

APPENDIX 3

WIT LIBRARY DETAILS & TABLE OF RESEARCH DATABASES



Welcome to Luke Wadding Library

Quick Guide for Research Postgraduates



Remember: You cannot access the library without your WITCard. You will also need your card for borrowing books, photocopying and printing

Luke Wadding Library Tel: 051-302823
Cork Road E-mail: libinfo@wit.ie
Waterford

www.wit.ie/library

How do I find the journals & journal articles?

- Current journals are shelved at entry level. Back issues are shelved at top level. You can search for journal titles on OPAC.
- You can also search for online journal articles through the library website.
- If you need a book or journal article that isn't available in WIT Libraries, we can request it from another library for you through the inter library loans Office. See <http://library.wit.ie/LibraryServices/InterLibraryLoans/> for more information, or call to the office in the library.

Who can I ask for help?

You can ask anyone working in the library for help. We are here to help you to use your library well. For more specific queries, your postgraduate liaison librarian is Nora Hegarty. Contact Nora @ (051) 302822 / nhegarty@wit.ie

To learn more about the library -

Avail of our research skills training sessions run throughout the year. Contact us at lls@wit.ie for more information.

Final Word

- For the latest information, keep an eye on our website - www.wit.ie/library or visit the research blog at <http://libsupportresearch.wordpress.com>
- See the research postgraduate support page on the library website for further details on the range of library services and facilities available to research postgraduates

WELCOME - we expect you'll have lots of questions about the library.

Here are some quick answers to some of the questions we're often asked.

What are the library opening hours?

Mon - Thurs: 8.30 a.m. - 9.00 p.m.

Friday: 8.30 a.m. - 5.00 p.m.

Saturday: 8.30 a.m. - 4.30 p.m.

How do I join the library?

You don't have to do anything to join. The WITcard you receive at registration is your library card - use it to access the library and to borrow library books.

What are the main library rules?

- You need your WITcard to access the library
- Respect all library users by keeping noise levels to a minimum in the quiet study and research areas
- Food or drink, apart from bottled water, is not allowed in the library

What facilities are available in the library for research postgraduates?

- Access to two dedicated research suites, within which individual workstations are allocated by the postgraduate support unit. Log in using the username and password supplied by computer services at registration
- Access to the library meeting room at entry level - contact libinfo@wit.ie to book this room

Can I use my laptop in the library?

Yes - wireless access is available throughout the library, using the same username and password as for logging into the library PCs.

What else happens in the library building?

The library building also houses a café, an e-learning unit, a student life and learning academic skills office, a careers library and a special collections room.

What are my borrowing entitlements?

- You can borrow up to 12 books at any one time. This means 10 books for 30 days and 2 short loan books for two days (these are marked with red tape). You can also borrow 8 multimedia items (music/AV materials) for 1 week. Reference books, journals and theses are for library use only.
- Borrow and return books at the circulation desk, open from 9.15 a.m. until 15 minutes before closing time.
- **Please note:** You will not be able to borrow if your library account is in default.

What is an OPAC?

The OPAC is a catalogue that allows you to search for books and other materials in the library. There are dedicated OPACs beside the circulation desk, but the library catalogue can be searched from anywhere directly from our website.

How do I find the books that I need for my research?

Books are shelved in the library in numerical order according to subject area.

Shelf Number	Subject Area	Location
001-499	Computers, Philosophy, Psychology, Theology, Social Science, Economics, Tourism, Education, Languages	Entry Level
500-999	Maths, Physics, Chemistry, Biology, Nursing, Medicine, Engineering, Hospitality, Accounting, Management, HRM, Marketing, Architecture, Recreation & Leisure, Literature, Geography, History, Travel	Basement Level

How do I check my library account?

You can ask about your library account at the desk or you can use the *your account* feature on the OPAC to check your library account yourself. This requires a PIN (Personal Identification Number). You can set up a PIN at the desk.

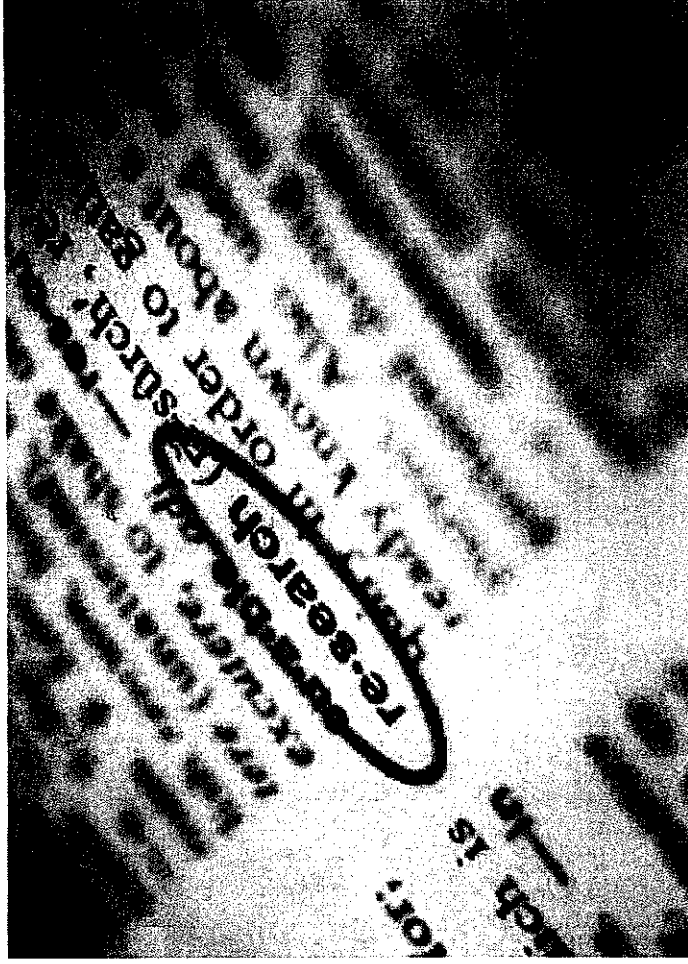
Where are the theses shelved?

