Fabrication of Data:** A researcher shall not claim data where none has been obtained.
2. **Falsification of Data:** A researcher shall not falsify data. Falsification includes:
 - (i) inappropriate manipulation and/or selection of consents
 - (ii) inappropriate manipulation and/or selection of data/imagery with the intention to deceive.
3. **Misrepresentation:** A researcher or reviewer shall not, with intent to deceive or in reckless disregard for the truth,
 - (i) state or present a material of significant falsehood;
 - (ii) omit a fact so that what is stated or presented as a whole states or presents a material of significant falsehood.
 - (iii) misrepresent data for example, suppression of relevant findings with intention to deceive and/or data or knowingly, recklessly or by gross negligence presenting a flawed interpretation of data;
 - (iv) give a misleading ascription of authorship to a publication-A researcher or reviewer shall not intentionally or recklessly ascribe authorship misleadingly, including the listing of authors without their permission, breaching the moral rights of authors, attributing work to others who have not, in fact, contributed to the research, and failing to acknowledge appropriately works primarily produced by a research student/trainee or associate.
 - (v) conceal duplication of publication, including undisclosed simultaneous duplicate submission of manuscripts for publication
 - (vi) deliberately attempting to deceive when making a research proposal;
 - (vii) misrepresentation of skills, qualifications and/or experience, including claiming or implying skills, qualifications or experience which are not held;
 - (viii) misrepresentation of interests, including failure to declare material interests either of the researcher or of the funders of the research.
4. **Misappropriation:** A researcher or reviewer shall not intentionally or recklessly

- (i) **plagiarise** - the presentation of the documented words or ideas of another(including published and unpublished work, material on the internet and the work of other staff and students)as his or her own, without attribution appropriate for the medium of presentation. Plagiarism includes reproducing by copying, paraphrasing or summarising, without acknowledgement, any work of another person with the deceptive intention to portray the work as a researcher's or reviewer's own work, with or without the knowledge or consent of that other person;
- (ii) make use of any information in breach of any duty of confidentiality, including those associated with the review of any manuscript or grant application;
- (iii) omit reference to the relevant published work of others for the purpose of inferring personal discovery of new information.
- (iv) fail to declare a conflict of interest.
- (v) fail to obtain approval where required from, or to follow research protocols approved by, a research ethics committee or biological safety committee/approving agency.

5. Misuse of Research Information: This includes:

- (i) divulging information given under an express undertaking that it will be kept confidential, unless divulged in fulfilment of any legal obligations of the University;
- (ii) breach of the University's Acceptable Use of Information Systems Statute, including using University computing equipment to access material prohibited by the University.

6. Interference: A researcher or reviewer shall not intentionally and without authorisation take, sequester or materially damage any research-related material of another researcher, including the apparatus, reagents, biological materials, writings, data, hardware, software or any other substance or device used or produced in the conduct of research.

7. Other practices that seriously deviate from those commonly accepted within the research community for proposing, conducting or reporting research.

8. Intentional infringements of the University's policies governing research practice.

9. Other Examples of Research Misconduct are the following:

- (i) the misuse of research findings;
- (ii) failure to declare an actual or potential conflict of interest which may significantly compromise, or appear to significantly compromise, the research integrity of the individual concerned and the accuracy of any research findings or bring the University into disrepute;
- (iii) inciting others to commit research misconduct;
- (iv) failure to declare (where known) that a collaborative partner has been found to have committed research misconduct in the past or is currently being investigated following an allegation of research misconduct. Such declarations should be made to the Head of School and to the University Research Ethics Officer, who shall inform the Chair of the relevant Ethical Review Committee;
- (v) facilitating misconduct in research by collusion in, or concealment of, such action;
- (vi) submitting an accusation of research misconduct based on vexatious or malicious motives;
- (vii) breach of University or externally contracted confidentiality
- (viii) fraud, including financial fraud;
- (viii) any misconduct which would normally be regarded as a disciplinary matter if conducted on University premises, which is committed whilst working on a collaborating institution's premises or other off-campus facility or research site, whilst conducting a university or collaborative research project, secondment, or industrial placement.
- (ix) recurrence or continuation of conduct, which has previously been found to be research misconduct on the part of the staff member;
- (x) deliberately publishing false research results that become part of public records;
- (xi) conduct that is alleged to be research misconduct, but where the consequences of the alleged breach result in serious harm to the University, or other staff, students or visitors, and the conduct is characterised by a reckless and wilful disregard for the consequences of the alleged conduct.

2.3 Obstruction of Investigations of Research Misconduct: A researcher shall not intentionally withhold or destroy evidence in breach of a duty to disclose or preserve, falsifying evidence, encouraging, soliciting or giving false testimony, and attempting to intimidate or victimise witnesses, potential witnesses, or potential

leads to witnesses or evidence before, during, or after the commencement of any formal or informal investigation.

2.4 Reporting and Addressing Research Misconduct

If any person, including a non-University member, has a concern that an academic staff member may have committed misconduct in research, the person should raise his or her concern with the relevant Academic Head. When such a concern is raised regarding an academic staff member, the procedure set out in the University's Discipline Procedures for Academic Staff should be followed.

The following disciplinary options are available to the delegate, depending on the seriousness of the offence:

- (i) An instruction or formal written warning to improve conduct or performance;
- (ii) Removal of an honour or honorary title;
- (iii) Removal of access to University facilities, offices, buildings and resources;
- (iv) retraction/correction of articles in journals or other published material;
- (v) withdrawal/repayment of funding;
- (vi) notification of misconduct to regulatory bodies;
- (vii) notification of other employing institutions/organisations;
- (viii) notification of other organisations involved in the research including the funders of the research;
- (ix) make any public statement necessary to protect the good name and reputation of the University;

The University retains the right to report proven allegations of serious research misconduct against its Staff, Honorary Staff, former Staff and Registered Students, to potential new and subsequent employers. Where employees or students of another institution involved in a collaborative project with the University are implicated in a University finding of serious research misconduct, then the University shall notify the home institution of those individuals involved.

