Ethical Guidelines For Good Practice In Teaching And Research

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Abstract - Ethics span all areas of life and it is the act of adhering to moral standards. Every aspect of life be it cultural, educational and professional have moral standards as foundation. The low standard of upholding ethical principles in teaching and research is becoming a menace in academics. It is of importance to review some of the ethical guidelines in teaching and research in order for any university community to fully integrate them in their educational practices as a guide to every member of the university community.
This paper explores the benefit of inculcating ethical principles as basis to strengthen moral standards in teaching and research.

Keywords: Copyright; Ethics; Moral Standards; Research; Teaching

1. Introduction

Ajaegbu and Uwom (2014) opined that "ethics is a moral intinct that communicates to humans about what to do and what not to do." For every university system, there should be ethical guidelines for teaching and research. It is the responsibility of the university to ensure that teaching and research conforms to a good ethical practice (University of Huddersfield, 2011).

Awareness of research rules and guidelines in a university community is an essential condition for upholding good ethical practice (Schrag, 2008).

The university community roles for good teaching and research practice will be defined using the keyword "**ROLES**"

R- Regularity : The university community should be able to conform to the norms or accepted rules or standards guiding the university both at the national or international level.

O- Objectivity : The university community should be able to perceive or describe things without being influenced by personal emotion or prejudices.

L- Legitimate : The university community should comply with recognized rules, standards or traditions.

E- Ethical Equality : The university community should be able to treat or render same value to different ethical groups making up the university.

S- Sanity : The university community should be able to make rational decisions to matters arising.

Based on the conformity of these roles, the university community can now set-up the key principle for good teaching and research practice.

2. Key Principle for Good Practice

Some of the key principles for good practice are drawn from that of the University of Huddersfield (2011):

Diversity
The staff of a university community, adding to the value of teaching and research, should adhere to educational policies and goals respecting cultural diversity.

Value for the Institution
Faculty members and students should hold their institution to a high esteem, avoiding inappropriate represtattion both within and outside the university.

Intellectual Enhancement
Faculty members and students should strive towards developing their intellects in new knowledge creation.

Conflict of interest
Faculty members and students should endevour not to delve into areas that will result to conflict of interest when teaching and researching.

Faculty members/students Relationship
Fair management of faculty members and student's experience should be a liberal one in line with the university's best practice.

Confidentiality
Teaching and research should respect the participant's input in ways that do not inappropriately belittle participants.

3. Good Practices in Research

The university should expect the following conducts while embarking on research

Uprightness
This attribute is important in research and should be borne in the heart of every researcher cutting across all disciplines. This entails being objective in their report, acknowledging any contribution gained

directly or indirectly without falsification or fabrication of results.

Sincerity
Researchers should have an open mind to accept intelligent criticism and also be open and free to discuss the research outcome to others on request once published.

Professional Guidance
The university should expect researchers to seek the step-by-step rules published by some professional bodies in line with good research practice.

Team Work in Research groups
It is encouraged that research in an instituiton is done with two or more persons for the sake of time management and contributed ideas. It should be the responsibility of the group leader to create a research environment of mutual cooperation. Also, a climate encouraging mutual trust within the academic community should be an important task (Code of Ethics in Academic Research, 2013).

Result Criticism
With regard to the stress of time, resource involvement and so on, that the researcher probably went through in the course of the research, the outcome of the research work should also be subjected to in-depth check before being made public.

Documenting/Storing of result and data
The university should always encourage researchers to keep accurate record of their research procedures and results obtained. This will easily help them to respond to subsequent questions about their research and is also encouraged not to destory their records till the period of 5 years.

Result Publication
It is encouraged that research result are published in appropriate forms with referred journals. This will intend good means of reviewing research results and also making information available to the society. In publication involving two or more authors, care should be taken not to award honorary authorship to individuals without due contribution.

Acknowledging the role of collaborators and other participants
During the course of the research, any contribution made both directly and indirectly should be duly recognized. This includes any circumstance in which statements about the research work are made including the gathering of information for the research and result publication.

Incorporation of new researchers

It is necessary to introduce new researchers to the rudiments of good research practice ensuring that best practices are quickly adopted.

Integrity in applying for grant
Researcher applying for grant should endevour to abide by the guiding principle/standard as indicated by the granting body. This entails that the information submitted should be clear and accurate.

4. Misconduct in research
The most common forms of misconduct in research as stated by the University of Huddersfield (2011 p.5) includes the following:

- Piracy
- Plagiarism
- Fraud

Piracy : This involves the deliberate exploitation of ideas from others without due acknowledgement

Plagiarism : Refers to the copying of other researchers work or idea without acknowledgement or proper citation.