Research postgraduate theses are shelved in the thesis room behind the circulation desk and are for library use only. You can search for theses on OPAC.



Welcome to WIT Libraries

Accessing Databases Off-Campus



This quick guide explains the procedure for accessing
WIT Libraries Databases off-campus.

Luke Wadding Library Tel: 051-302823
Cork Road Mail: libinfo@wit.ie
Waterford

www.wit.ie/library

Some Frequently Asked Questions:

What is my WIT Network Login?

Your WIT Network Login is the same username and password you use to log on to PCs while working on-campus, and to access Moodle.

How do I get my WIT Network Login?

Your WIT Network Login is provided to you by WIT Computer Services at the time of registration. You need to be fully registered to obtain your WIT Network Login.

What happens if I lose my login details, or if they expire?

You should contact WIT Computer Services directly to enquire about lost or expired login details. Tel: (051) 845524 or via email at: computerservices@wit.ie.

Do I need an Athens account to search library databases?

No, an Athens account is now no longer required to search library databases off-campus. Just use your WIT Network Login.

Problems Accessing WIT Library Databases Off-Campus

If you experience any problems accessing or searching library databases while off-campus, please contact the library

Call In-Person to the Library Information Desk, Luke Wadding Library

Telephone: (051) 302840

Email: libinfo@wit.ie

Web: <http://www.wit.ie/library>

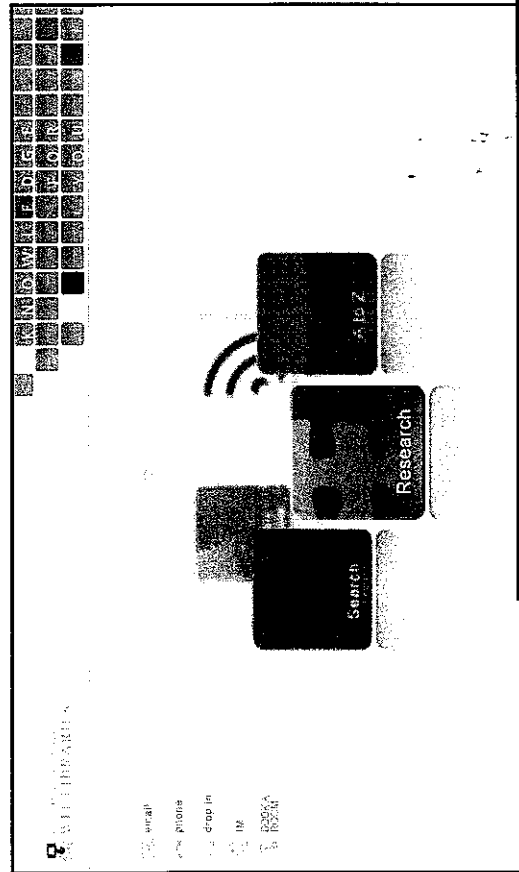
WIT Libraries subscribes to a growing number of online databases. These databases contain a large number of journal titles and journal articles, and are the ideal research tools for assignments and research projects.

Remember: when you're researching on-campus, you won't need a username and password to access each individual database.

Accessing library databases off-campus is also simple. Just follow the three steps.

Step 1: Head to the Library Website

From the Library homepage (www.wit.ie/library), choose the Research button in the centre of the page.



From the Research Page, chose the Databases link to open the Library Database Page.

RESEARCH

A few key links to information of interest to you, the researcher. We would be happy to discuss your research strategies and help you to get the best out of the available library and web resources. In our extensive training programme, we will show you how to use relevant journal databases, reference works and search engines for your projects.