There should always be an opportunity for response by a complainant if the allegation is not accepted and if they believe that they have been misunderstood or key evidence overlooked.

Where there is *prima facie* evidence that an allegation of research misconduct is founded on vexatious or malicious intent, that allegation may be considered as a disciplinary matter.

SECTION 3

3.0 STUDENTS ACADEMIC MISCONDUCT POLICY

3.1 Introduction

This policy applies to all Registered Students. It relates to all assessed academic work required for academic progress which include:

1. 'Coursework', which means written assignments, data interpretation and calculations, essays, reports, dissertations, theses, portfolios, projects, presentations;
2. 'Practical Examinations', which means clinical assessments, laboratory assessments, oral examinations;
3. 'Class Tests', which means timed assignments, including data interpretation and calculations, and timed essays;
4. 'Written Examinations', which means Centrally Coordinated Written Examinations, which are those arranged by the Central Examinations Office.

The University has an obligation to uphold the academic integrity of the degrees and diplomas it awards. Academic Integrity refers to the values of the academic community and includes undertaking Assessments honestly, in a responsible manner and respecting other's ideas.

Any Assessment will be liable to scrutiny to identify any issues of academic misconduct or plagiarism. This scrutiny may include, but is not limited to; the use of text-matching and other software, and the use of invigilators in Written Examinations.

Plagiarism is the act of a Student claiming as their own, intentionally or by omission, work which was not done by that Student. Plagiarism also includes a Student deliberately claiming to have done work submitted by the Student for assessment which was never undertaken by that Student, including self-plagiarism.

3.2 Responsibilities of Faculties/Departments

To provide to Students during the induction process and in writing, in programme materials and other media as appropriate, guidance on plagiarism, which should cover programme-specific content and include:

- (a) referencing (and any preferred referencing style);
- (b) how to avoid plagiarism;
- (c) acceptable use of a proof-reader, including guidance on

declaring the use of a proof-reader.

Where Programmes include collaborative/group work:

- (a) to advise on the boundary between legitimate collaboration and inappropriate collaboration/collusion;
- (b) to advise on any method to be used to demonstrate individual and/or collective contributions.

3.3 Students Responsibilities

Students are expected to undertake their Assessments with Academic Integrity and in doing so have the following responsibilities:

To familiarise themselves with the guidance provided by the Faculty and/or the University, in relation to the avoidance of plagiarism.

3.4 Investigations

3.4.1. Plagiarism Investigation

Concerns about suspected plagiarism, should be reported to the Disciplinary Committee for consideration.

Where it is suspected that plagiarism has occurred, or issues are suspected, in a project or thesis submitted by a Student on a postgraduate research Programme of study, examination of the project or thesis must be suspended until it has been established whether or not plagiarism has occurred.

Where, following the investigation, there is a reasonable suspicion that plagiarism has occurred, the Student will be given the opportunity to respond to the allegation and will be invited to a meeting. The Student should normally be given at least five working days' notice of the Meeting.

If the Student fails to confirm their attendance at the Meeting and/or confirms they will attend but fails to do so, the meeting may proceed in the Student's absence.

Following the Disciplinary Committee meeting, the Committee, in consultation with other appropriate members of staff at the meeting, will decide whether plagiarism has occurred, if so, assign a category, and depending on the category apply an appropriate sanction.

This outcome should be communicated to the Student in writing (the Outcome Letter) normally within five working days of the Academic Integrity Meeting. The Outcome Letter will include key points of the discussions which took place in the meeting, the reasons for the decision and should be retained on the Student's file.

3.4.1.1 Categories of Plagiarism

There are three levels of plagiarism.

Poor Academic Practice

Poor academic practice arises through a Student's lack of following expected academic conventions, where a Student may not yet be familiar with the requirements of University level Assessments.

Moderate Plagiarism

Moderate plagiarism arises when a Student fails to follow guidelines on what is regarded as a Student's own original work, ignoring conventions and failure to follow acceptable academic practice.

Serious Plagiarism – Academic Misconduct

Serious plagiarism occurs where it is found that there has been an attempt by the Student to pass off as their own, work which the Student has not done. This includes self-plagiarism, and an attempt to deceive the marker.

3.5 Consequences and Sanctions

Poor Academic Practice

Where poor academic practice has been found to have occurred the Student may be required to undertake another attempt at the Assessment. No further action shall be taken.

Moderate Plagiarism

Where moderate plagiarism has been found to have occurred a sanction shall be applied from the list below:

Coursework

- (a) the Assessment mark obtained to stand;
- (b) resubmission of the Assessment and mark capped at a mark deemed appropriate by the Committee and the cap shall be no lower than the pass mark.;
- (c) reduce the Assessment mark to an appropriate level, including an award of zero with the opportunity to rewrite.

- (d) reduce the Assessment mark to an appropriate level, including an award of zero, with no opportunity to rewrite.

Research Elements

- (a) For Students on research-based Programmes of study, where a Moderate plagiarism has been found to have occurred within the research element, the Student may resubmit, within a maximum of 20 working days' of the Outcome Letter, the dissertation/thesis for the original qualification with the offending sections/data edited and re-worked so that the plagiarism is removed. The extent of any additional work will be determined by the Committee and should normally be limited to ensuring that no sentences are incomplete due to the removal of offending sections/data. This resubmission counts as the same attempt for examination purposes.

Serious Plagiarism – Academic Misconduct

Where a Serious plagiarism has been found to have occurred, the case shall become a case of Academic Misconduct and will be referred to a University Disciplinary Committee

Student's Request for the Outcome to be considered by a College Misconduct and Fitness to Practise Committee

Where a Student does not agree with the outcome of the Meeting, the Student may request that their case be considered by a Central Disciplinary Committee. The request should be submitted to the Faculty within 10 working days of the Outcome Letter.

