

Standard Operating Procedure: Annual Reporting to Research and Research Training Committee

Re Procedure: Management of Potential Breaches of the Code

Annual Reporting to Research and Research Training Committee takes place at the first calendar meeting of the year. On an annual basis, a summary of actions taken under the Research Integrity Policy and Procedure: Management of Potential Breaches of the Code (Clause 76) is to be provided to the Research and Research Training Committee. The report provides a summary of the actions that were taken in the previous year in relation to the Management of Potential Breaches of the Code.

A summary in relation to each case will be reported encompassing:

- Date the complaint was received/identified
- Source for the identification of the complaint (internal or external)
- A brief description of the matter
- Respondent/s profile (Researcher/higher degree by research student, discipline)
- Complainant/s profile (if relevant)
- Designated Officer
- Preliminary Assessment:
 - No/Ongoing/Completed
 - Rationale
- Staff Research Integrity Investigation:
 - Yes/No/Ongoing/Completed
 - Rationale
- Student Misconduct
 - Yes/No/Ongoing/Completed
 - Rationale
- Actions: systemic and/or specific
- Internal Reporting Requirements
- External reporting requirements

While this report will be aggregated and de-identified and will include non-identifying information such as the discipline area, the type of breach and whether it involved staff or students care will be taken to maintain confidentiality.