

KARACHI INSTITUTE OF ECONOMICS & TECHNOLOGY

OFFICE OF RESEARCH, INNOVATION AND COMMERCIALIZATION

RESEARCH ETHICS POLICY

1. Introduction

The research ethics policy elaborates the detailed ethical requirements for all research activities conducted at the Karachi Institute of Economics and Technology (KIET). The management and faculty of the Institute firmly believe that research integrity is the foundation for promoting and sustaining a vibrant research culture. KIET is fully committed to maintain a good conduct in all research activities undertaken by its students and faculty members in collaboration with external bodies. Further, the students and faculty members of the Institute engaged in research activities consider it their responsibility to maintain highest professional standards of integrity.

As per the guidelines of the Higher Education Commission, an Office of Research, Innovation and Commercialization (ORIC) has been set up at KIET. The primary responsibility of ORIC is to facilitate high quality research activities and their subsequent commercialization at the Institute. In this context, ORIC shall play an instrumental role in developing industry-academia linkages, provision of research trainings to faculty members and students, acquisition of intellectual property rights and a platform for commercializing innovation.

This policy document outlines the ethical principles expected to be followed by researchers and provide them a procedural framework that will assist them in fulfilling their ethical obligations pertaining to research. The policy highlights the ethical principles to be followed for research in all disciplines. The Ethical Institutional Review Board of KIET shall be responsible for providing oversight and periodical review of this policy over time.

2. Ethical Institutional Review Board (IRB)

The KIET has formed a Ethical Institutional Review Board to ensure compliance with professional, legal and ethical standards in research activities at KIET. The IRB will be chaired by the Dr. Muzaffar Mahmood (Dean) and comprise of three members, i.e. Dr. Hussain Pervez (College of Engineering), Dr. Arsalan Hashmi (College of Management Sciences) , Dr. Maaz bin Ahmed (College of Computing and Information Sciences) and Senior Medical Officer PAF Airmen Academy Korangi Creek . The Ethical Institutional Review Board may invite renowned researchers/academicians in its meetings from time to time for guidance and valuable feedback. The tenure of the Ethical Institutional Review Board members shall be 2 years.

2.1 Responsibilities of the Ethical Institutional Review Board.

The IRB will monitor the research activities at KIET to ensure compliance with ethical requirements. In this context, the research ethical institutional board shall:

- i. Promote an ethical research culture at KIET.
- ii. Advise ORIC to provide trainings to researchers for ethics capacity building.
- iii. Monitor and ensure compliance of research activities with ethical principles.

3. Scope of Research Ethics Policy

The Research Ethics Policy is applicable to all research activities conducted by:

- i. Permanent and visiting faculty members of KIET as well as other individuals engaged for research purposes.
- ii. Students and supervisors of KIET in all degree programs.
- iii. Researchers working in collaboration with KIET faculty and students.

4. Research Ethics Policy

4.1 Coverage

The research ethics policy shall cover the following:

- i. Research activities and external collaborators of KIET who complete any research with KIET students/faculty/staff, including surveys, observations, focus groups, laboratory experiments, field trials and other forms of investigation.
- ii. Research activities by KIET staff, students and faculty members
- iii. All types of research and consultancy projects channelled through ORIC.

4.2 Ethical Principles

All research activities at KIET should abide by the following ethical principles:

- i. No harmful effect is to be allowed in any kind of research activity on human and/or public property.
- ii. No risk or damage to physical, mental, emotional, financial or any other form to any stakeholder is to be permitted in any kind of research activity.
- iii. No research activity is permitted causing loss of public property, damage to the environment and health risk for the general public.
- iv. Personal identity of participants, respondents, observed people and others taking part in research must not be disclosed or published without consent.
- v. Integrity and honesty with humans, public property and institutional research must be observed on priority.
- vi. Impartiality and non-biased approach must be observed in the case of ethnicity, religious values, gender and specific groups of people and society.
- vii. No element of force is to be allowed to coerce persons to take part in research.
- viii. Consent of participation and understanding of research activity is mandatory.
- ix. Clear explanation of predictable risks and associated benefits is required and must be agreed upon voluntarily by participants for research.

- x. Obtaining of prior consent is a prerequisite for any research process from the owner/caretaker of public properties selected for research.
- xi. Informed consent is a prerequisite for any research process from the caretaker of anyone/anything involved in research, with no ability to provide informed consent.
- xii. Permission is required if humans of other collaborative institutions are involved.
- xiii. Plagiarism report is a prerequisite for all forms of written research work.
- xiv. Approval of the IRB is mandatory at the stage of final submission regarding compliance to research ethics.
- xv. Research supervisor/project head assumes the responsibility of ethical compliance and guidance during the research process.