3.6 Further definitions: Plagiarism

In addition to the definition mentioned earlier, in section ?, plagiarism includes the following:

Copying

Presenting as their own, work done by others, including the copying of the work of another Student (past or present, from this or another institution), the reproduction of course materials, including lecture notes, presentations or data, the cutting and pasting of material derived from the internet and the direct transcription of the contents of a textbook or journal. It may include inadequate or misleading referencing and paraphrasing.

Self-plagiarism (also called auto-plagiarism)

The reproduction in full, or in part, of work the Student has previously submitted, including work submitted as part of the same Programme or any previous Programme at this or another

institution. This would also include reproduction of articles, publications, software produced by the Student, without appropriate referencing.

Collusion

Collaboration between two or more Students in preparing a piece of work that is then presented as their own individual work. This does not include permitted collaboration as part of group work.

Fabrication or misrepresentation

A Student claiming to have done work submitted, which was never undertaken by that Student. This includes the negligent, false or misleading representation by a Student of evidence, results or data which forms part of their submitted work. This constitutes an attempt to deceive the marker.

Commissioning work/ buying essays &Software

Submitting as all or part of their Assessment, work they have not done themselves which has been; bought from an essay writing company/website, downloaded from an essay repository, or prepared by someone other than the Student. This would constitute a deliberate attempt to deceive the marker.

Unacceptable proof-reading

Rewriting of text with the purpose of improving the Student's research arguments or contributing new arguments or rewriting computer code is not acceptable and may be deemed to be plagiarism.

For the sake of clarity, for postgraduate research theses written in English, proof- reading by a member of the supervisory team, a professional or non-professional proof-reader is acceptable to the extent that it involves the rewriting of some of the text originating from the student for the purposes of clarifying written English only.

SECTION 4

4.0 CONFLICT OF INTEREST POLICY

4.1 Definition

For the purpose of this document:

Conflict of interest exists where the responsibilities of a member of the University are, or could be, affected by some other personal, financial or academic interest or duty that the member may have in relation to a particular matter or person. The term includes actual, potential or perceived conflicts of interest

4.2 Purpose

The purpose of this statute is to set out principles to ensure that in making decisions for, or on behalf of, Benson Idahosa University ('the University'), members of the University Community exercise discretion in their personal and professional capacities so that they manage any conflicts of interest, are not in breach of fiduciary or good faith obligations, and act in a manner consistent with institutional responsibilities and the public interest.

4.3 Background

The University encourages their members to have diverse interests and contacts across the local, national and international communities. Collaborations between members and outside bodies are, generally speaking, both in the public interest and beneficial to the University.

It is possible however, that a member's interests may at times give rise to an actual, potential or perceived conflict of interest with their role and responsibilities at the University.

Ensuring that conflicts of interest are properly managed is crucial to reducing legal and reputational risk and demonstrating the integrity of individual members and of the University. Conflicts of interest that are not properly managed have the potential to damage the reputation of individual members, and of the University as a whole.

4.4 Principles

The guiding principles for the identification and management of conflicts of interest in any situation are:

1. Members acting on behalf of the University must be seen at all times to behave in an impartial and transparent manner
2. It is important to understand that the existence of a conflict of interest does not necessarily imply wrong-doing on the part of any person. However, any interests which could give rise to a conflict of interest must be disclosed
3. Members need to be alert to situations in which they, or the people that they manage or supervise, may have a conflict of interest and ensure that the situation is recognised and handled appropriately
4. Conflicts of interest must be dealt with quickly and transparently, that is they must be:
 - i. acknowledged
 - ii. disclosed
 - iii. put on record, where appropriate, and
 - iv. effectively managed or avoided
5. If a member has any doubt as to whether a conflict of interest exists, they must disclose the matter to their manager or supervisor
6. Members must consider how an impartial observer might reasonably perceive a conflict of interest situation or relationship, whether or not any wrong-doing is involved
7. Conflicts of interest may raise complex issues and members and their managers or supervisors must judge each situation that arises in a prudent manner
8. Disclosure of conflicts of interest may involve disclosing personal information. This information must be handled with due regard to the privacy of the individual concerned
9. If a person has a conflict of interest in the matter being considered, they must not take part in any discussion or decision on the matter giving rise to the conflict unless the chair / relevant manager decides otherwise
10. However, a person who has a direct or indirect financial interest in the matter being considered must not take part in any decision about the matter.

4.5 Identification and effective management of conflicts of interest

1. Members must identify and disclose any actual or potential conflict of interest that may affect, or may be seen to affect, their impartiality when acting on behalf of the University.
2. Each conflict of interest situation must be dealt with as soon as reasonably practicable after it is identified
3. Conflicts of interest must be disclosed to the appropriate person in the circumstances (see Conflict of Interest Procedures). The appropriate person in most circumstances will be the member's immediate manager or supervisor, or in the case of committees, the chair
4. The situation must then be reviewed, managed and recorded by the relevant manager or chair in a manner that is appropriate to the circumstances
5. Managers and supervisors across the University must help to build awareness of conflict of interest situations, and support those who report to them to comply with their obligations under this policy
6. All conflicts of interest and relevant manager responses are to be submitted for inclusion in the relevant conflicts of interest register maintained for the University by the Registrar or delegate or by the Chief Executive Officer or delegate.
7. Members are obliged to ensure that any identified conflict of interest is disclosed and managed in accordance with this statute and the associated Procedures for Managing Conflicts of Interest.
8. The guiding principles and responsibilities for identification and management of conflicts of interest in any situation are:
 - (i) The member should identify and assess any actual or potential conflicts of interest;
 - (ii) Those conflicts should be disclosed; and
 - (iii) unless the group or person to whom the disclosure is made decides otherwise, after an assessment of the facts, the member should withdraw from involvement in any decision or exercise of discretion on behalf of the University.

