UNIMAS RESEARCH POLICY

Version 8.0
2011

Research & Innovation Management Centre (RIMC)

Table of Contents

Glossary

Fundamental	Fundamental research is referred as the basic research which can produce theories, concepts and ideas for the advancement of new knowledge. The purpose of this type of research is to encourage the development of theories, concepts and ideas that can serve as catalysts for knowledge creation.
Exploratory /Applied	Exploratory research is meant to answer the questions of "what" and "where". This type of research is meant to explore new ideas in untapped domain. Exploratory research basically aims at revealing new knowledge. In addition to contributing towards the generation of new disciplines, exploratory research can be used to identified problems related to the specific research areas.
Prototype	This type of research is related to the development of prototypes aims at bridging the gap between laboratory discovery research till the stage of pre-commercialization. This includes proof of concept, evaluation, up-scaling, pre-clinical testing and field testing.
LRGS (Long Run Research Grant Scheme)	LRGS is a type of fundamental research that involves more extensive and prolonged period of time and requires high level of commitment. LRGS can produce new theories, knowledges, and ideas in niche areas. This research aims to enhance excellence in theory generation, new ideas and innovative ideas in strategic niche areas for the development of new of knowledge.
Principal Investigator / Researcher (PI) / Leader	Individual who leads and carries out research activities particularly in sponsored research administered by the university. PI is responsible for the design, conduct, or reporting of research or proposals for funding. PI must be centrally engaged in a project in ways that are reflected in the proposal budget as well as proposed activities. Only staff with full time appointment can serve as PI.
Co-Researcher	Investigator / researcher whose responsibility is to support PI in all matters relating to the management and execution of the research project where necessary.
Chair Holder	A researcher who is appointed under endowed chair to carry out research activities. An endowed chair is supported by income from an endowment fund established by a gift or gifts from private sources and is made available to a distinguished faculty member in support of his/her research activities.
Research Fellow	A research fellow may act either as an independent investigator or under the supervision of a principal investigator.
Post Doctoral Scholar	A trainee pursuing advanced studies beyond the doctoral level. Postdoctoral scholar is appointed for a limited period of time in the university and may participate in research projects and/or may be supported by external awards or fellowships.

Artist-in-residence	A visiting artist who works and uses the facilities provided at the Faculty for a period of time. The main focus of the residency program is on art practice and the artist is expected to exhibit his/her work at the end of the residency. The artist is also required to share his/her experience, knowledge and skills with fellow academicians and students through lectures and workshops.

Abbreviations

CTC	Chair Trustees Committee
CWC	Chair Working Committee
MOHE	Ministry of Higher Education
MOSTI	Ministry of Science, Technology & Innovation
MREC	Medical Research Ethics Committee
REP	Research Expert Panels
RIMC	Research and Innovation Management Centre (Pusat Pengurusan Penyelidikan dan Inovasi)
RSC	Research and Services Committee (Jawatankuasa Penyelidikan dan Khidmat)

UNIMAS RESEARCH POLICY

1. Aim

1.1   This handbook aims to outline the research policy of UNIMAS and to guide all staff and students accordingly in matters related to research.

2. University Mission and Vision

2.1   The mission of UNIMAS is to generate, disseminate and apply knowledge strategically and innovatively to enhance the quality of the nation's culture and prosperity of its people.

2.2   UNIMAS envisions itself as an exemplary university of internationally acknowledged stature and as a scholarly institution of choice for both students and academics through the pursuit of excellence in teaching, research and scholarship.

3. The Governing Policy on Research

3.1   As a central tenet of the UNIMAS mission, research and services are geared towards improving, complementing and providing supports for the discovery , dissemination, preservation and advancement of knowledge to address societal needs.

3.2   To facilitate and intensify research activities at UNIMAS, the University is committed to:
- providing conducive research environment in terms of
  - Infrastructure
  - Human resource
  - Funding
  - Management support
  - Research culture
- promoting high quality basic and applied research.

4. Research Vision and Mission

4.1   The University's research vision is to be a leading university in research, innovation and services to meet the changing needs of society.