- Webpages by Subject - collections of online journal articles
- WIT Library Log In - to help you get what you need, when it isn't in the library
- Research Support - training, guidance and other information
- Institutional Repository - a digital library designed to hold the research outputs of WIT academics
- Library Guides - library subject and help guides

Step 2: Choose the Off-Campus Link

From the Library Database Page, choose the Off-Campus Link for the database you wish to search on the right-hand side of the page

DATABASES

<p>On-Campus Access</p> <p>Research Tool Search WIT Libraries' Databases together</p> <p>Off-Campus Access Off-Campus Access from here using your WIT network login.</p> <p>Off-Campus Access Off-Campus Access from here using your WIT network login.</p>	<p>On-Campus Access</p> <p>Subject Coverage Multi-subject Business, Management, Tourism</p> <p>Off-Campus Access Off-Campus Access from here using your WIT network login.</p>	<p>On-Campus Access</p> <p>Research Tool Search WIT Libraries' fulltext eJournals Collection</p> <p>Off-Campus Access Off-Campus Access from here using your WIT network login.</p>
<p>On-Campus Access</p> <p>ABI-Inform</p> <p>Academic Search Premier</p> <p>ACM Digital Library (including The Guide to Computer Literature)</p>	<p>Off-Campus Access Off-Campus Access from here using your WIT network login.</p> <p>Off-Campus Access Off-Campus Access from here using your WIT network login.</p> <p>On-campus access only.</p>	<p>On-Campus Access</p> <p>Off-Campus Access Off-Campus Access from here using your WIT network login.</p>

Step 3: Enter Your WIT Network Login Details

Enter your WIT Network Login Details in the field provided, and click Login.

Your WIT Network login is the same username and password you use to access PCs on-campus, and to login to Moodle.

WIT Libraries

To access our online databases, please enter your username and password here.

Please enter your username:

Please enter your password:

ProQuest

Databases Selected: ABI/INFORM Global

Tools: Search Tools, Browse Tables, Thesaurus

Database: Business - ABI/INFORM Global

Date range: All dates

Limit results to: Full text documents only Scholarly journals, including peer-reviewed

APPENDIX 4

DEPLOYMENT OF POSTGRADUATE SPACE IN LIBRARY

Deployment of Research Postgraduate Spaces in the Library

The Luke Wadding library contains about 86 dedicated study spaces for research postgraduate activity. Since there are fewer spaces than the total number of research postgraduates, it is not possible to provide everyone with their own dedicated space for the duration of their studies. Priority is given to those who have no other workplace (e.g. laboratory or studio) and to those writing up their theses or papers.

The purpose of this system for the deployment of library space is to ensure that this space is used in a fair and orderly manner. It explains:-

- Categories of research postgraduate users
- Privileges offered to each category
- Procedure for application, allocation and termination of space privileges for each category
- Regulations for users
- Form Lib / P/G

Cat.	Definitions	Privileges	Application Procedure
A.	<p>➤ Full-time postgraduates undertaking Masters Awards by research or PhD awards. A full-time postgraduate is defined as a student who is not teaching or in any other gainful employment in WIT or elsewhere for more than 6 hours per week during normal college terms.</p> <p>➤ The type of research will be desk or computer based. No experimental work may be carried out in the library.</p> <p>➤ This category is further limited to those who have no alternative provision for work or study e.g. laboratory space. An exception to this may be made in the case of those who have completed practical work and are writing up their thesis on a full-time basis.</p> <p>➤ Full-time students on Masters Mode B (taught), who have completed the taught elements and are writing up their dissertation may be allocated Category A space, if it is available.</p>	<p>➤ This category of user may be allocated exclusive use of a work space in the postgraduate room for an agreed period of time.</p> <p>➤ They may store their books, computers and materials in the drawers and shelves provided.</p> <p>➤ They will also have exclusive use of the computer on their desk.</p>	<p>➤ Those qualifying for this category should submit a request on Form <i>Lib/ P/G</i> , to the Development Office who will process it.</p> <p>➤ Those who meet the criteria will be allocated a space for a period not exceeding two academic years.</p> <p>➤ At the end of the agreed period, the occupant will be required to either vacate the space or apply for an extension period, not exceeding 1 academic year.</p> <p>➤ Anyone contravening the attached regulations may be asked to vacate the space at any time at the request of the library staff.</p> <p>➤ While the user must comply immediately with such a request, they may appeal it and request reinstatement through the Head of Development.</p>

Cat.	Definitions	Privileges	Application Procedure
B.	<ul style="list-style-type: none"> ➤ This will include all other research postgraduates e.g. ➤ Those students and staff of WIT who are undertaking higher degrees combined with work for more than 6 hours per week. ➤ Research Postgraduates who have been allocated alternative work space e.g. laboratory space. This group may move to category A while they are writing up their thesis (normally this period should not exceed 6 months) ➤ Students registered for Masters Awards Mode B (taught programmes). ➤ All supervisors of postgraduates. ➤ WIT staff (including research assistants) who are undertaking research projects which are externally funded. ➤ WIT staff who are writing academic papers or books. ➤ Access for other persons e.g. research staff and students from other Institutes or from Industry, may be agreed periodically with the librarian. 	<ul style="list-style-type: none"> ➤ This category of user may use desk space in the Postgraduate area but ➤ The desk, shelves, drawers, computer etc. may only be used for the duration of their daily work period. ➤ All their belongings must be cleared away from the work space when they leave the library at the end of each study period. 	<ul style="list-style-type: none"> ➤ Those qualifying for this category should submit a request on Form <i>Lib P/G</i>, to the Development Office, WIT ➤ A list of those who qualify for this category will be sent to the Library Desk and will be updated periodically.