4.6 Declaring a potential conflict of interest

1. The general rule is that a declaration should be made at the time the conflict first arises, or when it is recognised that a conflict might be perceived, to the Dean of

Faculty. If the Dean of School has an interest in the matter to be discussed, the disclosure shall be made to the person at the next higher level of authority. In most cases this will be to the Deputy Vice Chancellor.

2. For University Senior Officers, the line of disclosure is to the Registrar and Secretary, while for Deans of Faculties and Pro-Vice-Chancellors it is to the Vice-Chancellor. The Registrar and Secretary will disclose any potential conflicts of interest to the Vice-Chancellor, and the Vice-Chancellor will report any conflicts of interest that arise to the Pro-Chancellor. In addition, University Senior Officers and members of management Boards confirm any longstanding or ongoing interests annually in line with Council's Code of Practice on Corporate Governance and Related Procedural Matters.

3. Many situations will require nothing more than a declaration on the attached form and a brief written record of that declaration, which must be held in the Faculty's records. Records of declarations by Senior Officers or members of Management may be held by the Secretary to Council.

4.7 Disclosure of Interests

(a) Members of the University Council are required to disclose as best they can a list of external interests which may raise issues of conflict of interest and to update this list as necessary. The supplying of information does not constitute a disclosure as required in other sections of this document. Each conflict of interest must be dealt with as it arises and the onus is on the member to disclose. Disclosures of interests will be securely held in an Interests Register maintained by the Secretary to the Council, updated on a yearly basis or as required.

(b) The Vice-Chancellor requires members of the Senior Leadership Team, and may require other members employed by the University, to disclose as best they can a list of external interests which may raise issues of conflict of interest. The supplying of information does not constitute a disclosure as required in other sections of this document. Each conflict of interest must be dealt with as it arises and the onus is on the member to disclose. Disclosures of interests will be securely held in an Interests Register maintained in the Office of the Vice-Chancellor and updated on a yearly basis, or as required.

(c) In relation to academic supervision and assessment of students, staff members in a decision making role are required to disclose to their Dean of Faculty any personal or financial relationship, and where such a relationship exists, shall not normally have any assessment responsibility, nor act as supervisor nor, as the case may be, a joint supervisor or advisor of the student.

- (d) In relation to employment, staff members are required to disclose to their Dean of Faculty any personal or financial relationship with another person, where the staff member has responsibility for or may directly influence decisions about the appointment, promotion, leave or discipline of that other person.
- (e) In relation to other activities, staff members are required to disclose to their Dean of Faculty any affiliation with, family connection to, or financial involvement in, any organisation or business entity which may be in conflict with the discharge of his or her University duties or responsibilities.

SECTION 5

5.0 INTELLECTUAL PROPERTY POLICY

Intellectual Property (IP) means any intellectual property rights such as patents, trademarks, domain names and registered designs (including applications and the right to apply and to claim priority for any of the same in any country, region or jurisdiction in the world) as well as rights in inventions, goodwill, unregistered design rights, copyright, database rights and unregistered trademarks.

5.1 Objectives of BIU Intellectual Property Policy

The objectives of BIU Intellectual Property Policy are:

- (i) to encourage research, scholarship and generation of new knowledge among the staff and students of the University by giving necessary recognition, incentives and support to those involved;
- (ii) to establish guidelines on ownership, legal protection and sharing of the proceeds derived from University-developed intellectual property;
- (iii) to reward the creativity of the staff, departments and faculties concerned through their share in the proceeds derived from their intellectual property;
- (iv) to assist staff and students who have created new inventions in the course of their research activities to assess their patentability, and to obtain patent protection;
- (v) to enhance the dissemination of staff and students' research results for maximum benefit to the public while ensuring that their intellectual property rights are adequately safeguarded; and
- (vi) to ensure fruitful utilization of research grants in endeavours that can yield tangible results.

5.2 Ownership of Intellectual Property

Under this policy IP may be variously owned by staff, undergraduate students, research students, the University, third parties and visiting academics.

5.2.1 Staff Ownership

(i) Staff own IP created outside the normal course of employment.

(ii) In addition, each academic staff member owns copyright in any original scholarly work that is of a literary, dramatic, musical or artistic nature produced by that academic staff member, including all lecture notes, research materials, software (except for that which has been identified as having commercial potential) and the drafts or published results of research, but shall not extend to materials produced for the administrative work of the University or examination and assessment materials or teaching materials published by the University.

(iii) If Staff create IP outside the normal course of their duties of employment, with use of BIU resources, they will be deemed to have agreed to assign such IP to BIU. In such circumstances, BIU requires Staff to sign a confirmatory assignment

(iv) If Staff are working at other institutions for example as an honorary academic they should have an agreement in place between BIU and the other institution in relation to IP. Any IP in Materials created during that appointment should normally lie with the employer who pays the salary.

(v) Members of Staff who have an honorary association with BIU but are not employed by BIU are generally required to transfer any IP in Materials they create in the course of their honorary activities to BIU, subject to the terms and conditions of their honorary contract. Such individuals will be treated as if they were Staff for the purposes of Revenue Sharing. This includes visiting academics and individuals with honorary appointments at BIU.

(vi) If, having received full disclosure from the relevant member(s) of Staff, BIU decides it does not want to own, protect or Exploit the IP in the relevant Materials, BIU will normally upon request assign its rights in the IP to the Creator, subject to any third party interests. BIU may not always be able to assign the rights in the IP to the Creator, for example, where a public sector body has funded work, that body may acquire the IP if BIU chooses not to Exploit the IP. In the event that the assigned IP is subsequently Exploited, BIU might require the Creator to pay the reasonable costs incurred by BIU in relation to such IP prior to the assignment.

