



a place of mind  
THE UNIVERSITY OF BRITISH COLUMBIA

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## Policy #85 – Scholarly Integrity Memorandum of Agreement

The Graduate Programs Advisory and Curriculum Committee (GPACC) of the Department of Educational Studies, Faculty of Education, University of British Columbia, reviewed university Policy #85 and developed a set of procedures to ensure that the Department appropriately enacts all aspects of the policy concerning expectations of graduate students.

In compliance with Policy #85, supervisors of graduate students' work must stipulate in writing expectations regarding supervision, compensation (where appropriate), data ownership, publication rights, and commercialization rights.

**Procedure:** GPACC developed a template, included on pages 3 and 4 that can be adapted for drafting a memorandum of agreement. All EDST Graduate students completing major essays, theses, or dissertations, in cooperation with their supervisors, should complete a memorandum of agreement. In addition, any student acting as a Research Assistant (RA) on faculty research grants should complete a memorandum of agreement. The memo should be printed on EDST letterhead and should be co-developed and signed as soon as a faculty member agrees to supervise a student. The letter can be personalized by the supervisor and student. At minimum the letter must include: (a) a statement indicating that the parties are aware of Policy #85, (b) a statement about authorship, and if relevant, (c) a statement about access to data. Letters can be revised and updated as necessary.

For your information, we have included a relevant excerpt from Policy #85. Access the full document here: <http://universitycounsel.ubc.ca/policies/index/>

“The University recognizes that teaching, research, scholarship and creative activity are most likely to flourish in a climate of academic freedom. The University community has always recognized the necessity for maintaining the highest ethical standards in the conduct of Scholarly Activities.

Individuals are expected to assume direct responsibility for the intellectual and ethical quality of their work. The University of British Columbia has developed this Policy to communicate expectations, increase awareness of integrity issues, and encourage scholars (be they students or members of faculty and staff) to assume personal responsibility.

Research conditions for all involved in a research team should be outlined in a letter from the Principal Investigator before team members become engaged. Entitlement to ownership of primary data, software, and other products of research can vary according to the circumstances under which research is conducted. A shared understanding about ownership should be reached among collaborators, especially between supervisors and their graduate students, before research is undertaken. To assist Principal Investigators in documenting these understandings, sample letters to colleagues, postdoctoral fellows and graduate students about such issues as compensation, supervision, authorship records of data, ownership and/or use of data, publication rights, and commercialization, are available from the Office of Research Services.

The Faculty of Graduate Studies will send notices about the requirement to all students accepted for graduate studies and their supervisors at the time of admission. These notices and a copy of the letter from the supervisor to the graduate student detailing the terms above are filed in the student file.”

University Council (2005), p. 1 – 4.



## **POLICY #85 MEMORANDUM OF AGREEMENT**

Note to student and supervisor: This form is partially customizable. Please insert the date, fill in the student and faculty member's full name (as registered with UBC) in the first portion, and then customize the second portion of the form based on the nature of your research.

**Date:**

**Memorandum of Agreement:** Between [Faculty member name] and [Student name]

**Re:** Scholarly Integrity at UBC

We acknowledge that it is important for graduate students and their supervisors to be in agreement about issues concerning access to data, and authorship on publications. It is a requirement of this university that we agree in writing about these matters (see Policy #85).

We have both read and agreed to the following points.

### **Policy 85: Scholarly Integrity**

We will comply with all University standards and policies of scholarly integrity (Policy #85).

Publication (there are several options listed below; a shared understanding of publication must be placed in writing)

It is the policy of this university to assign authorship based on the level of intellectual contribution to the paper/research. [Student name] is encouraged to publish and present the results of her/his research/scholarly work appropriately recognizing the appropriate contribution of others (e.g., through authorship or acknowledgment).

(Optional and modifiable) If there are potential papers for publication when [Student name] leaves the research team, she/he will have [one calendar year] to draft a manuscript. If, at the end of that time, if she/he has not produced a manuscript, [Faculty member name] will produce the manuscript, but as a senior author and [Student name] will be included as a co-author.

Access to Data (required for thesis and dissertation students only)

Data that are collected by [Student name] will be controlled by [Student name] and must be stored in accordance with University policies and procedures.

Or,

Data that [Student name] is using are part of a larger project. Access to the data is limited to the purposes of the current [thesis/dissertation] project. Following completion of the project [Student name] will no longer have access to the data. Additional access can be negotiated with the project team.

Note: Copies of the letter should be retained by the student and faculty member  
And a third copy should be forwarded to the Graduate Program Assistant for placement in the student's file.

**Faculty Member:** \_\_\_\_\_

**Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_