Regulations for Users of the Research Postgraduate study Spaces

- Users must respect the framework set out above.
- They must keep their space neat and tidy at all times.
- No noise will be tolerated. No eating, drinking or smoking.
- Access outside normal library opening hours may be arranged from time to time through the Estates Office. Research Postgraduates should attempt to fit their work into normal opening hours as it is very costly to keep buildings open after hours.
- They may only bring and use equipment and materials, which are normal for a library (e.g. books, computers, calculators, writing devices).
- They may not bring in or use any device, which might disturb other users (e.g. radio, mobile telephone).
- They may not carry out experimental work in the library.
- They may not meet visitors (friends, colleagues, industry partners, students) at their desk in the library. The small seminar rooms in the library may be used for meetings related to their research work (this is bookable through the diary inside its door).
- They must not give or lend their key to anyone else.
- They must not allow any unauthorised person to enter the postgraduate study rooms.
- Any problems should be reported to the Development Office.
- Use of these spaces is a privilege not an entitlement. The Development Office reserves the right to remove this privilege at any time should these regulations not be observed.
- These regulations will be reviewed and may be modified from time to time.

Postgraduate Meeting Room

This is located on the top floor of the library. It is intended for such activities as:

1. meetings between supervisors and postgraduates.
2. small group training events for postgraduates.

IT IS NOT TO BE USED BY POSTGRADUATES FOR GIVING GRINDS TO UNDERGRADUATES OR FOR MEETINGS THAT DO NOT INVOLVE ACADEMIC ACTIVITIES RELATING TO POSTGRADUATE STUDY.

The room may be booked via the diary, which is kept in that room.

Application to Use the Research Postgraduate Facilities in the Library**1. Personal Information – (Please complete in block capitals)**

Student ID

--	--	--	--	--	--	--	--	--	--

Surname:

First Name(s)

Contact Address:

Phone Number:

Mobile Number:

Email:

Department:

Supervisor:

Status (tick the most appropriate)

- WIT research postgraduate student
- WIT academic staff
- WIT management
- Administrative or support staff
- Research assistant
- Other (explain)

For staff only

- Permanent
- Temporary-Wholetime
- Part-time
- Contract

For research postgraduate students only

- Full-time (in paid work for less than 6 hours per week),
- Part-time (in paid work for more than 6 hours per week)

2. Category for which you are applying (see definitions attached)

Category A

Category B

No. in Research Group Lead Researcher _____

▶ Explain the basis on which you qualify for the category ticked above

▶ If you are applying as a Category A user, please give the period for which you request this privilege:

- Starting on __/__/____ day/month/year

- Finishing on __/__/____ day/month/year

Certification

I have read and understood the regulations for the use of the postgraduate facilities in the library and I agree to adhere to them at all times.

Signature: _____ Date: _____

For office use only

1. Allocated Space

As Category _____

From _____ To _____

Special conditions (if any)

2. Not Allocated Space

Reason for this decision

Signed: _____
Chairperson of the Space Deployment Group,
Estates Office

This decision was made at the meeting on _____

**Please complete and return to:- The Postgraduate Coordinator,
The Development Office,
Waterford Institute of Technology,
Waterford City.**

APPENDIX 5

**GUIDELINES FOR
RESPONSIBLE PRACTICE IN RESEARCH
AND DEALING WITH PROBLEMS OF
RESEARCH MISCONDUCT**

GUIDELINES FOR RESPONSIBLE PRACTICE IN RESEARCH AND DEALING WITH PROBLEMS OF RESEARCH MISCONDUCT.

Introduction:

Central to the principles governing academic research activity are the maintenance of high ethical standards, and validity and accuracy in the collection and reporting of data. The responsibility of the research community to the public and to itself is acknowledged.

The processes of research protect the truth. Communications between collaborators; maintenance and reference to records; presentation and discussion of work at scholarly meetings; publication of results, including the important element of peer refereeing; and the possibility that investigations will be repeated or extended by other researchers, all contribute to the intrinsically self-correcting nature of research.

Competition in research can have a strong and positive influence, enhancing the quality of immediacy of the work produced. However, competitive pressures can act to distort sound research practice, if they encourage:

- too-hasty preparation and submission of papers;
- the division of reports on substantial bodies of work into multiple small reports to enhance the “publication count” of the author(s); and
- an undue emphasis on “logical-next-step” research at the expense of more creative and more innovative lines of study.

Therefore the Institute has established codes of conduct, which serve as a context for robust research procedures and for the protection of individual researchers. -

This document is in two parts.

Part I sets out a Code of Conduct for the Responsible Practice of Research.

Part II outlines the procedures, which should be used to deal with any allegations of misconduct in research against a researcher.