5.2.2 Student Ownership (undergraduates and postgraduates)

(i) Undergraduate students generally own the copyright in works produced by them in the course of their studies as well as other IP created by them in the course of their studies.

(ii) Students hereby grant to BIU a non-exclusive, royalty free, perpetual and irrevocable, worldwide licence to Use the Materials they create and/or provide to BIU in the course of their studies.

(iii) In some circumstances the University may require undergraduate students to sign an agreement prior to commencing or during their intended course of study assigning IP to the University. The criteria for determining whether or not an agreement with a student is required will be agreed by both parties and duly signed.

5.2.2.1 Examples where BIU requests that the Student assign the IP to BIU include:

(i) Research projects which are usually proposed by BIU Staff and may often be connected in some way to BIU's on-going research interests and involve the use of pre-existing BIU IP. In such cases, Taught Students may join a team to investigate one particular aspect of a much larger academic programme, thereby drawing on the considerable expertise, reputation and infrastructure of the group.

(ii) Where Materials developed by Taught Students may be needed to enable use to be made of the whole IP portfolio developed by Staff, or where IP is developed during the provision of courses using the input of Students, BIU seeks to avoid a position where a small gap in its IP portfolio precludes successful commercialisation.

(iii) Where Materials are based on advice and ideas contributed by Staff and may be based on confidential, proprietary or otherwise valuable information that already belongs to BIU or a sponsor or where equipment of BIU is used to generate IP or where IP is created in collaboration with Staff.

5.2.2.2 Research Students rights

(i) All Research Students are required as a condition of enrolment to assign all IP they create during the course of their research to BIU and shall at the request and cost of BIU do everything necessary to enable BIU to complete, create, assert, and defend its IP. This is subject to the exceptions detailed in this section 2.4.

(ii) Research Students are responsible for ensuring that they are able to grant BIU the rights set out in this Policy, including seeking permission from relevant third parties where appropriate.

(iii) The reason for this is that the Research Student makes use of the BIU environment (which includes facilities, resources, expertise and intellectual assets), they are enrolled on research programmes which may be proposed by BIU Staff and may often be connected in some way to BIU's on-going interests and may join a team to investigate one particular aspect of a much larger research programme, thereby drawing on the considerable expertise, reputation and infrastructure of the group. Materials created may be based on advice and ideas contributed by Staff or on confidential, proprietary or otherwise valuable information that already belongs to BIU or a sponsor or, Materials developed by Research Students may be needed to enable use to be made of the whole IP portfolio developed by Staff. BIU seeks to avoid a position where a small gap in its IP portfolio precludes successful commercialisation and so requires the Research Student to assign the IP to BIU.

(iv) The Research Student will be deemed to have agreed to transfer such IP to BIU and will be treated as if they were a member of Staff for the purposes of Revenue Sharing. Where required BIU will make appropriate arrangements for Research Students to assign their IP to BIU and to complete and sign further documentation to give effect to such an assignment.

The exceptions to the above rule are:

(i) Where significant IP is provided by the Research Student prior to enrolment, BIU and the Research Student will agree terms to the assignment of any such pre-existing IP on a case-by-case basis.

(ii) Where Research Students are funded independently of BIU such as by an external body, including but not limited to commercial organisations, educational bodies, charitable bodies, trusts and any other organisations, the ownership of any IP created whilst the Research Student is funded may be determined by the conditions of the funding. This will be dealt with on a case-by-case basis at enrolment to ensure that it does not contravene the conditions of grant and other agreements with the external body or the IP portfolio of BIU. Where relevant, the Research Student shall inform BIU of any funding terms and conditions prior to or when they enrol on a research programme at BIU.

(iii) Where BIU decides at, or any time after, enrolment it does not want to own, protect or Exploit the IP, BIU will normally upon request assign its rights in the Materials back to the Research Student, subject to any third party rights. BIU may not always be able to assign the rights to the Research Student, for example, where a public sector body has funded work, that body may acquire the IP if BIU chooses not to Exploit the IP. In the event that the assigned IP is subsequently Exploited, BIU might require the Research Student to pay the reasonable costs incurred by BIU in relation to such IP prior to the assignment.

Where any of the above exceptions apply, Research Students hereby grant to BIU a non-exclusive, royalty free, perpetual and irrevocable, worldwide license to Use the Materials they have created prior to enrolment or that they create in the course of their studies, provided that BIU may (acting reasonably) agree to waive such license in certain circumstances, including, for example, agreeing to keep the Materials confidential for commercial reasons relating to Exploitation by the Research Student or by a third party on the Research Student's behalf.

5.2.2.3 Reproduction of Student Materials for educational, training, research, promotional and non-commercial purposes

(i) There are circumstances in which BIU may wish to reproduce, issue, communicate, distribute, and exhibit Materials created by Students to the public, for non-commercial purposes, such as but not limited to educational, training, research and promotional use which includes but is not limited to databases, websites, academic publications, exhibition catalogues, posters, leaflets, postcards and prospectuses. For the avoidance of doubt, promotional use includes circumstances in which BIU may use the Materials to promote BIU for its own

purposes and such promotional activities shall not be considered to be commercial purposes.

(ii) While the licenses granted to BIU in this Policy authorise such use, for the avoidance of doubt where the Student has in accordance with this policy granted only a license to BIU, the copyright in all such works shall remain with the Student and any reproduction by BIU intended for commercial purposes will be subject to an individual license to be negotiated with the Student.

(iii) Except in the circumstances outlined above, where Staff wish to reproduce Materials created by Students they are advised to obtain advice and the relevant release forms prior to any use of any Materials created by Students.

