TRIAGON

General Research Guidelines and Policies

Effective from 13th December 2022

Contents

1. Citation and Interpretation

These regulations shall be cited as the General Research Guidelines and Policies.

In these regulations, unless the specific term is deliberately intended, (a) words importing the masculine gender include all other genders; (b) words importing the feminine gender include all other genders.

These regulations are to be read in conjunction with all other Statutes, Regulations and By-laws of Triagon.

In case of conflict of interpretation, these regulations shall be subservient to the Constitution.

2. Research Ethics Policy

1.1 Purpose

The purpose of this policy is to ensure that all research performed by Triagon is conducted in an ethical and responsible manner. This policy applies to all research conducted by Triagon faculty, staff and students. This policy is in accordance with "The European Code of Conduct for Research Integrity" (2017) which Triagon has made available in English, Maltese, and German to all of its members, in conjunction with supplementary information material.

1.2 Principles

All research performed by Triagon must be conducted with a respect for human dignity, autonomy, and welfare. Respect for the rights and interests of those participating in, or affected by, the research must be maintained. All research must adhere to the highest professional and ethical standards. This ethical consideration refers not only to research participants, but also to the researchers and research assistants as well as to colleagues involved in the research activities of Triagon.

1.3 Responsibilities

Research activities must have prior approval by the Triagon Research Ethics Committee, which will review each research project and ensure that it is conducted in accordance with these principles. All researchers must submit a research proposal to the designated committee before any research can be conducted. The committee provides or denies ethical approval of the potential research project by considering the project's ethical implications for participants (e.g., potential harm), for scientists involved (e.g., pressure from cooperation partners to publish or withhold findings), for Triagon (e.g., research agendas which might be harmful for the institution's reputation), and for society (e.g., research which might be misused in a societal discourse). Cultural and ecological aspects are also subject to consideration.

1.4   Research Ethics

a. Honesty: All Triagon stakeholders involved in research are expected to execute and report their research fully, transparently, honestly, and as objectively as possible.

b. Respect for Human Dignity: Triagon ensures through the supervision and training of its stakeholders that all research is conducted with a respect for human dignity and free from any form of discrimination or coercion.

c. Respect for Autonomy: Triagon ensures that the autonomy of the research participants as well as the researchers is respected and not compromised in any way.

d. Respect for Welfare: Triagon ensures that the welfare of the research participants as well as the researchers is respected and not compromised in any way.

e. Respect for Privacy: Triagon ensures that the privacy of the research participants is respected in accordance with the EU General Data Protection Regulation (2016/679).

f. Respect for Data: Triagon ensures through the supervision and training of its stakeholders that all data collected is accurate and reliable and is used in accordance with the Triagon research data management guidelines.

g. Respect for Intellectual Property Rights: Triagon ensures that all intellectual property rights of both the research participants and the researchers are respected and not compromised in any way.

1.5   Compliance

All members of the Triagon community are expected to adhere to this policy.

3. Guidelines for Research Data Management

1.6 Preamble

At Triagon, the scientific quality of our research data is of utmost importance. To ensure the strict accuracy and integrity of our research data, we have established these guidelines for the management of research data. These guidelines are designed to ensure that our research data is collected, managed, stored and archived in a secure, efficient, and ethical manner. Triagon is aware that it shares responsibility for the scientific output of its members and students and takes this responsibility seriously. This guideline helps Triagon administrative personnel, students, research supervisors, and lecturers to guarantee the scientific quality and use of research data.

1.7 General Principles

(1)   Research data is managed by Triagon in accordance with applicable laws and regulations. For instance, we act in accordance with the EU General Data Protection Regulation (2016/679).

(2)   Research data is stored in a secure location and backed up on a regular basis.

(3)   Research data is managed by Triagon in such a manner as ensures its accuracy and integrity. Any data modification (e.g., aggragating data, excluding outliers or non-responses or performing data imputation) must be completely documented, explained and justified. The original data must be stored together with the modified data to make all such comparisons possible.

(4)   The original as well as the modified research data will be stored, backed up, and secured in a manner that is judged appropriate for the given type of data. Triagon will store original and modified research data together with the corresponding thesis.

(5)   Research data should be properly documented and labelled. More precisely, the code plan (especially regarding variable and value labelling) and the instrument or procedure used for the data collection (e.g., the survey) will be stored by Triagon together with the original data, as well as the modified data.

(6)   Triagon secures stored research data from unauthorized access, disclosure, alteration, and destruction using appropriate security measures, such as encryption and firewalls.

(7)   Research data is stored by Triagon in an organized manner, with original data as well as modified data together with the corresponding metadata and documentation (e.g., code plan, information about the project, data source, data type, date of creation) clearly assigned to specific academic projects, the Triagon personnel involved in the project, activities and publications.

(8)   Research data are made available for review and analysis for legitimate research and research integrity purposes by Triagon in a timely manner. This access is documented by Triagon.

(9)   Access to the modified data and original primary research data should be restricted to authorized personnel and legitimate stakeholders only. For instance, in the event of later examinations of a publication, Triagon will provide access to the data only to the examination reviewers and only for use during the examination.

(10)   Triagon makes sure the research data are stored, backed up, and maintained in a manner that ensures its long-term preservation, availability and accessibility.