Part I

Code of Conduct for the Responsible Practice of Research

1. Integrity

Researchers must not breach the specific trust held in them by their associates in research, peers, Waterford Institute of Technology or society at large. Observance of accepted norms of honesty and integrity must underlie all decisions and actions related to research.

2. The Good Image of the Institute and the Academic Community

Researchers must refrain from any conduct or action in their role as a researcher employed by the Institute which would unjustifiably detract from the good name of the institution and the relevant professional body to which they may belong.

3. Right to Knowledge and its Obligations

Seeking knowledge and imparting this knowledge is a fundamental function of a University or Institute of Technology. It follows from the right to pursue knowledge that researchers have a moral obligation to society as well as an obligation to the Institute to perform proper (ethically conducted) research that is communicated to their peers and, as appropriate, to the wider general community.

4. Competence and Due Care

Researchers must strive continually to improve their scholarship and to ensure that their knowledge is current. Above all, they must bring due care and diligence to bear upon the discharge of their academic duties in relation to research. Researchers must refrain from participating in or initiating work, which they are not competent to perform. They should be willing, when in doubt, to obtain such advice and assistance as will enable them to execute their research competently.

All experimentation, which involves one of the following, should obtain clearance from the Institute's Ethics Advisory Committee. If necessary, this committee should obtain expert advice before clearance is given:

- human experimentation
- animal experimentation
- genetic manipulation
- use of teratogens, carcinogens and cytotoxic substances
- ionising radiation.

5. **General Principles of Sound Research Design**

In seeking new knowledge, it is imperative that good methodology (i.e.: sound research design) be employed. This will ensure trust in the accuracy of the data that are collected and facilitate correct interpretation of the data.

6. **Ethical Consideration**

(a) The norm for sound research design in human experimentation derives from three underlying ethical principles, these being:

- (i) the requirement to do good;
- (ii) the duty to avoid causing harm; and
- (iii) respect for the person (the requirement that one subject not be used as a means to attain another's ends).

(b) The Institute and its researchers have a responsibility to the participants in research to ensure the safety of volunteers and staff taking part in research programmes, and it is an accepted norm in the pursuit of this goal that research design is of the highest scientific quality. This includes using the minimum number of humans and animals needed to achieve valid results and using animals in the most humane way possible, for the overall benefit of society.

Staff working with human subjects and/or animals should appraise themselves of these principles. Current Irish Regulations are available from the Development Office.

7. **Confidentiality in Research**

Data of a confidential nature derived from a research programme (patient records, subject questionnaires, etc.), should not be disclosed except where consent has been obtained or where there is a legal or professional duty to disclose. Researchers must not use such information for their own personal advantage or that of a third party.

8. Intellectual Property

Researchers should endeavour to safeguard their interests in relation to intellectual property, and the interest of the Institute reference should be made to the Intellectual Property Policy of the Institute.

9. Conflict of Interest

Researchers should refrain from unethical work which is in conflict with the duties and loyalties owed to the Institute, collaborators, the profession, members of their own discipline, and society in general and its laws. These would include benefits in kind such as the provision of materials or facilities for the research, and the support of individuals through the provision of benefits (for example, travel and accommodation expenses to attend conferences).

10. Dissemination of Ethical Principles

Researchers should impart to students under their supervision the basic ethical principles that are detailed in this code and the code for their profession as it bears on the proper conduct of research. This will provide positive reinforcement of those values which society can expect of graduates from the Institute.

11. Retention of data

- (a) Data must be recorded in a durable and appropriately referenced form.
- (b) Sound research procedures entail the discussion of data and research methods with colleagues. Discussion may also occur well after the research is complete, often because of interest following publication. If at all possible, it is in the interest of all research workers to ensure that original data are safely held for periods of at least five years.
- (c) Wherever possible, a copy of the original data should be retained in the department or research unit in which they were generated. Data obtained from limited access databases or in a contracted project may not be able to be retained. In such cases, a written indication of the location of the original data or key information regarding the limited-access database from which it was extracted must be kept in the department or research unit. Individual researchers should be able to hold copies of the data for their own use. Nevertheless, it should be understood that retention solely by the individual research worker provides little protection to the research worker or the institution in the event of an allegation of falsification of data.