5.2.3 University Ownership

The University owns all IP produced:

- (i) By staff in the normal course of employment
- (ii) As part of an undergraduate course of study to the extent covered by an agreement.
- (iii) As part of supervised research to the extent covered by an agreement.
- (iv) As a commissioned work by the University from staff as part of their employment duties
- (v) As contracted work by the University from third parties (some exceptions may exist on a case-by-case basis)

5.3 Use of third party IP

(i) Documents, information or other materials belonging to third parties should only be used in connection with BIU activities or incorporated into BIU promotional, teaching or research materials with the consent of the third party. Failure to do so could lead to BIU being sued for unauthorised use and damage the reputation of both BIU and the individual concerned.

(ii) While Students are ultimately responsible for their own actions, Staff are encouraged to educate Students in respect of the use or incorporation of third party materials into the Students' work and Staff are required to confirm that Students are able to identify when third party materials have been used or incorporated into their work.

5.4 Internet Materials

It is sometimes thought that material posted on the internet is freely available for use. This is not true. Most material will be copyright protected and therefore permission must be sought before any such material is used in any BIU promotional, research materials or Course Materials. URD can assist with advice

and suitable acknowledgement wording. BIU's Library Services can assist in the location of the author and in the seeking of permission for use.

5.5 Trademarks and Brands

A trade mark is a designation of goodwill. The permission of the owner must be sought before any third party trade marks (such as logos, company or product names) or other branding are used in any BIU promotional, research materials or Course Materials. The Directorate can assist with advice and suitable acknowledgement wording. BIU's Library Services can assist in the location of the author and in the seeking of permission for use.

5.6 Newspaper, Journal and Magazine articles and photos

Most newspaper, journal and magazine articles and photos will be copyright protected and permission must be sought before any such material is used in any BIU promotional, research materials or Course Materials. BIU has overall arrangements which cover some publications but if such use is not covered by these general arrangements, URD can assist with advice and suitable acknowledgement wording. BIU's Library Services can assist in the location of the author and in the seeking of permission for use.

5.7 Open source materials

Some software and databases are freely licensed under what is called open source licenses. Where such materials are used, it is often a requirement that the end product produced with them is also made freely available under open source. Any proposed use of open source materials in BIU teaching or research materials, especially those with external funding, should be discussed with Research Directorate before any such use.

5.8 Commercialisation of University Owned Inventions

5.8.1 For greater visibility of University activities, faculties are encouraged to give wide publicity and dissemination to their research efforts, through such readily accessible channels as open sources and creative commons, but should understand that final data that are likely to yield vendible inventions are classified information, the disclosure of which may destroy the novelty of the invention and defeat any subsequent application for patents. In such cases, publicity can only be made after the grant of the patent solely for the purpose of notifying prospective licensees for commercialization purpose.

5.8.2 Faculties and departments should disseminate University works and research activities in such a way that non-members of the University community cannot have electronic access to them.

5.8.3 With the cooperation of the patentee and his faculty, the IPTTO shall embark on aggressive commercialization drive to ensure that all University owned

intellectual property are licensed out for royalties to avoid their expiration without yielding any financial proceeds to the University.

5.8.4 Where successfully licensed, the inventor shall be permitted to cooperate with the licensee on appropriate terms, and acquaint him with the know-how for exploitation of the invention, to ensure active use of the technology for manufacture of the new product or application of the new services.

5.8.5 In negotiating licensing agreements, the University shall try and avoid exclusive licenses, so as to keep the option open for other interested licensees as well, and shall always define the geographical territory for each licensee, in order to license other interested persons for other geographical territories.

5.9 Management of University-Owned Intellectual Property

The management of University owned intellectual property shall be vested in the Intellectual Property and Technology Transfer Office (IPTTO) of the University Research Directorate.

5.10 Copyright and Moral Rights

5.10.1 **Copyright** protects the exclusive rights of intellectual creators in their works, i.e. literary works, musical works, artistic works, cinematograph films, sound recordings, and broadcasts. It asserts the exclusive right of the owner to reproduce, publish, perform, distribute, translate, broadcast, communicate, adapt, or make any cinematograph film or a record in respect of the work, and prevents unauthorized persons from doing any of these things.

5.10.2 To be eligible for copyright protection, sufficient effort must have been expended on making the work to give it an original character. Also, the work must be fixed in any definite medium of expression that is now known, or later to be developed, from which it can be perceived, reproduced or otherwise communicated either directly or with the aid of any machine or device.

5.10.3 Copyright law protects only the form of expression of ideas, and not the ideas expressed. It is concerned with the choice and arrangement of words, musical notes, etc., and disallows copying of the form of expression of the original work.

A copyright notice, by placing the letter "c" in a circle ©, in a prominent place, followed with the year of first publication and his name, with the words will serve as sufficient warnings to prospective infringers that copyright is reserved, and that the owner asserts copyright in it.

5.10.4 **Moral** right, on the other hand, is the right of the author of a work in which copyright subsists to claim authorship of his work by insisting that his authorship be indicated in connection with any of the acts referred to above, except when the work is included incidentally or accidentally in reporting current events by means of broadcasting. It is also the right of an author to object to, and seek redress for any distortion, mutilation, modification or other derogatory action in relation to his work, where such action would be prejudicial to his honour or reputation. Under the

Nigerian Patents and Designs Act, these rights are perpetual, inalienable and imprescriptible.

5.11 Disclosure and Reporting of Research

Effective management of IP at the BIU requires mutual and supportive relationship between BIU and the persons covered under this policy.

5.11.1 Duty to Disclose IP Asset(s)

Persons covered under this policy shall disclose to the IPTTO any information available to them in course of carrying out a research which could potentially lead to intellectual property asset(s).