4.2   The University's mission in research is to:
- promote, develop and cultivate a research culture among researchers.
- ensure research and services sustainability within the research community.

5. University Research Niche Area

UNIMAS shall prioritise research in the broad area of local resources and communities that is in tandem with UNIMAS niche areas (Appendix IV), and the National R&D Agenda.

6. Research in UNIMAS

6.1 Research is defined as any systematic activity that deals directly with the advancement of knowledge through scholarly, scientific and creative activities. This includes works of discovery, interpretation or application of knowledge which are discussed with or evaluated by the wider community of academic peers. These activities are anticipated to contribute toward the discoveries of knowledge advancement as well as wealth creation and nation building.

6.2 A university research project refers to any project under the responsibility or supervision of the university researchers. This includes projects with or without internal (from within the University) or external (from outside the University) funding. The research comprise of but not limited to the following: fundamental, experimental, applied, exploratory and prototype.

6.3 Fundamental research refers to either pure basic research or strategic basic research. Pure basic research is experimental and theoretical work undertaken to acquire new knowledge without looking for long-term benefits other than the advancement of knowledge. Strategic basic research is experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of useful discoveries. It provides a broad base of knowledge necessary for the solution of recognised practical problems.

6.4 Applied research is original work undertaken primarily to acquire new knowledge with a specific application in view. It is undertaken either to determine possible use for the findings of basic research or to determine new ways of achieving some specific and predetermined objectives.

6.5 Experimental/exploratory/prototype/long run development is systematic work, using existing knowledge gained from research or practical experience that is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed.

7. Organisation of Research

7.1 All academic staff are required to undertake research. In turn, the University is committed to support all research with appropriate resources where necessary e.g., research assistants, laboratory assistants, science officers, equipment, supplies, time, infrastructure, and funds.

7.2 UNIMAS' overall research focus is diversely expressed in each faculty/institute's niche area(s). Each niche area within the faculty/institute allows for research convergence and the optimisation of research resources.

7.3 Within this niche area(s), the faculty identifies priority research topics. Complementary research (that does not fall within the niche area) is not discouraged, however it shall not take precedence over niche-area research.

7.4 Depending on prevailing needs and relevance, the University management may give precedence in terms of resource (facilities and funding) apportionment to one or more selected niche areas or priority research topics.

7.5 At faculty/institute/centre level, a cluster-based approach to research is encouraged. Cluster-based research refers to a strategy whereby either an amalgamation of research projects or components of one large project, are undertaken collaboratively either within a priority research topic or across priority research topics. Inter-faculty and inter- institutional research collaboration is encouraged since the sharing of expertise and techniques across disciplines and institutional boundaries shall eventually prove beneficial in adding value to research.

7.6 Depending on their respective workload and tasks assigned at any particular time, researchers are expected to give a balanced emphasis in terms of time and efforts to both teaching and research.

7.7 Contract research and consultancy engagements may not exceed 52 days per annum.

7.8 Each faculty/institute/centre has principal responsibility in developing, screening and implementing and monitoring their respective research projects. Final approval and oversight of faculty/institute research projects however lies with the University, principally the Research and Services Committee, assisted by the Research and Innovation Management Centre (RIMC).

7.9 The flowchart in Appendix I illustrates the approval process for all

research fundings.

7.10   The University also undertakes research under the auspices of its professorial research chairs. These professorial research chairs are endowed by external funds and are held by faculty/institute/centre.- Appointed Chair-holders will oversee all research teams within their respective faculties/institutes/centre. [Refer to Research Chair Charter (Appendix II)].

7.11   All Chairs are operationalised by a Chair Working Committee (CWC) at faculty/institute/centre. The CWC is responsible for the day-to-day management and implementation of research under the Chairs.

7.12   All Chairholders are accountable to their respective Chair Trustees Committees (CTC) comprising representatives from all stakeholders of the Chair.

8. Sharing of Research Resources

All infrastructure and logistical resources presently dispersed throughout the University in the various faculties/institutes/centres are, in principle, available on a shared basis to all researchers subject to their obtaining the required consent for use from the respective faculty/institute/centre management or Central Instrumentation and Laboratory Unit (CILU)(Appendix XI).

