

# Annual statement on research integrity

If you have any questions about this template, please contact:  
[Rlsecretariat@universitiesuk.ac.uk](mailto:Rlsecretariat@universitiesuk.ac.uk).

## Section 1: Key contact information

Question	Response
<b>1A. Name of organisation</b>	Guildhall School of Music & Drama
<b>1B. Type of organisation:</b>  higher education institution/industry/independent research performing organisation/other (please state)	Higher Education Institution
<b>1C. Date statement approved by governing body (DD/MM/YY)</b>	24/02/26: Approved by Research and Knowledge Exchange Committee
<b>1D. Web address of organisation's research integrity page (if applicable)</b>	
<b>1E. Named senior member of staff to oversee research integrity</b>	Name: Professor Cormac Newark
	Email address: cormac.newark@gsmd.ac.uk
<b>1F. Named member of staff who will act as a first point of contact for anyone wanting more information on matters of research integrity</b>	Name: Dr Karen Wise
	Email address: karen.wise@gsmd.ac.uk

## Section 2: Promoting high standards of research integrity and positive research culture.

### Description of actions and activities undertaken

#### 2A. Description of current systems and culture

Please describe how the organisation maintains high standards of research integrity and promotes positive research culture. It should include information on the support provided to researchers to understand standards, values and behaviours, such as training, support and guidance for researchers at different career stages/ disciplines. You may find it helpful to consider the following broad headings:

- Policies and systems
- Communications and engagement
- Culture, development and leadership
- Monitoring and reporting

#### 1. Commitment to Research Integrity

1.1. 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

- PGR Programme Handbook
- Music Therapy Programme Handbook
- Research Ethics Guide
- Ethics Approval Forms

## 2. Activities and Responsibilities

- 2.1. The School aims to support and actively develop a working environment that is conducive to good research practice. The Research & Knowledge Exchange Committee (RKEC) is responsible for defining, implementing and monitoring policies on research. The Head of Research implements those policies in the context of supporting and encouraging research activity across the institution.
- 2.2. The Research & Knowledge Exchange Committee is ultimately responsible for awarding School research grants (via the Peer Review College run by the Research Department, from which it receives reports on the various internal funding schemes) and approving research proposals, approving grant applications to external funders (delegated to a smaller group of colleagues under the direction of the Head of Research), 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 PGRs.
- 2.4. The School provides mandatory Research Integrity and Ethics training for all doctoral students, which 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.
- 2.6. The Chair of the REC, Dr Karen Wise, is the main point of contact for staff and students seeking advice.
- 2.7. Dr Matt Kaner provides additional training for composers on ethical considerations, and also acts as a point of contact for advice.
- 2.8. Regular ethics drop-in 'clinics' are run by Dr Karen Wise and by Dr Matt Kaner to support research students and staff and provide a forum for discussion.
- 2.9. Researchers applying for internal and external funding are supported by the Research Support Officer

2.10. Members of the Research Ethics Committee benefit from access to training events held by the Conservatoires UK Research Integrity and Ethics Committee.

2.11. Guildhall School is a subscriber to the UK Research Integrity Office (UKRIO), providing access to support, training and impartial advice.

2.12. Initiated in 2023/24, the 'Researcher Development' programme supports professional development of research-active and research-interested staff. The programme includes sessions on ethics and other aspects of research practice, knowledge exchange, funding and governance.

## **2B. Changes and developments during the period under review**

Please provide an update on any changes made during the period, such as new initiatives, training, developments, also ongoing changes that are still underway. Drawing on Commitment 3 of the Concordat, please note any new or revised policies, practices and procedures to support researchers; training on research ethics and research integrity; training and mentoring opportunities to support the development of researchers' skills throughout their careers.

### Actions planned or 'in progress' in the 2023/4 statement that were completed:

- Appointment of Research Residents for the 2024-25 academic year, expanding the research community. Inductions for Research Residents and all newly-contracted research staff include research integrity and ethics training
- Further recruitment and training for the Research Ethics Committee
- Guildhall School is represented on the new Research Integrity and Ethics Committee of Conservatoires UK, continuing to engage with research integrity issues across the wider sector. This committee supports enhanced resources, training and leadership for member institutions.