5.11.2 Procedure for Disclosure and Reporting of Research Activities with IP Potentials/ Value

The disclosure of research activities shall follow the following steps:

- i. The inventor shall have the primary duty to report and make full disclosure of any research activity which he/she is carrying out using University resources to the Dean of the faculty or head of relevant department to which he/she is responsible, using the prescribed form (Disclosure of Information) designed by IPTTO;
- ii. Upon receipt of the disclosure, the dean/head shall fill the research/invention form and communicate the same to the Intellectual Property Manager at the IPTTO to ascertain its intellectual property potential and the IP Manager shall make an entry in the Research notebook/register and open a file for the said researcher;
- iii. Pursuant to provision (b) above, there shall be continuous communication between the IPTTO and the researcher/faculty/department on the progress of the research and on matters relating to steps which have been taken by the IPTTO to protect the research results.
- iv. Covered persons shall notify the IPTTO of each actual invention and incidental invention using the Report of Invention form (ROI).

SECTION 6

6.0 RESEARCH ETHICS POLICY

6.1 Guiding Principles:

The Benson Idahosa University subscribes to national and global consensus guidelines and codes that derive from the universal ethical principles namely: autonomy, beneficence and justice. The University aims to attain and sustain the

highest standard in ethical research practice by promoting and enforcing codes and guidelines that protect the dignity, rights, safety and welfare of persons involved in research. The University upholds the dictum that research can only be ethical if in addition to ensuring safety and respect for the human person, such research is performed with such scientific robustness that ensures the result of research is both accurate and credible.

6.2 Definitions:

'Research ethics' refers to the moral principles guiding research, from its inception through to completion and publication of results and beyond – for example, the storage of data and samples of body fluid or tissue after the research has been published.

A 'Research Ethics Committee' (REC) is defined as a multidisciplinary, independent body charged with the responsibility of reviewing research involving human participants to ensure that their dignity, rights, safety and welfare are protected.

6.3 Requirements for Ethical Research Practice

- i. Researchers must comply with relevant codes, guidelines, policies and directives on ethical and safe practices in research;
- ii. The University shall establish the following sub-committees ensuring that international and national guidelines are followed in the constitution of these committees and the preparation of their operational guidelines:
 - a. Health Research Ethics Committee
 - b. Social and Behavioral Research Ethics Committee
 - c. Animal Welfare Committee
 - d. Bio-safety Committee
- iii. All grant proposals for research in Benson Idahosa University must be submitted for ethical approval by the relevant research ethics committee;
- iv. Research proposals involving human persons should be submitted to the Health Research Ethics Committee (HREC) or the Social and Behavioural Research Ethics Committee (SBREC) depending on the nature of the research;
- v. Research proposals that involve animal experimentation should be referred to "Animal welfare committee";
- vi. Research proposals involving potentially Hazardous materials such radioactive materials or biohazards should in addition to seeking ethical approval be submitted to the University Bio-safety Committee for clearance and guidance

6.4 Research Involving Human Persons:

6.4.1 Code of Research Ethics:

- i. The University shall develop, publish and widely disseminate the "University code of research ethics" to provide guidance and regulation of ethical conduct of research within the University and by all staff, students and associates of Benson Idahosa University.
- ii. The University Code of research ethics shall without prejudice to national laws guiding the conduct of research conform to core internal code and guidelines on research ethics including World Medical Association Declaration of Helsinki¹ and International Ethical Guidelines for Biomedical Research Involving Human Subjects prepared by the Council for International Organizations of Medical Sciences (CIOMS) in collaboration with the World Health Organization (WHO)
- iii. The conditions prescribed in the Code of Research Ethics shall be binding on all persons and groups who engage in research within the precinct of Benson Idahosa University and all staff and students of the University who may engage in research elsewhere at locations outside the University.

WORLD MEDICAL ASSOCIATION DECLARATION OF HELSINKI Ethical Principles for Medical Research Involving Human Subjects Helsinki, Finland, June 1964, and amended by WMA General Assembly, Tokyo 2004 2 International Organizations of Medical Sciences (CIOMS)CIOMS Geneva 2002

6.5 Research Ethics Committees

- i. The University shall establish two research ethics committees (REC) namely (a) Health Research Ethics Committee (HREC) and (b) Social and Behavioral Research Ethics Committees (SBREC) to review all proposals for research involving human subjects to ensure that they meet acceptable ethical standard;
- ii. The composition and mode of operation shall be guided by existing national and international codes of practice on research involving humans. The members of the committees will be appointed by the Vice Chancellor and ratified by the University Senate;
- iii. Health Research Ethics Committee or Social and Behavioral Research Ethics Committees shall be responsible for review and approval of research proposals involving human subjects that fall within their respective areas of jurisdiction;
- iv. The primary role of a REC is to protect the dignity, rights and welfare of research participants;
- v. RECs should also give due consideration to the consequence (beneficial or otherwise) of the proposed research for others directly affected by it and to the interests of those who do not take part in the research but who might benefit or suffer from its outcomes in the future;

- vi. RECs should also consider the safety of researchers and may have reason to refer issues of safety significant of risk of harm to the community and environment to the Bio-safety committee;
- vii. The committees shall enforce the rules and guidelines specified in the University code, including the exercise of oversight function for approved ongoing research and investigate cases of research misconduct;
- viii. The University Health REC shall operate in accordance with the provisions of the current version of the National Code of Health Research Ethics issued by the National HREC. Additional guidance may be obtained from the Standard Operating Procedure (SOP) issued by the NHREC;
- ix. Take necessary steps to meet all local, national and international requirements for ethical research practice such as registering the University Health Research Ethics Committee with the National Health Research committee as required by Law;
- x. Ensure that all those appointed to serve in the Health Research Committee receive the requisite training in Research Ethics and related issues in moral justice, and who will in turn offer training in research ethics to staff and graduate students.