Fraud: This refers to the manipulation of research results or outcomes different from obtained result.

5. Informed way of dealing with research misconduct
Summoning of the individual involved : when a supervisor or examinar suspects some form of research misconduct, it should be the responsibilty of the Dean of the school or anyone by which such power is enstrusted, to set up a committee, including the supervisor to investigate the matter.

Invite the candidate

On the refuttal of the allegation by the researcher, the university can set up a board of enquiry for further investigation of which the researchers performance will not be considered further until the board has duly completed their investigation.

The penalties attached for research misconduct

It is the duty of the university's research committee to set out the necessary penalties attached to any form of research misconduct.

University response to misconduct allegation
The university should take it as a duty to investigate any research misconduct allegation either from same instituion or from the public.

6. Copyright and Fair Use of tangible medium of expression
Copyright is a form of protection or a legal device that is affixed to a particular work either on paper or internet, that enables the creator of such work to

have control over its usage. Copyright simply defines the right to use another author's work rightly. In other words, the term has come to include the exclusive rights empowered by law to researchers, for protection of their work. The owner of copyright has the exclusive right to:

- Reproduce, distribute, organised inherited works based on the copyrighted work, and, in the case of certain works, publicly display the work.
- Authorize others to involve in the same acts with guiding terms and conditions. With Copyright law, the works of first-time authors and journal bodies are offered needed protection.

With the issue of copyright, authors are been empowered to produce new works that will help enhance progress in knowledge development.

Under normal condition, the initiator of the original work, is or should be regarded as the author of the work. This established means that the copyright should automatically belong to the author. Most authors prefer their work to be published in a journal and by so doing, the journal body could require for the total transfer of the copyright ownership to them should it be published. If in the future, the author wishes to make use of a diagram or illustration from his/her previously published work, he/she will be required to obtain permission from the publication body/journal, even though he/she is the author of the work. If this procedure is not put into consideration it could be regarded as violation of the copyright law and will be charged for such violation.

Example of a copyrighted journal body is the Texas heart Institute Journal. The following shows an extracted part outlining the Texas Heart Institute Journal's guidelines for copyright:

"The *Texas Heart Institute Journal* is a copyrighted publication. No textual matter, tables, or figures may be copied for republication, electronic transmittal, or storage without the written permission of the Executive Editor, nor may it be used in addresses, seminars, or symposia without such permission. Persons engaged in research may make single copies for personal use when this activity falls within the definition of "fair use" as set forth in U.S. Copyright Law. These copies may not be sold, used for advertising purposes, nor incorporated into new works. Multiple copies for hospital or classroom use are permitted, as long as written permission is obtained in advance from the Executive Editor" (Texas Heart Institute, n. d).

It is only few reservations that determine a copyrightable material. A work is said to be copyrightable only when the work is in its original form. The originality of a work does not mean that the work has to be of high standard rather any work originating from an author that has not been copied from pre-existing work could be seen as copyrightable work.

Such law encourages authors to produce freely ensuring that protection to their real and original work will always stand to be at their credit either published or unpublished. Also, an author can be seen as an originator of a work when he/she makes use of other people's work with proper citation and referencing but with regards to the copyright law, only the portion depicting originality is allowed to be copyrighted.

It is of importance to have something like a notice that the entire public will use to dictate or figure out a protected or copyrighted work. As opined by the Texas Heart Institute (n. d), the notice should contain the following three elements namely:

- "Symbol © (letter c in a circle), word copyright, or abbreviation Copr.;
- Date/year of first publication; and
- Name of the copyright owner.

In essence, copyright provides authors with considerable amount of control over their work and the most commonly four basic protections are as follows:

- Right to make copies of their work
- Right to commercialize their work
- Right to create new work based on the existing protected work
- Right to act on the protected work such as demonstration of their work.

Fair use of a material
Fair use of a material implies that any author making use of other authors' materials should make fair by citing, quoting, referencing or making use of such in a small amount without the due permission of the author of the used work. In the absence of such adherence, a defaulter could be charged for plagiarism.

Copyright rule as applied to an educational setting is acceptable when the use of a copyright material is limited only to a certain number of students for a limited period of time, where the author has been properly cited and referenced.

7. Conclusion

Ethical principles are very important in teaching and research. This paper addresses the importance of ethical guidelines in various institutions as a major tool in upholding intuitional moral standards. In essence, it is important that every university employs a means of educating its community through awareness programs, as this will help faculty members that are not aware of the role of ethics in teaching and research gain ethical knowledge. Also,

informed faculty members should allow their conscience to guide them properly in order not to embark on unethical acts in teaching and research.

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