For Triagon as an academic institution the reliable management of research data is of utmost importance. By adhering to these guidelines, stakeholders (e.g., Triagon administrative personnel, students, research supervisors, lecturers) involved in such research data management ensure that Triagon manages academic data appropriately.

4. Guidelines for Good Research Practice and Handling Research Misconduct

1.8 Preamble

This document outlines the guidelines for Good Research Practice at Triagon. As a higher education institution, Triagon is committed to upholding the highest standards of research integrity and the safety and protection of all people such as are involved in research activities at Triagon. The purpose of these guidelines is to ensure that research activities conducted at Triagon are carried out in an ethical and responsible manner, and that research misconduct is addressed promptly and appropriately.

1.9 Scope

These guidelines apply to all research activities conducted at Triagon, including such research as involving human participants, animals, and/or data.

1.10 Research Misconduct

Research misconduct is defined as any intentional or negligent act that results in the fabrication or falsification of data, plagiarism of ideas, concepts, and methods or other unethical practices in research, including improper authorship.

1.11 Formulation and Implementation of Research

(1) All research studies conducted at Triagon must adhere to established ethical guidelines and principles (see for details: Research Ethics Policy).

(2) All research participants must be informed of their rights and responsibilities in the research study. All research participants must be given the opportunity to withdraw from the study at any time.

(3) All research activities must be conducted in a safe and secure environment.

(4) All research activities must adhere to relevant laws and regulations (e.g., the EU General Data Protection Regulation, 2016/679).

(5) All research proposals must be reviewed and approved by the Triagon Research Ethics Committee in advance (see for details: Research Ethics Policy).

1.12 Procedure of Reporting research misconduct

(1) Any suspected cases of research misconduct must be reported to the relevant committee (i.e., the Triagon Research Ethics Committee).

(2) All suspected cases of research misconduct must be investigated promptly and thoroughly by the Triagon Research Ethics Committee.

(3) All ongoing investigations of research misconduct must be kept confidential.

(4) Upon completion of the investigation the results are made universally public. Specifically, people wrongfully accused of research misconduct have a right to an open and complete restitution of their reputation.

(5) All research misconduct must be addressed in a timely manner with the alleged offender and potential witnesses.

(6) The Triagon Research Ethics Committee investigates the matter and must decide upon the ancillary actions which are commensurate with the offence and communicate said decision in a timely manner to the offender.

(7) Proven research misconduct can lead to dismissal of staff or exmatriculation of students. Other forms of sanctions can also be proposed by the Triagon Research Ethics Committee.

5. Formal Publication Guideline

1.13 Preamble

Triagon is committed to disseminating the high-quality research of its students and staff members in an accessible, standardized, and comparable quality. This guideline is designed to ensure that all research work published in association with Triagon meets these corresponding standards. This guideline regulates submitted bachelor and master theses, doctorate theses, as well as white papers, research reports etc. of Triagon Staff. This guideline supplements the template provided by Triagon ("Triagon submission template 2023.docx").

1.14 Format

- All research work must be submitted in a Word document.

- Except for headlines etc. where larger sizes are permissible, all research work must be written in 12-point font size.

- All research work must adhere to the APA referencing style (see for details: https://apastyle.apa.org).

- All research work must include a scientific abstract of no more than 250 words.

- All research work must include 5 to 8 scientific keywords.

- All research work by a German-speaking candidate must additionally include 5 to 8 scientific keywords in German. • All research work by a German-speaking candidate must additionally include a scientific abstract in German ("Kurzzusammenfassung") of no more than 250 words.

- All research work must include a translational abstract of no more than 250 words (see for details: https://www.apa.org/pubs/journals/resources/translational-messages" https://www.apa.org/pubs/journals/resources/translational-messages).

- All research work must include an executive summary of no more than 3000 words.

- All research work must include a minimum of 15 scientific sources.

1.15 Design

- All research work must be visually appealing and include tables as well as visuals such as graphs, and/or diagrams, where applicable (see for details: https://apastyle.apa.org/style-grammar-guidelines/tables-figures).

- All visuals must be consistently designed throughout the submission to be clear and easy to comprehend.

- All visuals must be properly labeled and must have a figure number, figure title, and figure notes.

- All research work must include a cover page that includes the title of the research work, author name, and contact information.

- All research work must include a table of contents that includes page numbers.

- All research work must be subdivided in accordance with the given discipline and quality of the research (e.g., Introduction, Theory and Hypothesis Development, Method, Results, Discussion, Conclusion).

- All research work must include a complete list of references and other sources used.

- Submission

- All research work must be submitted to the Triagon

- portal as indicated by the module coordinator or research coordinator by the specified deadline.

- All research work must be submitted in its entirety.

- All research work must be accompanied by a signed copy of the Authenticity declaration.

- If the submitted research work is based on empirical data, the underlying data and its documentation must also be accordingly submitted (see for details: Guidelines for research data management).

- Journal submissions based on research from Triagon faculty or students must be reviewed and approved by the Triagon Academic Management prior to submission.

- All research work becomes available to the university public or general public upon journal or institutional acceptance (e.g., pass) in accordance with regulations.

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President