12. Publication and Authorship

- (a) Where there is more than one author of a publication, one author (by agreement among the authors) should formally accept overall responsibility for the entire publication. Such formal acceptance must be in writing and kept on file in the department or unit of that author together with the names of all other authors.
- (b) The minimum requirement for authorship of a publication should be participation in conceiving, executing or interpreting at least part of the research reported. "Honorary authorship" is unacceptable. "Honorary authorship" occurs when a person is listed as an author of a publication when they have not participated in any substantial way in the conception, execution or interpretation of at least part of the work described in the publication.
- (c) Due recognition of all participants is a part of a proper research process. Authors should ensure that the work of research students/trainees, research assistants and technical officers is properly acknowledged.
- (d) The authors of the publication must read the final paper and sign a statement indicating that each of them has met the minimum requirements for authorship, and who is the author taking overall responsibility for the publication. Such statement must include an indication that there are no other "authors" of the publication, according to this definition. If, for any reason, one or more co-authors are unable to sign the statement, the head of the research unit or department may sign on their behalf, noting the reason for their unavailability. This statement should accompany the work to the publishers and a copy should be retained in the department or unit. Where possible, it would be wise for papers submitted for publication to be read by a staff member outside the immediate group. This helps to ensure that the paper readily communicates its findings and major conclusions. It is, in any event, good practice to encourage discussion between members of different research groups.
- (e) Publication of multiple papers based on the same set(s), or sub-set(s) or data is improper unless there is full cross-referencing (for example, by reference to a preliminary publication at the time of publication of the complete work which grew from it). Simultaneous submission to more than one journal or publisher of material based on the same set(s) or sub-set(s) of data should be disclosed at the time of submission.
- (f) It is incumbent upon researchers in receipt of internal and/or external grant funds to meet the terms of the granting agency's reporting requirements. Failure to comply with such can prejudice future grant support and may tarnish the image of fellow researchers in receipt of funds from that same agency.

13. The role of research supervisors

- (a) Supervision of each research student/trainee (including honours, masters and doctoral students, and junior postdoctoral staff) should be assigned to a specific, responsible and appropriately qualified senior research worker.
- (b) The ratio of research students/trainees to supervisors should be small enough to ensure effective interaction, as well as effective supervision of the research at all stages.
- (c) Research supervisors should advise each research student/trainee of applicable government and institutional guidelines for the conduct of research, including those covering ethical requirements for studies on human or animal subjects, and requirements for the use of potentially hazardous agents.
- (d) Research supervisors should be the primary source of guidance to research students/trainees in all matters of sound research practice.
- (e) As far as possible, research supervisors should ensure that the work submitted by research students/trainees is their own and that, where there are data, they are valid.
- (f) Where possible, the head of the research unit should be personally involved in active research supervision and observe the research activities of those for whom he or she is responsible. Professional relationships should be encouraged at all times. In particular, there should be wide discussion of the work of all individuals by their peers.

14. Special needs in different disciplines

In some disciplines there will be special areas, which require regulation, for example, animal and human experimentation, genetics, and the handling of hazardous materials. The rules for these activities should form part of the general code of ethics for each discipline. Researchers involved in such disciplines are obliged to familiarise themselves with these regulations.

15. Improper Conduct

Misconduct in research or the improper conduct of research should be distinguished from honest error or honest discrepancies in interpretations or judgments made of data. Practices that deviate significantly from those that are commonly agreed upon by the scientific community for conducting, reporting, or proposing research include occurrences of plagiarism, misuse of funds, and fabrication of data. All unethical conduct of research involving humans or animals should be reported. No claims of misconduct against other people should be made that are frivolous and based on hearsay rather than fact. Management practices should be in place to process and respond to reports of improper conduct. Positive efforts should be made to restore the reputation of anyone alleged to have engaged in improper conduct of research when such allegations cannot be sustained.

16. Research Ethics Advisory Committee

This committee was established by Academic Council at the Institute, its terms of reference include:-

- Developing and upholding an ethical code of practice for research at the Institute. This code will apply to academic and support staff, postgraduates, contract researchers and undergraduates.
- Considering, from an ethical viewpoint, any research projects referred to it. The committee has the authority to approve or reject such projects.
- Advising the Director when there is a case of misconduct in research reported to it.

The membership of the group comprises:-

- An executive committee member
- A philosopher
- A member of the public
- Data protection officer
- Four members of staff
- Other experts (internal or external) may be called on as required.

▪ **Part II**

Procedures for dealing with allegations of misconduct in research

1. Introduction

The Code of Conduct for the Responsible Practice of Research aims to ensure a research environment that minimises the incidence of misconduct in research. School Research Committees should monitor research and ensure that the code is adhered to. However, should there be any allegations of misconduct these should be treated very seriously and the following procedure should be followed.

2. Definition of misconduct in research

Misconduct in research includes:

- (a) The fabrication of data: claiming results where none has been obtained.
- (b) The falsification of data including changing records.
- (c) Plagiarism including the direct copying of textual material, the use of other people's data without acknowledgement and the use of ideas from other people without adequate attribution.
- (d) Misleading ascription of authorship including the listing of authors without their permission, attributing work to others who have not in fact contributed to the research, and the lack of appropriate acknowledgment of work primarily produced by a research student/trainee or associate.
- (e) Other practices that seriously deviate from those commonly accepted within the research community for proposing, conducting or reporting research.
- (f) Intentional infringements of the institution's published Code of Conduct for the Responsible Conduct of Research.

Misconduct does not include honest errors or honest differences in interpretation or judgments of data.

The list above is not all inclusive. For example, in human or animal experimentation, departing from approved protocols accepted by a specific discipline might constitute serious misconduct.

3. Procedures

3.1. Protection of interested parties

Allegations of research misconduct require very careful handling. When an allegation is made, the protection of all interested parties is essential.