9. Roles and Responsibilities

9.1   Functions of RIMC

9.1.1.1   The RIMC is principally responsible for overseeing the management of research, academic publications and intellectual property related matters at UNIMAS. Accountable to the Research and Services Committee and the Deputy Vice Chancellor (Research and Innovation), RIMC is assigned to serve as the administrative secretariat to the:

- o   UNIMAS Research and Services Committee (RSC);
- o   Research Expert Panels (tasked with scrutinizing and recommending support for research proposals on the basis of merit, timeliness, relevance and excellence);
- o   Research Chair Steering Committees;
- o   UNIMAS Conference Committee.

The specific functions of RIMC are to:

- develop and maintain a research database and financial management system for research projects carried out in UNIMAS;
- develop and maintain a dedicated website for research activities at UNIMAS;
- maintain a monitoring system designed to assist principal researchers in meeting their research implementation schedules, progress reports and financial reporting deadlines as per original timelines;
- assist researchers in securing research grants, especially in meeting grant specific procedural requirements (e.g. ScienceFund);
- forward all research proposals and research reports (technical and financial) to Expert Panels, RSC and funding agencies after they have been documented to the RSC for appropriate action;
- serve as the point of contact with funding agencies in terms of technical and financial progress reporting;
- initiate, facilitate and maintain liaison with industry, government agencies and other stakeholders;
- promote and facilitate academic publication activities at UNIMAS;
- promote, solicit, process, publish books, monographs and other academic manuscripts;
- promote research culture amongst the staff of UNIMAS;
- publish and promote UNIMAS research achievements on a regular basis;
- showcase successful research findings in local and international expositions;
- organise activities that will enhance human capital development in research;
- prepare the University Annual Research Report;
- manage scientific equipment assigned to the Central Instrumentation and Laboratory Unit (CILU)[Appendix XI];
- undertake other responsibilities/tasks as assigned to RIMC by the University management from time to time.

9.1.1.2 The overall management structure and functions of RIMC is depicted in Appendix III.

9.2 Faculty/Institute/Centre Research Committee

9.2.1 Each faculty/institute/centre has a Research Committee tasked with providing peer scrutiny of all research proposals. Before research proposals are forwarded to the University Research Committee for grant support, the Faculty/Institute/Centre Research Committee is responsible in ensuring that all research proposals meet the following criteria:

- fall within the specific niche area(s) of the faculty/institute/centre;
- contribute -noteworthy knowledge in the niche area(s);
- realistic in terms of its scope, timeframe and schedules, with adequate human and financial resources;
- theoretically and methodologically coherent;
- strengthen overall research efforts and expertise within the University;
- relevant to the needs of society, commercialisation value and National R&D agenda.

9.2.2   For all research grant proposals, the Faculty/Institute/Centre's Research Committee shall ensure that the research grant proposal falls within the funding body-priority areas and meets all application guidelines and quality prerequisites.

9.2.3   Each Faculty/Institute/Centre Research Committee is responsible for reviewing progress and final reports (inclusive of financial reports) of all research grants/projects before submitting to RIMC.

9.3   Research Expert Panels

9.3.1   There are three University Research Expert Panels (REP) as follows:

- Social Sciences and Humanities REP;
- Pure and Applied Sciences REP, and
- Technology and Engineering REP.

These REPs are working committees of the University's RSC.

9.3.2   REPs are primarily tasked with providing external peer review of all research proposals submitted from faculties/institutes/centres to the University for research grant support to ensure that they reflect the research niche areas of the University. REPs act as an expert external peer review panel to ensure that research proposals submitted meet internationally recognised quality standards.

9.3.3   In cases where proposals require further clarification, the REP Chairperson shall invite the proposal proponent(s) to a discussion with the REP.

9.3.4   The Chairperson or a representative of the REP shall communicate in writing any shortcomings of research proposals requiring revisions or improvements to the proposal proponents.

