

Ethics Policy

Scope and Purpose of Policy

Our values and aims are set out in the college Mission statement and our current Strategic Plan. The Ethics Policy applies to research undertaken on behalf of Cardiff and Vale College by its staff and students. Staff and students are expected to maintain the highest ethical standards, and to foster openness, honesty, tolerance, fairness and responsibility when researching.

Policy Statements

Cardiff and Vale College intends to provide the highest quality education and training through the continuous improvement of its standards and performance. The Ethics Policy ensures these standards are promoted throughout the research undertaken by the students as part of their programmes of study and by the staff as part of their role or as Continuous Professional Development. The College is committed to meeting the research needs of all its students by providing excellent teaching, learning opportunities, support and facilities.

For the purpose of this policy the term research refers to:

- original investigation leading to the creation of knowledge
- replication of an investigation for the purposes of developing the researcher – this will
- evaluation
- audit

In order to do this, it is our policy to incorporate and promote **Research Integrity** which draws on a number of existing values:

- **Honesty** in all aspects of research includes the presentation of research goals, intentions and findings; reporting on research methods and procedures; methods of gathering data; using and acknowledging the work of other researchers; and conveying valid interpretations and making justifiable claims based on research findings.
- **Rigour**, in line with prevailing disciplinary norms and standards in: performing research and using appropriate methods; adhering to an agreed protocol where appropriate; drawing interpretations and conclusions for the research; and communicating the results.
- **Transparency and open communication** in: declaring conflicts of interest; the reporting of research data collection methods; the analysis and interpretation of data; making research findings widely available, which includes sharing negative results as appropriate; and presenting the work to other researchers and to the general public.

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- **Care and respect** for all participants in and subjects of research, including humans, animals, the environment and cultural objects. Photographs and video materials should have the authorisation of the participant. Those engaged with research must also show care and respect for the stewardship of research and scholarship for future generations.

The College will:

- Devise procedures to ensure research complies with the above principles; these will include all aspects of review and monitoring.
- Train staff fully in the principles and its policies and procedures relating to research.
- Inform learners about its policies and procedures and ensure that they are fully supported to act in an ethical manner when carrying out research.
- Set up procedures to follow if a member of staff or learner does not follow the principles of research or college policies and procedures; this will include appeals.
- Ensure that the above follow the specific guidelines of HEIs, Awarding Organisations and others where appropriate. Course specific ethical guidelines can be accessed via the relevant university VLE.

Health and Safety Implications

There are no Health and Safety implications for this policy. Any H&S implications of research activities will be covered by the research procedures.

Linked Policies

- Equality and Diversity
- Health and Safety
- Data Protection Policy
- Quality
- Teaching, Learning and Assessment
- Safeguarding

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Linked Procedures

- Equality and Diversity
- Health and Safety
- Data Protection Procedure
- Safeguarding

Location and Access to the Policy

This policy is available from the staff intranet

Date approved: June 2018

Approved by: CQSA

Review date: 20th June 2020

Responsible Manager: Dean of HE

Executive Lead: VP Curriculum and Standards EE

Accessible to Students: : Yes

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