Guildhall School of Music & Drama Research Integrity Annual Statement

1. <u>Commitment to Research Integrity</u>

    1.1. The Guildhall School expects all staff and students to act professionally and ethically, and is committed to the five principles of the UUK *Concordat to Support Research Integrity*:

    - upholding the highest standards of rigour and integrity in all aspects of research
    - ensuring that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards
    - supporting a research environment that is underpinned by a culture of integrity and based on good governance, best practice, and support for the development of researchers
    - using transparent, timely, robust and fair processes to deal with allegations of research misconduct should they arise
    - working together to strengthen the integrity of research and to review progress regularly and openly.

    1.2. This commitment is manifest in, and supported by, policies and procedures detailed in the following documents:

    - Ethics Policy
    - Governance Framework for Good Practice in Research
    - Research Data Management Policy
    - Academic Regulatory Framework
    - Doctoral Programme Handbook
    - Music Therapy Programme Handbook
    - Guidelines for Seeking Ethical Approval for a Research Project.

2. <u>Activities and Responsibilities</u>

    2.1. The School aims to develop and provide a working environment that is conducive to good research practice. The Head of Research and the Research & Knowledge Exchange Committee (RKEC) are responsible for supporting and encouraging research activity within the context of the School's strategy, and for defining, implementing and monitoring policies on research.

    2.2. The Research & Knowledge Exchange Committee, via its delegated Peer Review College, is responsible for awarding School research grants, approving grant applications to external funders, approving research proposals and monitoring the progress and conduct of all research undertaken by members of the School's staff. Ethics is a standing item on the agenda, ensuring a forum for discussing practices and policies across all levels and departments in the School.

2.3. The Research Ethics Committee (REC) reports to the RKEC, and reviews ethics applications primarily from staff and doctoral students.

2.4. The School provides mandatory Research Ethics training for all doctoral students, which as from the current year is delivered by the Chair of the Research Ethics Committee. Ethical issues are also woven in throughout doctoral training, and all doctoral training sessions are open to all staff.

2.5. At Master's and undergraduate level, departmental directors and programme leaders are responsible for embedding research integrity awareness and practices into their students' learning. They are also responsible for risk-assessing students' research and deciding whether it needs to be approved by the REC.

3. Actions in 2021/22

3.1. The Guildhall School is seeing an exciting expansion of research activity both in volume and in breadth of disciplines. To better support this widening range, a process review has been undertaken, from which several actions have been agreed and are in the process of being implemented:

- A new Chair of the REC has been appointed (Dr Karen Wise), who is leading on reviewing and consolidating the ethics policies and procedures in the School, and is the main point of contact for staff and students seeking advice
- The Committee membership is being increased in order to better distribute workload and maintain future capacity. One new member has been appointed internally, and applications are being sought for up to two new lay members from the local community to join the one currently serving.
- Ethics application forms have been reviewed with the aim of making the process simpler and clearer. With feedback from the REC and the RKEC, the ethics forms in use by Conservatoires UK will be adopted for internal use, with minor adaptations. This is consistent with the practice of other member institutions of Conservatoires UK.
- The Research Ethics Guidelines are being reviewed and updated, to reflect the change in application forms and the expansion of research in the School both in volume and diversity of disciplines/topics.

4. The Research Ethics Committee

4.1. The Research Ethics Committee received the following applications in the 12 months prior to this report:

Total received	Resubmitted then approved	Refused
18	7	0

Applications where more info requested and applicant withdrew from process: 1

Cases where the panel decided not a research ethics matter: 1

4.2. The Research Ethics Committee received several retrospective applications, prompting a meeting to discuss a particular case, and feeding into the wider review referred to in 3. The REC agreed that while retrospective applications should not normally be considered, it would not wish to prevent researchers being able to make use of unforeseen occurrences in exceptional cases. This might, for example, apply in a qualitative (e.g. artistic or practice-based project) where a naturally-occurring situation, event or interaction turns out to be unexpectedly relevant, and the researcher wishes to make an observational record in some way. In such cases, the applicant would need to address the reason for submitting a retrospective application, and demonstrate the importance of the resulting data to the research.

5. Research Misconduct

5.1. The School's Research Misconduct procedures, and information on how to report suspected misconduct, are set out in the Governance Framework for Good Practice in Research, and follow information and advice from UKRIO as well as City, University of London (which validates its doctoral programme). No formal investigations of research misconduct were undertaken.

6. Future actions

- Review Governance Framework for Good Practice in research
- Work to better integrate policies, guidelines and practices to support research integrity and ethics across the school, including:
  o Strengthen the presence of research integrity issues and awareness in staff induction processes
  o Review doctoral supervisor induction in collaboration with existing supervisors, with a view to bringing research integrity and ethics to the forefront
  o Enhance provision for staff development, through dedicated research integrity and ethics workshops/clinics
  o Review ethics procedures at Masters and undergraduate level
- Introduce a yearly standing item in RKEC to discuss the wider ethical landscape (sector-wide, and in the context of the extensive EDI work within the School) to ensure the School's research integrity and ethics policies and procedures remain in touch with these.