9.3.5   The Chairperson shall provide a written summary of each research proposal reviewed and present the Panel's decision to the RSC for endorsement.

9.3.6 For all external research grant proposals where necessary, REP is required to determine that research projects proposed follow the guidelines as provided by the funding agencies .

9.4 Research and Services Committee

9.4.1 The RSC is a sub-committee of the University Senate. This committee is responsible for:

- formulating and reviewing the University's research policy and directions from time to time;
- approving all internal research grant projects ;
- approving all external grant applications recommended by REPs for submission to external funding agencies;
- approving all progress and final reports of internal research grants ;
- reviewing all progress and final reports of external research grants where required by the funding agencies ;
- reporting to the University Senate the status of research applications and approved research grants and reports, as well as other important matters pertaining to research at UNIMAS.

9.5 Principal Investigators and Co-researchers

9.5.1 Principal Investigator (PI) and co-researchers should at all times conduct their research professionally in a responsible and ethical manner. The PI is accountable for the overall technical and fiscal management of research projects. This includes adherence to reporting requirements and ensuring that projects are managed within the approved budget and schedule. The co-researcher is responsible to support the PI in all matters relating to the management and execution of the research project where necessary.

10. Research Grants

10.1 Types of Research Grants

10.1.1 The sources of available research grants are listed in Research gateway website.

10.2 Management of Research Grants

10.2.1 All research grants' fundings secured by the staff of UNIMAS shall be deposited with the UNIMAS Bursary Office. Alternative arrangement can only be allowed if there is a prior agreement between the researchers, the funding agency and the University.

10.2.2   All project leaders of contract research must register their research projects with RIMC.

10.2.3   Unless otherwise specified, research grants from the aforementioned sources are meant for supporting data collection costs (such as survey and research travelling expenses), research consumables, experimental material supplies, remuneration for research assistants, specialised software, hardware maintenance, rentals, attending local conferences (relevant to the research) etc.

10.2.4   The procurement procedure for assets, supplies and services using Government research grants shall follow the standard Rules and Regulations imposed by the Treasury and UNIMAS financial procedures. Exceptions, wherever applicable, are allowed for other research grants if and when a different set of financial procedure has been officially endorsed by the researcher(s), the University and the external funding agency.

10.2.5   All assets procured using research grants (all types and sources) shall be the property of UNIMAS, and as such these items must be inventorised by the respective faculty/institute/centres.

10.2.6   Appointment of Research Fellows and Assistants, when budgeted for in the research grants, shall be formalised through RIMC.

10.2.7   Research grantees are fully responsible in terms of meeting the financial reporting requirements of the funding agencies.

11.   Research Output and Performance Indicators

11.1.1   The University recognises the following as concrete evidence of quality research output:

- externally refereed publications as articles or scientific papers in national and international journals of scholarly repute, or in refereed open-access web-based academic journals;
- monographs, books, chapters in books and published conference proceedings;
- successful documentation and registration of intellectual property rights protection in the form of patents, certificates for utility innovation, industrial designs, copyrights etc.
- presentation of research work at external conferences, seminars and workshops (national and preferably international);
- in-house peer reviewed research working papers, technical reports, and professional society publications;
- research-based creative works/exhibitions, documentaries and artistic performances;

- research-based papers or reports acknowledged as contributing significantly to improved government or institutional policy framework or management strategy;
- accreditation and awards received for research-based exhibits/ products;
- success in attracting further substantial research funding;
- appointment as an editor or a member of the editorial board of any journal or proceeding, and
- supervision of graduate research students, to completion of their degree.

11.1.2   The ownership of all research outputs are property of the University unless otherwise specified. Unless otherwise stated, primary materials and research data should be made accessible for use by other researchers.

11.1.3   Faculties/Institutes/Centres are tasked as the primary custodian of all outputs generated from a research project.

12.   Contractual Obligations of Researchers and University

12.1   Researchers are obliged to complete all assigned and agreed upon research, and to publish findings of such research as widely as possible. In particular, with regards to research supported by funds from UNIMAS, the University expects output from the recipients of the funding. The University supports researchers in meeting all their research obligations.

