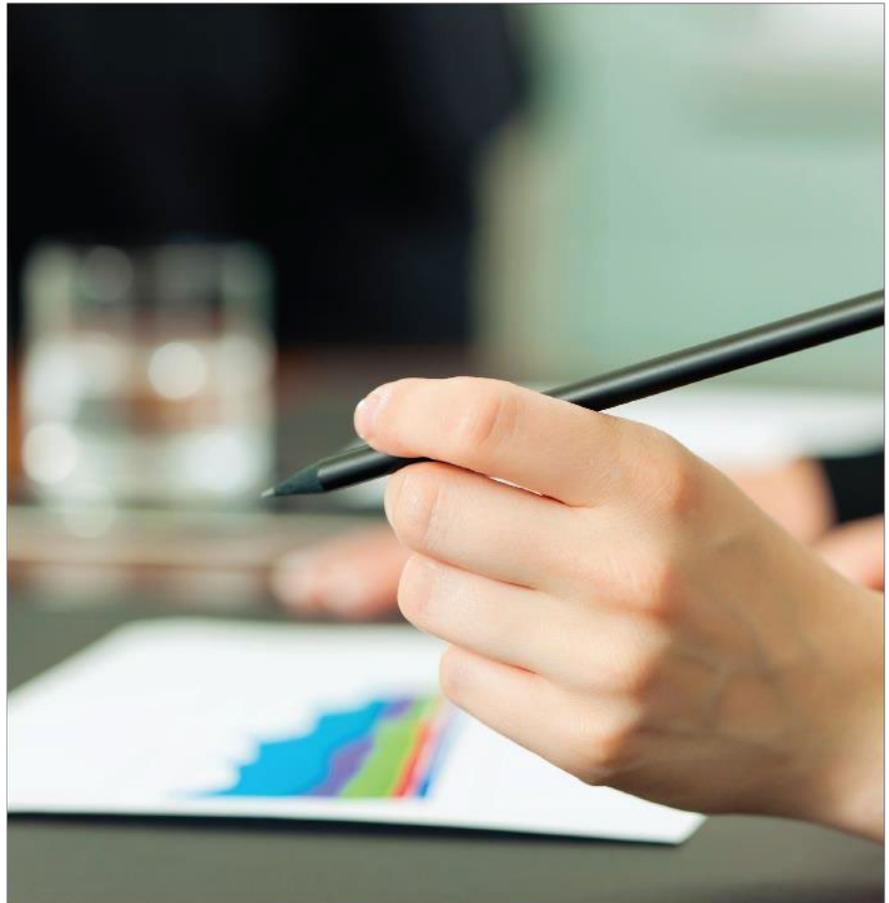


# Ethical Framework



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## 1 Introduction

- 1.1 The University of Bradford's Ethical Framework sets out the principles, structures, policies and procedures that together demonstrate the ethical standards that the University sets across all of its activities.

The Ethics Code approved by the University's Senate on 20 April 2016 and University Council on 18 May 2016 defines Ethics as:

*"the principles that govern the behaviour and actions of a person or organisation. Ethics in Higher Education is used in the broadest sense and covers the identity of the institution and the impact on broader reputation. Ethics should be considered in how the institution understands and articulates its values, as well as being able to embody those values in all policy and practice."*

- 1.2 The [University's Strategy 2015-2025, Defining our vision for the new knowledge economy](#) sets out our values (page 5):

*Our values describe our expectations of the ways in which we will operate and how staff, students and visitors behave towards each other.*

*We will create opportunities for everyone to reflect on how they demonstrate these values and we will challenge behaviours that do not align with our agreed values, which are as follows:*

- a) *We encourage participation and openness*
- b) *We encourage creativity and innovation*
- c) *We support academic freedom, and respect the right to express diverse points of view*
- d) *We provide equal opportunities for all staff and students to achieve their full potential*
- e) *We apply the best ethical standards in everything we do*

- 1.3 The University's commitment to ethical standards encompasses operating in a fair, equitable, sustainable and socially responsible manner, protecting human rights, civil liberties, freedom of speech, freedom of expression and academic freedom, fairly and transparently.