Interested parties may include:

- The person bringing the allegation.
- The staff member against whom a complaint is made.
- Research students/trainees and staff working with the staff member concerned.
- Journals in which allegedly fraudulent papers have been or are about to be published.
- Funding bodies, which have contributed to the research.
- In some cases the public - for example if a drug is involved.

Adequate protection of the complainant and the accused demands absolute confidentiality and reasonable speed in the early stages of investigation. On the other hand, the protection of other parties may involve some disclosure. Such judgment should be made by the Director.

3.2. The Receipt of Complaints

Breaches of the Code of Conduct should be brought to the attention of the Head of the School in which the postgraduate researcher is registered.

The Head of School should consider the complaint as submitted and should decide whether the allegation should be dismissed or further investigated.

Form: **Res:Author / Data**

STATEMENT OF AUTHORSHIP AND LOCATION OF DATA.

Department / School:

“Authorship is participation in conceiving and/or executing and/or interpreting at least that part of the research leading to a publication in a co-author’s field of expertise, sufficient for him/her to take public responsibility for it... ‘Honorary authorship’ is an unacceptable practice”.

According to this definition, the authors of the paper entitled:

Submitted/Resubmitted to (*name of Publisher*):

On (*date*) are the undersigned, and there are no other authors under this definition.

NAMES	SIGNATURES

NB If for any reason one or more co-authors is unavailable or otherwise unable to sign above, the Head of School may sign on their behalf, noting the reason for their unavailability.

(Please state the reasons for co-authors unavailability on the back of this form).

DATA It is noted that, wherever possible, original data should be retained in the department or unit in which they were generated. Data should be safely held for as long as readers of publications might reasonably expect to be able to raise questions that require reference to it. This should be at least 5 years. Where it is impossible or impracticable to hold data, a written indication of the location of the data, or key information regarding its location (e.g. the way in which it was called up from a limited-access data base), must be kept in the School.

The Primary data to which the paper referred are stored at (*name location precisely*):

SIGNED: _____
Responsible or Principal Author

DATE: _____

Procedures for the Implementation of the Code of Conduct for Responsible Practice in Research.

Status of this document

These procedures have been approved by Academic Council and any staff member, postgraduate or contract researcher in the Institute is obliged to comply with them.

Awareness of the Code

1. The Code will be published on the Academic Council Web Site and referenced on the Research Section of the Institute web site.
2. Post Graduate Students who are actively involved in research will be requested to read this code. If requested, the Development Office will supply hard copies.
3. Copies will be left in School Offices for reference.
4. An event will be held at which registered post graduate students will be briefed on the Code.
5. Thereafter, briefing on the Code will be included in all postgraduate induction programmes.
6. Research Supervisors will be obliged to make their postgraduates aware of the legal obligations and ethical code within which they operate.
7. Where relevant the ethical codes of related subject or professional associations will be studied and implemented.

When is it necessary to seek ethical clearance for research?

This code applies to all staff, postgraduates, undergraduates and contract researchers in the Institute. Experimentation, which involves one or more of the following, should obtain ethical clearance. The onus is on the researcher (or in the case of undergraduates and postgraduates, the research supervisor) to be aware of this. Failure to comply will be regarded as misconduct and actions will follow Part 2 of the Code.

1. Human experimentation – including surveys, behavioural observation etc.
2. Animal experimentation
3. Genetic manipulation
4. Use of teratogens, carcinogens and any cytotoxic substances.
5. Use of ionising radiation
6. The possibility of a conflict of interest due to financial incentives / benefits from a sponsor
7. The collection, storage and use of data of a sensitive or confidential nature.
8. The potential for conflict over authorship; fair recognition of all the participants in the research
9. If ethical clearance is a stated requirement of the funding agency.
10. Emerging areas of research not yet listed or any research where the researcher is uncertain of the requirement.

How does a researcher seek ethical clearance?

1. The principal researcher will submit an outline of the project to the Chairperson of the Research Ethics Committee (Head of Development).
2. The format of the submission should be
 - Project title
 - Start date
 - Duration
 - Name and qualifications of the Principal investigator
 - Name and qualifications of other researchers, including postgraduates and technical staff, associated with the project.
 - Source of Funding to be sought – especially commercial sponsorship.
 - Location of the research
 - Full description of the study to include
 - Background
 - Aims
 - Methods – emphasising safety and due care for persons, animals, property and environment and consent in the case of human subjects
 - Results (data storage, confidentiality)
 - Dissemination – agreement on authorship and use of results.
 - NOTE: If the researcher has prepared a similar submission for research funding, there is no need to duplicate effort. The original submission may be presented with additional material relating specifically to addressing ethical issues.
3. The Chairperson of the Research Ethics Committee will convene the group, invite the principal researcher to provide a briefing and to answer questions. If necessary the committee make require time to get further information from the researcher or from other sources.
4. The Research Ethics Committee will decide whether to recommend approval or rejection the application (provisional approval). This will be communicated to the next meeting of the full Academic Council and ratification of the recommendation will be sought.
5. The final decision will be communicated to the principal researcher in writing by the Secretary of Academic Council.
6. In the case of a rejection, the principal researcher will be given the reasons. He/she is entitled to address these and resubmit or to appeal the decision. In the case of an appeal, the Chairperson will normally seek external advice.

