



OUR COMMITMENT

Charles Sturt University is committed to providing support for all Researchers to promote a culture of responsible and ethical conduct of research. Researchers should only participate in work that conforms to accepted integrity, safety and environmental standards.

The University has appointed Research Integrity Advisors (RIAs) on each campus to provide confidential advice and guidance to staff, students and external stakeholders. This advice relates to acceptable research practices and the appropriate Charles Sturt processes for dealing with concerns, complaints or allegations concerning the conduct of research involving Charles Sturt University and includes:

- Research integrity and ethics issues; and
- University and external regulatory requirements.

RIA DISCLOSURE

When meeting with an RIA, you acknowledge that the RIA can only provide knowledgeable but informal advice and guidance. The RIA will identify available options that you may pursue to assist **you** in resolving your concerns. These recommendations can include:

- do nothing;
- refer you to another RIA (who may be more experienced in the specific matter you have raised or if there is a conflict of interest);
- informally resolve the issue by speaking with the person that the matter directly relates to;
- discuss the matter further with a supervisor or senior person, e.g. Associate Dean (Research), for a local resolution or mediation;
- progress the issue with the relevant external organisation, e.g. another university, publisher, etc.; or
- make a formal complaint in writing to the Research Integrity Unit researchintegrity@csu.edu.au

An RIA **cannot** and **DO NOT**:

- advocate for or on behalf of you or any staff member;
- make any contact with the person your concerns are related to;
- investigate or manage any allegation of formal research misconduct; or
- manage or provide any formal advice on issues of sexual harassment or bullying.

Reports of sexual harassment or bullying allegations should be reported to a supervisor or another senior member of staff to be dealt with under the Charles Sturt University [Workplace Complaints Procedure](#) in accordance with the relevant policies.

EXCEPTIONS

During your discussion, if the RIA becomes aware of certain types of matters, they will need to escalate and report the issue immediately for action, e.g. to the Research Integrity Unit, Head of School, Associate Dean (Research) etc. These types of matters may include those that:

- may pose a threat to the life, health or safety of any person or animal;
- represents a risk to the reputation and or business operations of the University;
- may be in breach of University policies and/or legislation.

During your discussion, if the RIA believes that you are raising matters that indicate you may be participating in an activity that may be illegal, they may cease the session. And depending upon the nature of the issue, either escalate this to an appropriate senior member of staff or report this to the respective authorities.

RECORD KEEPING

Records and notes are managed under Charles Sturt University [Records Management Policy](#).

The RIA may take notes during the discussion with you. These notes will be used for future meetings (if required) and to create a register of matters encountered by the RIA. The RIA register will be employed as a tool to monitor trends of integrity concern and prioritise and design training programs and educational campaigns. Records will be handled in a confidential manner.

PRIVACY

The collection, storage, use and release of your personal information by the RIA is covered by the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW)

Charles Sturt's [Privacy Management Plan](#) provides further information on the University's commitment to protecting your privacy. It also outlines the way that you may access your information or if you wish to make a complaint about the way the RIA has managed your information.