- 1.4 The University is committed to the Standards in Public Life (i.e. the Nolan Principles) as defined by the 1994 Committee of Standards in Public Life. These are:
- selflessness;
  - integrity;
  - objectivity;
  - accountability;
  - openness;
  - honesty; and
  - leadership.
- 1.5 This framework aims to:
- Set out the principles applicable to all research, enterprise, consultancy projects as well as Undergraduate, Postgraduate or other types of studies conducted at, by, or in the name of the University
  - Provide members of the University community with a clear understanding of the ethics processes operated by the University
  - Support a culture of academic freedom and excellence by providing a framework which subjects research proposals and other studies to a level of scrutiny that is in proportion to the risk of harm or adverse effect on participants, researchers, the University and to society as a whole.
- 1.6 Staff and Students should also be aware of, and abide by, the published codes of conduct, ethics principles and guidelines of those professional bodies associated with their area of professional conduct.
- 1.7 This framework was agreed by the University Ethics Committee in consultation with the main stakeholder groups and approved by Council and Senate. The University is committed to regular and meaningful engagement with its stakeholders regarding its activities in general including ethical principles and practice.
- 1.8 This is the first statement of the University of Bradford's Ethical Framework.
- 1.9 The policies and procedures referred to in this Framework will all be included in an overall schedule of University policies currently under development and do not represent an exhaustive list of all University policies.
- 1.10 This Ethical Framework will be kept under ongoing review and will be updated as required following changes to relevant policies, procedures, guidance and other documents.

## 2 Scope

- 2.1 The University of Bradford expects all members of the University, including its Staff, lay members of Council and its Committees, service providers and the partners that it works with, to act ethically in line with the principles of this framework and the Nolan Principles.

## 3 The Ethical Framework

Set out below are the mechanisms in place for supporting the University in maintaining the highest ethical standards across all aspects of the University's business.

### 3.1 Governance and Finance

- 3.1.1 The University is committed to the highest standards of corporate governance accountability and responsibility and actively manages its compliance with all relevant governance guidelines including the CUC Governance Code of Practice and General Principles.
- 3.1.2 There are a number of policies, procedures and guidance documents relating to ethics in governance and in the financial management of the University.
- 3.1.3 The University Council has overall responsibility for the ethical operation of all activities across the University.
- 3.1.4 Significant amounts of this work is delegated to the Ethics Committee which is chaired by the Chair of Council; the Finance Committee which is chaired by the Pro Chancellor and Treasurer, a member of Council; and the Executive Board, the principal management committee of the University which is chaired by the Vice Chancellor, the University's Chief Executive Officer.
- 3.1.5 The following policies, procedures, guidance and supporting documents collectively set out the ethical approach to governance and financial management at the University;
- Handbook for Council Members<sup>i</sup>
  - [Data Protection Policy](#)
  - Declaration of Interest Policy<sup>i</sup>

- [Anti-Bribery & Corruption Policy](#)
- [Anti-Money Laundering Policy](#)
- [Anti-Fraud Policy](#)
- [Credit Control & Debt Management Policy](#)
- [Credit Control and Debt Management Policy - Student Debt](#)
- Due Diligence Procedures<sup>i</sup>
- Entertaining, Hospitality and Gifts Policy ([Hospitality Policy](#))
- Register of Gifts<sup>ii</sup>
- [Events Policy](#)
- [Freedom of Information Policy](#)
- [Freedom of Speech Policy](#)
- [Information Security Policy](#) (internal only)<sup>iii</sup>
- [Financial Regulations](#)
- [Long Term Investment Policy](#)
- [Finance Purchasing Procedures](#)
- [Travel Policy](#)
- Register of Interests<sup>i</sup>
- [Public Interest Disclosure Policy and Procedure \(Whistleblowing Code\)](#)
- [Purchase Card Policy](#) (Internal only)<sup>ii</sup>
- [Slavery and Human Trafficking statement](#)
- [Treasury Management Policy](#)
- [Value For Money Policy](#)

### 3.2 **Learning & Teaching**

- 3.2.1 The University is committed to ensuring that its academic programmes provide a high quality and challenging educational experience and ensure fair, rigorous and transparent student assessment procedures.
- 3.2.2 The University fully supports academic freedom within UK law for staff and students to further knowledge and debate.
- 3.2.3 In line with University regulations plagiarism and other forms of academic misconduct will not be tolerated among staff or students.