In addition, the School became a subscriber to UKRIO, providing access to independent advice, resources and training.

Update on actions in the 2023/24 statement that are in progress:

- Review Governance Framework for Good Practice in research: the School is consulting with UKRIO to review and update policies

- Review doctoral supervisor induction in collaboration with existing supervisors, with a view to bringing research integrity and ethics to the forefront: ongoing
- Continue to review ethics procedures and training at Masters and undergraduate level: ongoing
- The context of these is addressed in 2C.

## **2C. Reflections on progress and plans for future developments**

This should include a reflection on the previous year's activity including a review of progress and impact of initiatives if known relating to activities referenced in the previous year's statement. Note any issues that have hindered progress, e.g. resourcing or other issues.

Challenges to making progress with ongoing activities remain capacity and workload, in a small institution where staff are performing multiple functions. The School therefore values, and aims to take full advantage of, support, guidance and training offered by memberships of Conservatoires UK and UKRIO; the School has invested in subscription to the latter.

At the end of the 2024/25 academic year, the School saw the fruition of a long and complex piece of work to introduce contractual changes that recognise and formalise research contributions to the school by staff who formerly did not have any formal responsibility for research. The result has been a very much clearer process to assign HESA designations of 'Teaching & Research' and, in REF terms, 'Significant Responsibility for Research'. This largely addresses the challenges identified in previous statements around "fostering a positive research culture among a staff body who are on hourly-paid and fractional contracts, and who carry out research activities outside of formal contractual arrangements".

Actions planned for 25/26:

Updates to the Research Ethics Committee structure and roles in order to better manage workload and ensure continued smooth running of processes in times of pressure.

## **2D. Case study on good practice (optional)**

Please describe an anonymised brief, exemplar case study that can be shared as good practice with other organisations. A wide range of case studies are valuable,

including small, local implementations. Case studies may also include the impact of implementations or lessons learned.

*[Please insert response]*

## Section 3: Addressing research misconduct

### 3A. Statement on processes that the organisation has in place for dealing with allegations of misconduct

Please provide:

- a brief summary of relevant organisation policies/ processes (e.g. research misconduct procedure, whistle-blowing policy, bullying/harassment policy; appointment of a third party to act as confidential liaison for persons wishing to raise concerns) and brief information on the periodic review of research misconduct processes (e.g. date of last review; any major changes during the period under review; date when processes will next be reviewed).
- information on how the organisation creates and embeds a research environment in which all staff, researchers and students feel comfortable to report instances of misconduct (e.g. code of practice for research, whistle-blowing, research misconduct procedure, informal liaison process, website signposting for reporting systems, training, mentoring, reflection and evaluation of policies, practices and procedures).
- anonymised key lessons learned from any investigations into allegations of misconduct which either identified opportunities for improvements in the organisation's investigation procedure and/or related policies / processes/ culture or which showed that they were working well.

**1.1. 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 St George's University of London (which validates the School's doctoral programme).**

### 3B. Information on investigations of research misconduct that have been undertaken

Please complete the table on the number of **formal investigations completed during the period under review** (including investigations which completed during this period but started in a previous academic year). Information from ongoing investigations should not be submitted.

An organisation's procedure may include an initial, preliminary, or screening stage to determine whether a formal investigation needs to be completed. These allegations should be included in the first column but only those that proceeded past this stage, to formal investigations, should be included in the second column.

Type of allegation	Number of allegations			
	Number of allegations reported to the organisation	Number of formal investigations	Number upheld in part after formal investigation	Number upheld in full after formal investigation
Fabrication	0			
Falsification	0			
Plagiarism	0			
Failure to meet legal, ethical and professional obligations	0			
Misrepresentation (eg data; involvement; interests; qualification; and/or publication history)	0			
Improper dealing with allegations of misconduct	0			
Multiple areas of concern (when received in a single allegation)	0			
<i>Other*</i>	0			
<b>Total:</b>	<b>0</b>			

**\*If you listed any allegations under the 'Other' category, please give a brief, high-level summary of their type here. Do not give any identifying or confidential information when responding.**

*[Please insert response if applicable]*