6.6 Research involving more than Minimal Risk

The Health Research Ethics Committee (HREC) and the Social and Behavioural Research Ethics Committee (SBREC) shall in the consideration of research proposals for approval have the responsibility to ascertain that all issues that pose more than minimal risk to research participants are given due consideration. For the purpose of general guidance, common examples of types of research that may be considered as involving more than minimal risk are as follows:

- i. Research involving vulnerable groups – for example, children and young people, those with a learning disability or cognitive impairment, or individuals in a dependent or unequal relationship.
- ii. Research involving intrusive interventions – for example, the administration of drugs or other substances, vigorous physical exercise, or techniques such as hypnotherapy. Participants would not encounter such interventions, which may cause them to reveal information which causes concern, in the course of their everyday life.
- iii. Research involving sensitive topics – for example participants' sexual behaviour, their illegal or political behaviour, their experience of violence, their abuse or exploitation, their mental health, or their gender or ethnic status.
- iv. Research involving groups where permission of a gatekeeper is normally required for initial access to members – for example, ethnic or cultural groups, native peoples or indigenous communities.

- v. Research involving deception or which is conducted without participants' full and informed consent at the time the study is carried out.
- vi. Research involving access to records of personal or confidential information, including genetic or other biological information, concerning identifiable individuals.
- vii. Research which would induce psychological stress, anxiety or humiliation or cause more than minimal pain.

6.7 Use of Animals in Research

Guiding principles: Benson Idahosa University upholds national and international codes of practice that recommend humane and responsible use of animals in teaching and research. The University promotes rationale use of animals in the conduct of research for which animals provide the most appropriate option. The University encourages alternative to the use of animals in research and teaching. Where such alternatives do not exist or are inadequate, use of animals must be conducted in a humane manner and observance of high ethical standards.

6.7.1 Types of Research involving Animals

- i. There are three main reasons for using animals in research:
- ii. To advance scientific knowledge 'Basic research' increases scientific knowledge about the way animals and humans behave, or develop and function biologically. It may not necessarily be intended to lead to applications for humans;
- iii. To study disease and develop medicines: Animals are used as models to understand disease processes and to develop new vaccines and medicines;
- iv. To assess the safety of chemicals, Animals are used in toxicological studies to help test the safety of a range of substances that could be harmful to animals, humans or the environment. These include household and industrial chemicals, herbicides, fertilizers, and food additives

Ethics of research involving animals, Nuffield Centre on Bioethics, London 2005

6.7.2 Animal Research Ethics and Welfare Committee

- i. The University shall set up an "Animal Research Ethics and Welfare" committee to review and approve proposals for animal experiments by staff, students or associates of the University; to provide advice and guidance all other issues pertaining to animal welfare and ethics;
- ii. The composition and mode of operation shall be guided by existing national and international codes of practice on ethical and humane use of animals in research and teaching. The members of the committee will be appointed by the Vice Chancellor and ratified by the University Senate;

iii. When the use of animal for research is considered appropriate and necessary for the advancement of science and the well-being of humans, the University will expect all staff, students and associates to apply procedures that are in conformity with international best practice which are essentially summarized in the principles of 3Rs of Refinement, Reduction and Replacement;

iv. The concepts of Three Rs were originally developed by Russell and Burch in 1959, and are currently defined with modifications as follows:

a. **Refinement:** Improvement of all aspects of the lifetime experience of animals to reduce suffering and improve welfare.

b. **Reduction:** The use of fewer animals in each experiment without compromising scientific output and the quality of biomedical research and testing, and without compromising animal welfare.

c. **Replacement:** The use of methods that permit a given scientific purpose to be achieved without conducting experiments or other scientific procedures on living animals.

v. Observance of the principles of 3 Rs as provided in this policy will increase the credibility and acceptance of research reports by our staff, students and associates by reputable international journals which require articles based on results of research involving animals to demonstrate adherence to the Three Rs in the methodology section.

<http://www.nuffieldbioethics.org/animal-research/animal-research-recommendations-policy-and-practice>; accessed November 19, 2012

6.8 Bio-safety Committee

Guiding principles: Safety is given the utmost priority in all activities including learning, teaching, research and leisure with the University. The University is committed to observing international guideline on safety at workplace, and this includes the setting where research is the core enterprise. Bio-safety in the context of this policy include hazards of biological and non-biological origin that are capable of causing injury or harm to human, plants and animals.

The focus of bio-safety in research is the research participants, research personnel and those in the vicinity of research. Due regard is here given to the potential effect of biological and chemical wastes generated in the process of research to contaminate the environment air, water or the soil with immediate and long term deleterious consequences to organisms in the affected areas .

In pursuance of her commitment to minimizing the risk of harm as results of research:

i. The University shall set up a Bio-safety committee to assess the risk of harm and advice on strategies to minimize the risk of harm in research involving potentially hazardous materials and procedures;

ii. The Bio-safety committee will be appointed by the Vice Chancellor and ratified by the University Senate;

iii. The constitution and mode of operation of the committee shall as much as possible conform to standards set in existing national and international codes on Bio-Safety.

7.0 Ratification of Policy

This policy shall become effective following the approval by the Senate of the University and ratification by Governing Council.

7.1 Effective Date

The effective date shall be the date on which the last of these two organs of the University (namely Senate and Governing Council) has approved or ratified the document.

7.2 Amendment

This policy shall be amended at the instance of the University Senate or the Governing Council.

Prepared by: The Office of the Vice-Chancellor

Notes/References

This policy was compiled from the research policy documents of some national and foreign universities (ref. below), some online educational resources and in conformity with the National Universities' Commission (NUC) document for the establishment of research directorates (ms). While some portions were fully adopted, others were adapted to suit our purposes.

1. The University of Ibadan, Nigeria
2. The University of Calabar, Nigeria
3. The University of Ilorin, Nigeria
4. National Open University, Abuja
5. Birmingham University, UK
6. Victoria University of Wellington, New Zealand
7. University of Auckland, New Zealand
8. London South Bank University, London
9. Kingston University, London