- 3.2.4 The University has policies, procedures and other documents in place to respond to student complaints and appeals about academic matters. These procedures enable students to raise matters of proper concern to them without fear of disadvantage and in the knowledge that privacy and confidentiality will be appropriately respected.
- 3.2.5 The following policies, procedures, guidance and supporting documents collectively set out the ethical approach to learning and teaching at the University.
- [Academic Quality and Teaching Excellence Handbook](#) (internal only)<sup>iv</sup>
  - [Criminal Conviction Policy](#)
  - [Learning and Teaching Strategy](#)
  - [Fitness to Practise Policy/Procedure](#) (internal only)<sup>i</sup>
  - [Student Complaints Procedure](#)
  - [Academic Appeals Procedure](#)
  - [Admissions Appeals and Complaints Procedure](#)
  - [Student Charter website](#)
  - [Academic Misconduct Regulations, including Plagiarism](#)
  - Fair Assessment Charter<sup>iv</sup>
- 3.3 **The Student Experience**
- 3.3.1 We also expect students to maintain high standards of personal and academic behaviour during the course of their studies. This is in accordance with the Student Contract and Handbook.
- 3.3.2 We strive to ensure that our student recruitment and admissions process is transparent and that the admissions policy and process is transparent, fair, clear, explicit and implemented consistently.
- 3.3.3 All marketing and promotional materials, including the student contract, will be relevant and accurate at the time of publication. It will be accessible and designed to help applicants make informed decisions.
- 3.3.4 Selection procedures will be followed fairly, courteously, consistently and expeditiously.
- 3.3.5 The University is committed to equality, diversity and inclusivity.
- 3.3.6 The University will not tolerate sexual, physical or mental harassment (including bullying) of its students.

3.3.7 Students must comply with the University's rules, regulations policies and procedures as set out in the student contract, handbook and on the student portal. These cover areas such as:

- [Health, Wellbeing & Fitness to Study Policy](#)
- [Conduct of Student Members of the University](#)
- [Use of the Library Regulation](#)
- [Use of University Computing Facilities Regulation](#)
- [Criminal Convictions Policy](#)
- [Bradford Progression Scheme](#)
- [Unconditional Offers Guidance](#) (Internal only)<sup>v</sup>
- [Disciplinary Procedures](#)
- [Student Complaints Procedure](#)
- [Dignity & Respect Policy](#)
- [Religion, Belief and Non-Belief Policy](#)

#### 3.4 **Research**

3.4.1 The University is dedicated to furthering knowledge within our institution and within society as a whole.

3.4.2 The University has a Code of Conduct for Research Ethics overseen by the Committee for Ethics in Research which reports jointly to the University Research and Knowledge Transfer Committee of Senate (Chaired by the Pro Vice-Chancellor, Research and Knowledge Transfer) and to the Ethics Committee of Council and Senate (Chaired by the Chair of Council).

3.4.3 The University Committee for Ethics in Research is responsible for the ethical scrutiny of research proposals and ensuring that a discussion of potential issues of ethical concern takes place before a project commences.

3.4.4 The University Committee for Ethics in Research is responsible for the ethical scrutiny of research proposals and ensuring that a discussion of potential issues of ethical concern takes place before a project commences.

3.4.5 The University has procedures for managing allegations of research misconduct linked to student and staff disciplinary processes as required, and where necessary to the University's Anti-Fraud Policy.

- 3.4.6 The University's research involving animals is regulated by the Animals (Scientific Procedures) Act 1986. Ethical considerations are managed by the Animal Welfare and Ethical Review Body reporting to the Ethics Committee of Council and Senate. The legal and ethical requirements in this area are overseen by the Establishment Licence Holder, Pro Vice Chancellor for Research & Knowledge Transfer.
- 3.4.7 Matters related to the use of Human Tissue are regulated by the Human Tissue Act 2004 and overseen by the licence holder, the Director of Human Resources, OD and Campus Services.
- 3.4.8 The following policies, procedures, guidance and supporting documents collectively set out the ethical approach to research at the University:
- [Ethics Code](#)
  - [Ethics Policy Governing Research involving Human Participants, Their Personal Data or Tissue, and its Conduct](#) (internal only)<sup>vi</sup>
  - [Good Research Practice Guide](#) (internal only)<sup>vi</sup>
  - [Research Misconduct Procedures](#) (internal only)<sup>vi</sup>
  - [REF Code of Practice](#) (internal only)<sup>vi</sup>
- 3.5 **Partnerships**
- 3.5.1 The University of Bradford will take appropriate and proportionate steps to assure itself that the countries, organisations and people it works with take an ethical approach to their activities with the University. The University will keep partnership arrangements under review and would make appropriate decisions about working with partners should it have concerns about whether partners were acting in an ethical manner.
- 3.5.2 Before entering into collaborative arrangements or partnerships, appropriate due diligence arrangements, approval and authorisation will take place to maintain the University's good name and standing.
- 3.5.3 The integrity of the University and its representatives is of paramount importance and any serious ethical or legal concerns are required to be referred to the Ethics Committee or the Committee for Ethics in Research as appropriate.
- 3.5.4 The Ethics Committee should vet all substantial donations, sponsorship and funding that the University applies for or is offered.

3.5.5 Staff must declare and provide details in the University's Register of Interests any private consultancy work or other involvement with an organisation that is seeking to enter into a business relationship or other collaboration with the University.