12.2   Publication of research should be current and of high quality. Ideally, there should be a minimum amount of delay between the end of any research and the publication of its findings.

13.   Research Ethics

13.1   In order to safeguard good scientific practice and to promote academic rigour in research, UNIMAS subscribes to the governing principles of the UK-based Committee of Standards in Public Life, as elucidated below. Of particular significance to research in UNIMAS are the following principles:

13.2   Integrity: Researchers, regardless of academic discipline, are expected to be honest in respect of their own actions in research and in their responses to the actions of other researchers. This applies to the whole range of research, including the design of research projects or experiments, generating and analysing data, applying for funding and grants, and publishing results.

13.3   Researchers are expected to uphold research integrity at all times. Specifically, researchers shall acknowledge the direct and indirect contributions of colleagues, research collaborators and others in their work and publications at all times.

13.4   As well, research integrity includes maintaining rigour, carefulness and accountability that are the recognised standards of good scholarship, and not just the avoidance of wrongdoing. All researchers should actively practise the following:

- emphasise high quality research;
- undertake appropriate research supervision;
- maintain accurate and detailed research activity records and results;
- be ethical about the objectives of one's research;
- be open and cooperative with one's fellow researchers and others;
- be committed in publishing and/or further develop and commercialise one's research findings.

13.5   Researchers are accountable to society, their professions, the communities and institutes where the research is taking place, the staff and students involved, and to sponsors that are funding research.

13.6   Researchers are expected to declare and manage any real or potential conflicts of interest, both financial and professional. Areas of real or potential conflict of interests include:

- where researchers have an existing or potential financial interest in the outcome of the research;
- where researchers are likely to gain a private or private practice benefit that is significantly dependent on the research outcome;
- where the researcher's professional or personal gain arising from the research outcome may be more than usual/normal in a specific research undertaking.

13.7   Openness: While recognising the needs of researchers to protect their interests in research, including intellectual property rights, the University encourages researchers to be as open as possible in discussing their work with other researchers and with the public. Once research has been published, where appropriate, the University expects researchers to make available such research, data and materials to other researchers on request, provided such requests are consistent with any ethical approvals and consents which cover the data and material as well as any intellectual property rights in them.

13.8   Researchers should be especially careful in discussing their work in public forums, especially work that has not been peer reviewed or remains as yet unpublished.

13.9   Professional Guidance and Legal Requirements: Where available, the University expects researchers to be guided by and to observe standards of practice set out in guidelines as published by funding bodies, scientific societies and other related professional bodies.

13.10   Researchers are bound by all legal requirements, which regulate their work, particularly health and safety requirements, environmental standards, and the privacy and protection of research data. Specifically, researchers are bound to uphold key general principles for the care, use and humane treatment of animals in scientific research (see Appendix V) and to obtain prior informed consent of human research participants (see Appendix VI). (An ethics review checklist to assist researchers design and implement research involving human participants is available in Appendix VII)

13.11   Researchers working in the fields of medicine and health sciences are required to adhere to the Malaysian Good Clinical Practice Guidelines and the International Committee on Harmonisation Guidelines on Good Clinical Practice in Clinical Trials. Research of this nature shall be governed by an institutional review board within UNIMAS, namely the Medical Research and Ethics Committee (MREC) of the Faculty of Medicine and Health Sciences. The MREC screens research projects, and deliberates on the ethical considerations for projects involving human subjects. (See Appendix VIII: MREC's Standard Operating Procedures). In addition to MREC screening, all research projects involving patients and/or facilities of the Ministry of Health shall require clearance from the Ministry's Medical Research and Ethics Committee, Institute for Medical Research, Kuala Lumpur.

13.12   Researchers working in scientific laboratories that provide or receive biological materials are required to enter into Material Transfer Agreements with suppliers, purchasers or external research collaborators at all times. (See Appendix IX for a sample Material Transfer Agreement.)

13.13   Leadership and Cooperation: Heads of research projects and senior researchers are responsible for fostering a dynamic research culture within a climate of mutual trust and cooperation in which all members of a research team are encouraged to develop their knowledge and skills and to exchange ideas and opinions freely in the spirit of genuine scholarship.

