

Code of Ethics in Research

Loyola Schools

Ateneo de Manila University

(approved by the School Council on 31 August 2007)

Introduction

This Code of Ethics in Research sets forth general principles of ethical conduct to guide scholars toward the highest ideals of scholarly research. The principles represent aspirational goals and delineate enforceable standards that should direct researchers to an ethical course of action. Moreover, they are consonant with the values and mission of the Ateneo de Manila University as a Filipino, Catholic, and Jesuit institution.

The Code of Ethics in Research applies to all members of the Ateneo de Manila Loyola Schools community. Thus, the principles are stated broadly in order to apply to scholars in various disciplines using various methods of inquiry, and their specific application may vary depending on the context of the researcher.

Preamble

We, the faculty and research staff of the Loyola Schools, Ateneo de Manila University, hold that our profession as scholars entails an unqualified commitment to the pursuit of truth, an abiding dedication to the promotion of the public good, and a sustained interest in mentoring students and fellow researchers. Alongside our efforts to maintain the ideals of scholarly integrity and academic freedom, we accept our duty to uphold the vision-mission of this institution as a Filipino, Catholic, and Jesuit University, and to promote the interests of the greater community which this University seeks to serve and develop. Cognizant of our responsibility to our public, we hereby bind ourselves to the strictest measure of integrity and the highest ethical standards to be worthy of the public's trust.

I. The Principle of Integrity and Honesty

As a University, we seek to preserve, extend, and communicate truth. The importance of honesty and credibility cannot therefore be overemphasized in the conduct of research. Our practice as researchers should advance the knowledge, mission, and values of our profession, and maintain and enhance its validity through rigorous study, active dissemination and discussion, and responsible criticism. Thus, all faculty, research staff, and students should fulfill the responsibilities and obligations stated below:

A. Competence in the conduct of research

1. Conduct all research activities in accordance with the accepted standards of our discipline
2. Refrain from accepting or undertaking research assignments requiring competencies that we do not have, unless collaborating with or being supervised by a more knowledgeable scholar
3. Avoid claiming or implying a degree of research competency that we do not possess in proposals, job applications, resumes, or in the ordinary conduct of affairs

B. Accuracy of research data and reports

1. Ensure the accuracy of all data that we and our collaborators have gathered and/or used in our research
2. Ensure that only the correct data, information, and research results shall be reported in journals, conferences, and reports to clients in case of commissioned research
3. Take reasonable steps to rectify significant errors that we or others have found in our published data, via the issuance of erratum, retraction, or correction of the data
4. Avoid misleading statements or declarations and vague assertions that could be subject to misinterpretation. If such misinterpretation is brought to our attention, it is our obligation to immediately issue a clarification or rectification.
5. Avoid making exaggerated claims that are not warranted by the results of our research inquiry

C. Acknowledgment of sources of data/information or other contribution to the research

1. Not to plagiarize; that is, to present portions of another's report or data as our own, even if the other work or data source is cited occasionally
2. Cite clearly all sources of information and data that we use which are not the results of our own research
3. Give proper acknowledgment and credit to resource/funding sources of our research
4. Grant and limit authorship to those who made a significant contribution to the research endeavor*

D. Openness and responsibility in the conduct and presentation of research

1. Keep detailed and complete records of our research undertaking
2. Be transparent in the use and disbursement of resources for our research
3. Declare promptly any conflict of interest in our engagement in research and presentation of research results

4. Ensure that our research results are accessible to the public once the research is concluded or as soon as is reasonable
5. Respect the confidentiality of sources by not using or releasing data and information revealed to us in confidence

E. Safeguarding the integrity of the profession

Report violations of any of the principles and rules found here (or in supplementary guidelines) to the office or committee that has been duly mandated to evaluate and act on possible violations of this ethical code*

II. The Principle of Justice and Fairness

As a University that promotes justice and the formation of scholars, professionals, students, and the community, we recognize that research is a collaborative effort in which we contribute to the knowledge in our discipline by sharing our resources and expertise, and utilizing and building on others'. It is therefore vital that we treat our peers, colleagues, students, benefactors, and research participants justly and fairly. To this end, it is the duty of each of us to fulfill the following responsibilities and standards of conduct:

A. Extension of due regard and collegiality towards fellow researchers

1. Render unto our peers, colleagues, students, and research participants the respect that they deserve
2. Provide assistance to other researchers, especially if we are uniquely qualified to do so by our expertise
3. Respect the confidentiality and proprietary rights of our peers, colleagues, and students whose material we review for publication, presentation, or funding by a grant
4. Take diligent care of equipment, material resources, and results

B. Credit of others' contribution, resources, and materials utilized in research

1. Grant authorship in accordance with the significance of collaborators' contribution in the research*
2. Appropriately attribute and credit to others their accomplishments and research results which we may have utilized in our own research
3. Acknowledge the material contribution of others in our research undertaking
4. Utilize, distribute, or share material resources and equipment in accordance with the conditions set by their source or benefactor

C. Recognition of intellectual property rights (i.e., copyright, patents)*

1. Discuss among stakeholders (i.e., the author or inventor, the University, the funding source or benefactor) the fair distribution of legal ownership of the research and/or its products
2. Distribute fairly the legal ownership of the research and/or its products among the stakeholders

III. The Principle of Safety and Beneficence

Because we are scholars with extensive expertise in our fields, and who strive to contribute to human and national development, the burden is proportionately heavier on us to protect and promote the safety and interests of the community. In this respect, we have the following obligations, as stated below:

A. Responsible dissemination of scientific knowledge to the public

1. Call the attention of the public and the authorities to any hazard we observe that threatens human and environmental safety
2. Inform the community of scientific knowledge pertaining to human practices, attitudes, events, and other phenomena that present unequivocal and significant risk or benefit to human welfare
3. Avoid making misleading or exaggerated statements, or publicizing equivocal research findings as fact

B. Safe and responsible conduct of research

1. Observe safety practices in all our research activities
2. Avoid deliberate violation or circumvention of regulations governing research
3. Refrain from causing harm, stress or pain to any animal in any experiment that does not contribute any substantial benefit to human society that has not been discovered already. For experiments on animals which cannot be avoided, it is our duty to treat them humanely, minimize the pain and to undertake curative measures thereafter.*
4. Ensure that laboratory wastes are properly disposed or treated, and our research activities do not result in environmental degradation
5. Point out to our clients potential dangers or threats to their interest

C. Promotion of the interests of the community

1. To the extent that is applicable or possible, conduct research that serves the needs and promotes the best interests of the community or persons who will be affected by the research

2. To the extent that is applicable or possible, seek the involvement of the community in the determination of their best interests and how to address them in the research

IV. The Principle of Respect for Human Rights and Dignity

In our research undertakings, we are in a position to direct or influence the behavior and attitudes of those who participate in and utilize our research. As scholars who defend the singular dignity of the human person, we are therefore obligated to uphold the rights, dignity, and autonomy of our participants and consumers. We do this by adhering to the obligations enumerated as follows:

A. Extension of equal treatment and respect towards research participants and consumers

1. Respect cultural, individual, and role differences among research participants and consumers, including those based on age, sex, gender identity, sexual orientation, nationality, ethnicity, disability, language, or socio-economic status
2. Eliminate from our research practices and reports any biases that are based on the aforementioned factors*

B. Humane and respectful treatment of human participants in research*

1. Desist from subjecting persons to any experiment or research procedure that is known beforehand to cause harm, stress, or pain with no overwhelming benefit
2. Take immediate and appropriate steps to alleviate any physical or psychological harm that may have been inflicted on a participant because of our research procedures
3. Use deception only when justified by the study's significant prospective scientific, educational, or applied value and where effective nondeceptive alternative procedures are not feasible. In these cases, the participant should be informed of the true nature of the study as soon as is feasible and is permitted to withdraw his or her data
4. Provide participants with the opportunity to obtain information about the design, procedures, results, and conclusions of the research

C. Guarding participants' confidentiality and autonomy rights*

1. Protect our participants' right to privacy and confidentiality
2. Ensure that informed consent is obtained from all human participants of our experiments or studies. That is, participants are free to decide on their involvement only after we have provided them with information that is relevant to that decision
3. Maintain the autonomy of participants, especially students and subordinates, by refraining from offering inducements that may serve to coerce them into participating
4. Safeguard the rights and welfare of persons and communities whose status and vulnerabilities may impair autonomous decision-making

* Specific implementing guidelines will be crafted to support this principle or standard (i.e., procedures in evaluating and reporting violations of the Code; authorship; intellectual property rights; treatment of human participants and live vertebrate animals; use of toxic/dangerous substances; removal of bias in language and writing; external research)