### 3.6 Donations and gifts

3.6.1 Before accepting gifts or donations appropriate due diligence and approvals will be undertaken in order to protect the University's good name and standing.

3.6.2 The following policies, have been approved by the Ethics Committee and govern the University's approach in this area:

- [Accepting Gifts Policy](#) (internal only)<sup>vii</sup>
- [Naming Gifts Policy](#) (internal only)<sup>vii</sup>

### 3.7 Subsidiary Companies

3.7.1 Arrangements for the effective oversight of the University's subsidiary company business are documented in the Terms of Reference for the Governance and Nominations Committee which is chaired by the Chair of Council.

3.7.2 The Governance and Nominations Committee receives a periodic report on the University's subsidiary companies and those companies in which the University has an interest, for its information and consideration.

### 3.8 Other Policies, Procedures, Guidance and Documents relating to Ethical matters

3.8.1 The University has a range of other policies, procedures, guidance and documents that establish additional elements of the ethical framework at the University and include:

#### Staff/External

- Complaints Procedures
  - Staff Grievance Procedure (on HR ServiceNow)<sup>viii</sup>
  - [External Complaints Procedure](#) (internal only)<sup>i</sup>
- [Dignity & Respect Policy](#)
- [Equality and Diversity](#)
- Human Resources Policies (on HR ServiceNow)<sup>viii</sup>
- [Modern Slavery Statement](#)
- Living Wage Commitment (on HR ServiceNow)<sup>viii</sup>

- [Religion, Belief and Non-Belief Policy](#)
- [Travel Policy](#)

#### **Environmental**

- [Carbon Management Plan](#) (internal only)<sup>ix</sup>
- [Environmental Policy](#) (internal only)<sup>ix</sup>
- GMO Policy (on Health & Safety ServiceNow)<sup>x</sup>
- [EcoCampus Continual Improvement Programme 2018-2020](#) (internal only)<sup>ix</sup>

#### **Health & Safety**

- [Alcohol Impact Statement](#)
- Controlled Drugs Policy (on Health & Safety ServiceNow)<sup>x</sup>
- [Health and Safety Policy](#) (internal only)<sup>x</sup>
- [Health, Wellbeing & Fitness to Study Policy](#)
- [Employee Assistance Programme](#) (internal only)<sup>x</sup>
- Smoking Policy (on Health & Safety ServiceNow)<sup>x</sup>
- [Legionella Policy](#) (internal only)<sup>x</sup>
- Personal Safety Policy (on Health & Safety ServiceNow)<sup>x</sup>
- Stress Management and Resilience Policy (on Health & Safety ServiceNow)<sup>x</sup>
- Lone Working Policy (on Health & Safety ServiceNow)<sup>x</sup>
- DSE Policy (on Health & Safety ServiceNow)<sup>x</sup>

## **4 Further Development, Monitoring and Review**

- 4.1.1 The operation of this Framework and all of the policies and procedures noted within it will be monitored on a regular basis by the relevant University Officer/Committee. All revised and novel policies will be documented as part of the University's formal reporting process with an annual policy development report presented to the Ethics Committee.
- 4.1.2 The Ethical Framework will be further developed in light of experience of its initial operation: The Ethics Committee will monitor and review its operation annually.

#### **Please note**

All documents not readily accessible on the University's website are available on request to [foi@bradford.ac.uk](mailto:foi@bradford.ac.uk)

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- i Contact Legal and Governance [governance@bradford.ac.uk](mailto:governance@bradford.ac.uk)
  - ii Contact Finance [www.bradford.ac.uk/finance](http://www.bradford.ac.uk/finance)
  - iii Contact IT Services [governance@bradford.ac.uk](mailto:governance@bradford.ac.uk)
  - iv Contact Academic Quality and Teaching Excellence [aqpo@bradford.ac.uk](mailto:aqpo@bradford.ac.uk)
  - v Contact Admissions [admissions@bradford.ac.uk](mailto:admissions@bradford.ac.uk)
  - vi Contact Research and Innovation Services [www.bradford.ac.uk/research](http://www.bradford.ac.uk/research)
  - vii Contact Engagement and Partnerships [governance@bradford.ac.uk](mailto:governance@bradford.ac.uk)
  - viii Contact Human Resources [human-resources@bradford.ac.uk](mailto:human-resources@bradford.ac.uk)
  - ix Contact Estates and Facilities [sustainability@bradford.ac.uk](mailto:sustainability@bradford.ac.uk)
  - x Contact Health Safety & Wellbeing [healthandsafety@bradford.ac.uk](mailto:healthandsafety@bradford.ac.uk)