13.14   Supervision: Research project leaders are responsible for the supervision of the whole research process, including research project design, preparing funding applications, the design of experimental or research protocols, data recording, data analysis and publication and

14

dissemination of results. The project leader is also responsible for the appointment of suitably qualified research assistants and supervision of the research assistants in the course of the research.

13.15   There is a need for research project leaders to maintain frequent contact with research staff, to offer advice when required, to scrutinise all research data and to meet the broader needs of research staff and students.

13.16   Training: All research staff have a right to receive the relevant training required to ensure that they are able to engage in high quality research. Research project leaders are responsible to ensure that their staff attend relevant training courses as part of their career development.

14.   Research Misconduct

14.1   UNIMAS regards the following practices as research misconduct since they violate commonly accepted principles and practices of research upheld by the general scholarly community. Such offences are serious and subject to strict disciplinary action.

14.2   Fabrication of data: Dishonesty in reporting results, ranging from fabrication of data, improper adjustment of results, and gross negligence in collecting or analysing data, to selective reporting or omission of data for deceptive purposes;

14.3   Falsification of research: Deliberately misrepresenting research, including the progress of research, making grossly exaggerated claims of the significance of research results, falsely claiming priority by wilfully ignoring prior relevant reports in research literature;

14.4   Plagiarism: Taking credit for someone else's work and ideas, stealing other's results or methods, omitting acknowledgement of significant contribution(s) received from others, copying the writing of others without proper acknowledgement, or otherwise falsely taking credit for the work and ideas of others;

14.5   Failure to acknowledge: Wilfully ignoring and failing to acknowledge the source of biological materials used in laboratory research.

14.6   Abuse of confidentiality: Taking or releasing ideas and data that was shared with the legitimate expectation of confidentiality (e.g. use of confidential results without permission of other researchers or previous employers), stealing ideas from others' grant proposals, award applications, or manuscript publication;

14.7   Dishonesty in publication: Knowingly publishing material that will mislead readers (e.g. misrepresenting data, particularly its originality, misrepresenting research progress, adding the names of other authors without their permission, or including honorary authorships or excluding a major collaborator as co-author of the paper);

14.8   Property violations: Stealing or destroying property of others, such as research papers, supplies, equipment or products of research;

14.9   Misuse of funds: Failure to spend research funds in ways consistent with the goals stated in the relevant contract documents and/or failure to maintain clear and proper records of expenditures;

14.10   Mistreatment of human research subjects: Failure to obtain informed consent of research informants/clinical trial patients, failure to protect the rights of informants regarding their privacy and to protect the research subject's anonymity and the confidentiality of information sources;

14.11   Mistreatment of animals: Failure to treat animals with care, and humaneness.

14.12   Failure to report known incidents of serious research misconduct: Covering up or otherwise failing to report major offences of research known to oneself; and/or

14.13   Retaliation: Taking punitive action against an individual for having reported alleged major research offences.

14.14   Research misconduct does not include honest error or honest differences in interpretations or judgments of data. Serious misconduct must be distinguished from honest error and differences of interpretation inherent in any scientific and creative process and which are normally corrected through further research and scholarship.

15.   Research Misconduct: Grievance Procedure

15.1   In cases of research misconduct, there may be grounds for disciplinary action against staff and students.

15.2   All alleged cases/complaints of research misconduct shall be reported in the first instance to the respective department heads. It is the responsibility of the respective Deans/Directors and/or Department Heads to inform the Deputy Vice-Chancellor (Research & Innovation) of these allegations/complaints, with copies to the Registrar (when alleged complaints involve academic staff) and/or the Dean of Postgraduate Studies (when postgraduate students are

involved) and/or the Dean (Student Development Centre) (when undergraduates are involved). Such reports or complaints shall be filed in writing.

15.3   In cases of alleged research misconduct involving Deans/Directors and Department Heads, complaints shall be filed in writing directly with the Deputy Vice-Chancellor (Research & Innovation).

15.4   Any further action involving investigation, arbitration and decision on the said complaint shall be undertaken in accordance with university staff disciplinary procedures (and where applicable, student disciplinary procedures).

16.   Academic Freedom

16.1   While UNIMAS researchers are entirely free to determine their own research approaches and agendas, UNIMAS reserves the right to prioritise support for research that falls within the University's niche areas. Non-prioritised/complementary research may be funded at the discretion of the University but shall not take precedence in the allocation of University resources.

16.2   Given the different disciplines in which research occurs in the University, researchers are encouraged to pursue different styles and approaches to research. No one model of research enterprise is valued more than others given the varying cultures, traditions and infrastructural requirements of the different disciplines. Instead, the value of a research approach is only determined by its intellectual, social, cultural and economic outcomes.

16.3   UNIMAS is however conscious of certain priority areas of research as determined by the government. There may be occasions when the University is required to implement certain key research projects commissioned by the government (known as "top down" research). It is thus necessary and consistent that the University meets these official research demands so as to ensure the University contributes towards key national development priorities in line with its mandate as a public university. Under these circumstances, researchers are encouraged to focus their research efforts in a way that will not only meet their own research interests but also that of the country, University and faculty/institute.

17.   Publication and Dissemination of Research

17.1   Researchers are expected to publish/exhibit the findings of their research with full responsibility and with an awareness of the consequences of any such dissemination in the public realm.

17.2 The University works to ensure that research sponsors understand that researchers must have academic freedom and that sponsors should not discourage publication or dissemination of research and research findings. Every effort must be made to inform sponsors ahead of any potential publication or dissemination of the research findings. This will allow sponsors adequate time and accurate information to protect any arising intellectual property or to plan their own public relations together with the University, especially since media publicity is increasingly important to industry, civil society organisations and the University itself.

17.3 Researchers should be guided by the following points when publishing or disseminating their research or research findings in publications, conferences or on websites:

- Researchers should make every effort to ensure that their research or research findings are peer reviewed before it is published, publicised or disseminated. If research is placed in the public realm before any peer review has been undertaken, this must be made clear by the researcher;
- Researchers should acknowledge all fellow research collaborators and all sources of funding openly in any publication or publicity.

18. Research Recognition

The University shall recognize research excellence through academic promotion. The University is committed to sponsor and nominate research projects and researchers for external recognition.

End Notes

[1] Adapted from Macquarie University's Research Manual (www.ro.mq.edu.au/Research_Manual/Appendix2.htm)

[2] This section draws from the Ministry of Science, Technology and the Environment's Malaysian Research and Development Classification System.

[3] This section draws substantively from the research policy documents of the University of Cambridge (www.admin.cam.ac.uk/offices/research/policy/practice.html) and the University of Glasgow (www.gla.ac.uk/R-E/pub/policies/index.html).

[4] This section draws from the National University of Singapore's Guidelines on Research Integrity (www.nus.edu.sg/corporate/research/rsch_integrity.htm); University of California's University Policy on Integrity of Research (www.ucop.edu./raohome/cgmemos/90-01S1.html) and the University of Michigan's Integrity on Scholarship (www.research.umich.edu/policies/um/integrity.html).

[5] Adapted University of Michigan's Procedures for Investigating Allegations of Misconduct in the Pursuit of Scholarship and Research (www.research.umich.edu/policies/um/integrity_policy.html); Stanford University's Scientific Misconduct: Policy on Allegations, Investigations and Reporting (www.stanford.edu/dept/dor/rph/2-5.html); Massachusetts Institute of Technology's Academic Misconduct in Research and Scholarship (web.mit.edu/vpr/www/acadmis.html); National University of Singapore's Guidelines on Research Integrity (www.nus.edu.sg/corporate/research/rsch_integrity.htm)

[6] Quoted from Australian National University (http://www.anu.edu.au/cabs/policies/1298b_intellectualproperty.pdf)

[7] Adapted from Macquarie University's Research Manual (www.ro.mq.edu.au/Research_Manual/Chapter1.htm)