Membership of the Research Ethics Committee 2010

Chairperson	Dr. John Wells
External Person	Mrs Joan Johnson or Rev John Parkin
Academic Council	Dr Michael Howlett
Staff	Dr Paula Lane Neil Van Dokkum Dr. Michael Harrison Ann Marie Kelly Dr. Peter Carew Laura McGibney
Secretary	Suzanne Kiely

APPENDIX 6

REGULATIONS FOR THE RESERVATION OF SPACE, SUPPORT SERVICES AND OTHER FACILITIES ON A SHORT-TERM BASIS FOR SPECIAL EVENTS

WATERFORD INSTITUTE OF TECHNOLOGY – EXTERNAL USERS

REGULATIONS FOR THE RESERVATION OF SPACE, SUPPORT SERVICES AND OTHER FACILITIES ON A SHORT TERM BASIS FOR SPECIAL EVENTS

Introduction:

WIT staff, WIT students or external groups may use/hire college facilities for occasional and special events. WIT staff must clarify the status of the event as either an official WIT event or an external event. The types of event covered by this system include:-

<i>Meetings</i>	<i>Special Lectures</i>	<i>Sports Events</i>
<i>Conferrings</i>	<i>Career talks</i>	<i>Concerts</i>
<i>Presentations</i>	<i>Religious services</i>	<i>Plays</i>
<i>Examinations</i>	<i>Exhibitions</i>	<i>Films</i>
<i>Conferences and Seminars</i>	<i>Debates</i>	<i>Interviews</i>

Listed below are the rooms and other spaces which may be reserved by this system.

<i>Classrooms</i>	<i>Hot House Bistro</i>	<i>Laboratories</i>
<i>Good Shepherd Chapel</i>	<i>Good Shepherd Canteen</i>	<i>Workshops</i>
<i>Dome Bar</i>	<i>Computer Rooms</i>	<i>Residences</i>
<i>Main Auditorium</i>	<i>Studio</i>	<i>Sports Pitches</i>
<i>Staff Social Room</i>	<i>College Hall</i>	

Applicants should remember that most events will require use of college services that are often taken for granted e.g. extra cleaning, porters, car-park attendants. Costs for this support should be covered by the organiser, unless it is a mainstream college event.

The Institute is in a position to provide a wide range of other support services for events.

These include:

<i>Technician Support</i>	<i>Photocopying</i>
<i>Reception</i>	<i>Catering – Mairead Bonnar</i>
<i>Postage/Telephone/Fax</i>	<i>Photographer</i>
<i>Audio-visual aids- Educational Services</i>	<i>Invitations/programmes/tickets</i>

External users wishing to avail of these services will be assisted by the Facilities Administrator, Anne Murphy (Tel: (051) 302859)

REGULATIONS

Supervision:

1. Each group must be under the direct supervision of a College Staff Member or other named responsible person. (signatory of Form PR/2)
2. It is the responsibility of the group leader to notify all members of fire regulations and evacuation procedures and to provide an adequate number of stewards.
3. While WIT Porters will ensure that the facility reserved is ready for use, they are not responsible for managing the event. The hirer is responsible for maintaining orderly conduct at the event.
4. Smoking and the consumption of food and drink are strictly prohibited except in areas of the college specifically designated for these activities.

Insurance:

5. **When external groups wish to use College facilities they must provide a letter from their Insurance Company confirming that their public liability cover will be extended to indemnify the College in respect of liability arising from or in connection with use of the said facilities for the period stated (dates and times must be included). The limit of indemnity should be at least €6.35 million.**

Copyright:

6. All hirers must apply for, obtain and produce to the College, a written licence from the owner of the copyright or their duly authorised agent in respect of any literary, dramatic, musical or artistic work which they intend to deliver, perform, produce or publish upon the premises.

Damage:

7. No physical alterations including exhibits, attachments to walls, seating arrangements or electrical lighting changes may be made without approval of the Buildings Officer. The cost of repairing any damage to the rooms or facilities, or replacement of items removed during the event will be borne by the hirer.

Agreement:

8. For external users requirements will be costed. When the costs are agreed they will pay a non-refundable deposit of 30% of the fee. The remainder (plus any damages or extras) will be invoiced after the event and should be paid within 10 days.
9. Facilities are not officially reserved until Form PR/2 and the deposit are returned to WIT.
10. WIT reserves the right to cancel any booking should it clash with or disrupt any mainstream educational activity. In such cases a full refund of the deposit will be given. No other claims, in respect of cancellations will be admitted.

APPENDIX 7

HEALTH & SAFETY INFORMATION

APPENDIX 8

RESPECT & DIGNITY AT WORK FOR STUDENTS AT WIT

APPENDIX 9

2011/2012 STUDENT INFORMATION HANDBOOK

APPENDIX 10

WIT Academic Regulations 2011/2012 Plagiarism Extract