4.3 Legal Considerations

- i. Research ethics policy does not cover anything prohibited in the prevailing laws of the country.
- ii. Research ethics policy does not cover the research practices of collaborative institutions.
- iii. The research ethics policy and all the approvals of the IRB are in accordance with the KIET's rules and regulations.
- iv. The researcher is under obligation to abide by the law of state and country.
- v. The researcher is under obligation to abide by the rules and regulation of collaborative partners involved in research.

4.4 Other Considerations

- i. The research ethics policy and permission of the IRB do not cover any commitment made by the researcher.
- ii. Any dispute that arises between the researcher and the IRB may be referred to ORIC or a subcommittee formed for dispute resolution.
- iii. Any dispute that arises between the researcher and the collaborators/participants/third party may be referred to the IRB.
- iv. The researcher bears the sole responsibility for abiding by generally accepted principles and practices of research ethics.

4.5 Research Councils, Professional Associations and Legal Issues

All the research projects, academic, industrial or otherwise, must meet the legal requirements of Pakistan and international laws and statutory regulations. Researchers in each specific discipline should comply with any research ethics guidelines set out by their professional associations. Research councils, charitable trusts and other research funding bodies in most cases require an undertaking from grant applicants that research proposals involving human participants have been approved by the IRB.

4.6 Plagiarism

KIET is committed to fully comply with the HEC plagiarism policy and shall not permit any kind of plagiarism from students and faculty members. In the case of violation of Research Ethics Policy, specific sanctions will be imposed after investigation, ranging from financial penalties to temporary suspension or expulsion. The following points are part of the plagiarism policy:

- i. Improper citation with dishonest intent.
- ii. Citing a source that does not exist.
- iii. Signing in for another author.
- iv. Copying or using unauthorised materials, devices, or collaboration.
- v. Falsifying evidence or data or other source materials, including falsification by selectively omitting or altering data that do not support one's claims or conclusions.
- vi. Intentionally destroying or obstructing another researcher's work.
- vii. Knowingly violating research or professional ethics.
- viii. Submitting as one's own work a text largely or wholly written by another person(s).
- ix. Copying or paraphrasing substantial sections from one or more works of other authors into one's own text, without attribution, that is, omitting any reference to the work(s) either in the body of the text, in footnotes, or in the bibliography/reference list.
- x. Paraphrase of a substantial section or several smaller sections of another text(s) without any reference in the body text, but the work is included in the bibliography/reference list.
- xi. Copying two or three not necessarily consecutive phrases, or one or two not necessarily consecutive sentences, from the work of others without attribution.
- xii. Copying one substantial or several smaller sections from another text without quotation marks but with the reference provided within the student's text.
- xiii. Submitting without permission one's own work that has been largely or wholly submitted for credit to another course.
- xiv. Summarising an author's ideas at length but only mentioning the author or the source at the end of the paragraph.
- xv. Mentioning an author with an appropriate citation in an earlier sentence but no attribution in subsequent sentences, so that it is unclear whether the author's ideas are continuing or the writer's own comments are being offered.
- xvi. Including a correctly referenced short fragment from another text but without quotation marks
- xvii. Using an author's work with incomplete reference e.g. page number is missing, or the work appears only in a footnote/ parentheses and is missing from the reference list.
- xviii. The Turnitin similarity index would not be the only indicator of Plagiarism. However, it would be the responsibility of the supervisor to check the plagiarism beyond Turnitin / any other similarity checking software report.

5. Research Ethics Clearance Certificate

Researchers should obtain a clearance certificate from the Ethical Institutional Review Board by completing the Research Ethics Clearance Form, attached as Annex A. The clearance certificate should be attached with the research proposal/report before submission to a sponsoring body or other relevant forum, if required.



(M NIZAMUDDIN)
Air Commodore (Retd)
Registrar, KIET

RESEARCH ETHICS CLEARANCE FORM

RESEARCHER INFORMATION	
Name	
Employee ID	
Designation	
Department/College	
Email	
Contact Number	
DETAILS OF RESEARCH ACTIVITY	
Research Title	
Research Objective	
Please mention if there is any predictable risk to individuals/general public/society from the research activity.	
Please mention if there is any predictable risk to institutional/ public property from the research activity.	
Please mention if the researcher has obtained consent from all relevant stakeholders.	
STATEMENT OF ETHICAL COMMITMENT	
I _____ declare that all rules set by the Research Ethics Policy are followed in my research. I also make a commitment to abide by ethical principles, moral values and laws relevant to my research. My research carries no bias for ethnicity, gender, regional aspects and is totally impartial and objective. I have also taken informed consent from all the participants in my research.	
Signature:	
APPROVED BY	
Chair, IRB	Director, ORIC
Name:	Name:
Signature:	Signature:
Date:	Date: