11th February 2020

Research Code of Practice

Version Control			
Quality Assurance Access to Document	**Website: public**	**NAS: Internal ILMI Staff**	**Canvas: Lecturers, Students, Internal Verifiers**
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ILMI Research Code of Practice	Doc_061_v1	Tamsin Xuereb	11/02/2020	N/A	Director of Studies

Instructions for Document Users

All Idea Leadership Management Institute (ILMI) students, lecturers and other internal staff can access revised and approved documents related to the ILMI Policies and Procedures from Canvas LMS link: https://ideaed.instructure.com/courses/55

Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

Contents

1. ILMI Ethos

1.1. General

IDEA Management and Leadership Institute is fully licensed by the National Commission for Further and Higher Education (NCFHE) as a Further and Higher Institution Provider (Licence Number: 2014-FHI-015). In its first years, the Institute formed an integral part of IDEA Management Consultancy Services Ltd. and was later incorporated as a Limited Liability Company in 2018.

Our ethos is focused on academic excellence and student-centredness and as such is based on the following core values:

1. Inclusivity
2. Integrity and Ethical Behaviour
3. Industry Collaboration
4. Continuous Improvement Approach
5. Participatory Approach
6. Relevance through Research.

For more information please see The Ethos of IDEA Leadership and Management Institute Document_013.

1.2. Research Integrity

ILMI recognises its responsibility to researchers and the wider community to ensure that the highest standards of integrity and professionalism are observed in the conduct of research.

For more information please see ILMI Research Ethics Policy and Procedure Doc_062.

2. Aims and Scope of Document

The scope of this document is to provide necessary information and guidelines regarding IDEA Institute's Leadership and Management's (ILMI) Research Ethics Procedures for all students carrying out their dissertations.

ILMI's Research Code of Practice provides guidance to ensure that good practices are followed and maintained in all research undertaken.

2.1. Definitions

Benefits: A valued or desired outcome to the study that will be an advantage to the human subjects. Compensation is not considered a benefit.

- **Direct Benefit**

The benefit comes as a direct result of the subject's participation in the research. The benefit should be fairly immediate and the expectation of the benefit should be well-founded scientifically. Typically, direct benefits are found in therapeutic or biomedical studies for example, any health improvements.

- **Indirect Benefit**

The benefit may be incidental to the subject's participation. Some examples of indirect benefits are: contributing to knowledge, sharing one's experiences to benefit others, potentially affecting a condition, culture, point of view and feeling useful. Many social behavioral research provides indirect benefits to human subjects.

Confidential: Subjects' names are known to the researcher and are usually coded to a master list and/or kept separately from the data and results. This is usually used, for example, when the investigator must match test results with surveys or if there will be a follow-up survey. The investigator must have a need to know subjects' names.

Data: Facts and statistics collected together for reference or analysis.

Deception: The protocol is designed to withhold complete information when consent is obtained.

Descriptive Study: Any study that is not truly experimental (e.g., quasi-experimental studies, correlational studies, record reviews, case histories, and observational studies).

Directly or Indirectly Identifiable: Identities of individual subjects are kept by the investigator. If subjects' identities are inseparable from data, then data is directly identifiable. If subjects' identities are kept separate from data, with information connecting them maintained by codes and a master list, then data is indirectly identifiable. In either case, the investigator must assure that confidentiality will be maintained, and must explain how subjects' identities will be protected.

- **Direct Identifiers**

Direct identifiers in research data or records include names; postal address information (other than town or city, state and postcode); telephone numbers, e-mail addresses; social security numbers; medical record numbers; medical insurance numbers; bank account numbers; certificate /license numbers; vehicle identifiers and serial numbers, including license plate numbers; device identifiers and serial numbers; web universal resource locators (URLs); internet protocol (IP) address numbers; biometric identifiers, including finger and voice prints; and full face photographic images and any comparable images.

- **Identifiable data or records**

Contains information that reveals or can likely associate with the identity of the person or persons to whom the data or records pertain. Research data or records with direct identifiers removed, but which retain indirect identifiers, are still considered identifiable.

- **Indirect Identifiers**

Indirect identifiers in research data or records include all geographic identifiers including street address, city, post code, all elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, and date of death.

ILMI Ethics Board: A recognized board consisting of a chairperson and two other members whose responsibility is to review all research proposals to ensure all ethical considerations are taken during the research process.

ILMI Ethics Board Review: The determination by the ILMI Ethics Board that the research proposal has been reviewed and may be conducted within the constraints set forth by the board and other Institutional and legal requirements. If the board is concerned about any ethical issues that may arise during the carrying out of the research, these will be discussed with the student concerned.

Informed Consent: A person's voluntary agreement, based upon adequate knowledge and understanding of relevant information.

Participant: The individual who consented to take part in the research study.

Research: The systematic investigation and study of materials and sources in order to establish facts and reach new conclusions.

Researcher: A person (student) who carries out academic or scientific research.

Research Misconduct: Refers to the fabrication, falsification or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research Misconduct does not include honest errors or differences in opinion but can refer to:

- Fabrication: making up data or results;
- Falsification: manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.;

- Plagiarism: the appropriation of another person's ideas, processes, results or words without giving appropriate credit.

Risks: Exposure to the possibility of loss, injury, or other adverse or unwelcome circumstance; a chance or situation involving such a possibility.

- **Minimal Risk**

A risk is minimal where the probability and magnitude of harm or discomfort anticipated in the proposed research are not greater, in and of themselves, than those ordinarily encountered in daily life.

Voluntary: Free of coercion, duress, or undue inducement. Used in the research context to refer to a subject's decision to participate (or to continue to participate) in a research activity.

3. General Information

The carrying out of research is a principal and essential function of an educational institute. Research is necessary to acquire and develop knowledge which benefits the researcher, the Institute and society as a whole. It is critically important that all research is conducted responsibly and ethically at all levels to ensure the highest level of integrity for all parties involved.

All research conducted by ILMI students requires ethical approval from the ILMI Ethics Board. Under no circumstance is the research process to commence prior to formal approval being officially given. For more information regarding the procedure please see ILMI Research Ethics Policy and Procedure Document_062.

4. Principles of Conducting Research Ethically

All research carried out at ILMI shall strictly adhere to the following principles:

1. Conform with all legal and ethical requirements in Malta and/or any other country where research is conducted or where the participants are from;
2. Protect and maintain the dignity, rights and well-being of participants;
3. Adhere to the 'Do Not Harm' Principle, minimising and clearly stating any risks involved to any of the stakeholders in the research;
4. Understand and respect every individual's right to privacy and personal data protection;
5. Obtain informed consent from participants prior to the commencement of the research;
6. Adhere to the research objectives when collecting data, avoiding unnecessary data collection therefore respecting the principle of proportionality;
7. Conduct research by creating honest and transparent dialogue with the public.

5. Research Guidelines

5.1. Obtaining Consent from Research Participants

This refers to any research where human participants will be involved. This involves any research conducted with people or using data that refers to people even if the participants' identities will remain anonymous. This includes, but is not limited to:

- Any person participating in a survey, interview or focus group;
- Observation of participant(s) by researcher;
- Researchers accessing any personal documentation or materials of the participant.

It is imperative that all research involving the collection of personal data (any data that relates to an identified or identifiable person) has the consent of each individual participant prior to the collection of data.

Consent can be obtained by providing each participant with a written consent form. A template for consent forms will be provided by ILMI. See Research Proposal and Ethical Considerations form Document_063.

A signed copy of the consent form needs to be given to each participant prior to the collection of data. Adequate time needs to be given to the participants to read the consent form before signing.

5.2. Privacy and Data Protection

As mentioned in the previous section, each participant's privacy needs to be respected in accordance with the General Data Protection Regulation (GDPR) and the Malta Data Protection Act 2018. The data collected should not be in excess to what is needed. Data collected are to be retained for the necessary period then destroyed. All measures should be taken to keep the data anonymous to ensure confidentiality.

6. Supporting Documents

1. Document 013 – The Ethos of IDEA Leadership and Management Institute
2. Document 039 – Code of Ethics
3. Document 038 – ILMI Boards
4. Document 062 – ILMI Research Ethics Policy and Procedure

IDEA Group was founded in 2005 as IDEA Management Consulting Services offering advisory services in the field of business development, change management and human resources as well as corporate training.

Today, Idea Group offers a wide range of management, research, training and education services. The Group's centric idea remains keeping clients at the centre of our service.

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