

DAFFODIL INTERNATIONAL UNIVERSITY
Faculty of Business and Entrepreneurship

RESEARCH AND INTEGRITY POLICY

For Faculty and Students

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Policy Owner	Dean, Faculty of Business and Entrepreneurship
Responsible Office	Research and Development Office (RDO)
Approved by	Academic Council, DIU
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TABLE OF CONTENTS

1. List of Abbreviations
 2. Policy Statement
 3. Background and Justification
 4. Definitions
 5. Scope and Purpose
 6. Principles of Research Integrity
 7. Standards for Research Conduct
 8. Responsibilities and Roles
 9. Procedures for Handling Allegations
 10. Sanctions and Remedial Actions
 11. Key Performance Indicators
 12. References
 13. Approval
- Appendix A: Research Ethics Application Form (FBE-RIP-001.1)
- Appendix B: Informed Consent Template (FBE-RIP-001.2)
- Appendix C: Conflict of Interest Disclosure Form (FBE-RIP-001.3)
- Appendix D: Research Misconduct Reporting Form (FBE-RIP-001.4)
- Appendix E: Research Data Management Plan Template (FBE-RIP-001.5)
- Appendix F: Authorship Agreement Template (FBE-RIP-001.6)

1 LIST OF ABBREVIATIONS

Abbreviation	Full Term
AACSB	Association to Advance Collegiate Schools of Business
AOL	Assurance of Learning
COI	Conflict of Interest
COPE	Committee on Publication Ethics
DIU	Daffodil International University
FBE	Faculty of Business and Entrepreneurship
HREC	Human Research Ethics Committee
IRB	Institutional Review Board
PI	Principal Investigator
QAO	Quality Assurance Office
RDO	Research and Development Office
REC	Research Ethics Committee
RI	Research Integrity
UGC	University Grants Commission

2 POLICY STATEMENT

The Faculty of Business and Entrepreneurship (FBE) at Daffodil International University (DIU) is committed to maintaining the highest standards of research integrity and ethical conduct in all scholarly activities. This policy establishes comprehensive guidelines for ethical research practices, academic integrity, and responsible conduct of research for all faculty members and students within the faculty.

This policy aligns with the FBE Strategic Plan 2025-2030, AACSB accreditation standards, and international best practices for research ethics. The policy aims to foster a culture of honesty, transparency, accountability, and excellence in research while protecting the rights and welfare of research participants and ensuring the credibility of FBE's scholarly output.

All faculty members, researchers, graduate students, and undergraduate students engaged in research activities are required to adhere to the principles and procedures outlined in this policy.

3. BACKGROUND AND JUSTIFICATION

3.1 Regulatory and Accreditation Context

Research integrity is fundamental to the advancement of knowledge and the maintenance of public trust in academic institutions. The University Grants Commission (UGC) of Bangladesh and international accreditation bodies such as AACSB require institutions to demonstrate robust mechanisms for ensuring ethical research practices and academic integrity.

AACSB Standard 8 (Impact of Scholarship) emphasizes that business schools must produce high-quality intellectual contributions that demonstrate impact, which inherently requires adherence to rigorous ethical standards in research conduct.

3.2 Rationale for Research Integrity Policy

A comprehensive research integrity framework enables FBE to:

- Ensure the credibility and trustworthiness of all research outputs
- Protect the rights, dignity, and welfare of research participants
- Prevent research misconduct including fabrication, falsification, and plagiarism
- Maintain compliance with national and international research ethics standards
- Foster a culture of responsible and ethical scholarship
- Support FBE's pursuit of AACSB accreditation and international recognition

3.3 Strategic Alignment

This policy supports Theme 3 (Research Excellence and Innovation) of the FBE Strategic Plan 2025-2030, which targets increasing quality research publications, establishing research ethics infrastructure, and achieving recognition for impactful research contributions.

4. DEFINITIONS

Term	Definition
Research Integrity	The adherence to ethical principles and professional standards essential for the responsible practice of research.
Research Misconduct	Fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.
Fabrication	Making up data or results and recording or reporting them as if they were real.
Falsification	Manipulating research materials, equipment, or processes, or changing or omitting data such that the research is not accurately represented.
Plagiarism	The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
Authorship	Credit given to individuals who have made substantial contributions to a research work.
Conflict of Interest	A situation in which financial or other personal considerations may compromise professional judgment and objectivity.
Informed Consent	The voluntary agreement of a research participant after being provided with adequate information about the research.

5. SCOPE AND PURPOSE

5.1 Scope

- All faculty members, researchers, and academic staff within FBE
- All graduate students (MBA, MS, PhD) conducting research
- All undergraduate students undertaking research projects or dissertations
- All research activities including funded and unfunded research
- All forms of scholarly output including publications, presentations, and reports
- All collaborative research with external partners and institutions

5.2 Purpose

1. Establish clear standards for ethical conduct in research
2. Define responsibilities for research integrity at all levels
3. Provide procedures for reporting and investigating allegations of misconduct
4. Protect researchers, participants, and the institution from harm
5. Ensure compliance with AACSB standards and regulatory requirements
6. Promote a culture of integrity, accountability, and excellence in scholarship

6. PRINCIPLES OF RESEARCH INTEGRITY

#	Principle	Description
1	Honesty	Researchers shall be honest in all aspects of research, including data collection, analysis, and reporting of findings.
2	Objectivity	Research shall be conducted objectively, avoiding bias in experimental design, data analysis, interpretation, and peer review.
3	Transparency	Research methods, data, and findings shall be openly disclosed and available for scrutiny by peers.
4	Accountability	Researchers are accountable for the integrity of their work and compliance with ethical standards.
5	Fairness	Researchers shall treat colleagues, participants, and collaborators with fairness and respect.
6	Respect for Participants	The rights, dignity, privacy, and welfare of research participants shall be protected at all times.
7	Stewardship	Researchers shall use resources responsibly and maintain proper records of all research activities.

7. STANDARDS FOR RESEARCH CONDUCT

Area	Standards and Requirements
Data Management	Accurate recording; secure storage; retention for minimum 5 years; proper disposal procedures
Authorship	Based on substantial contributions; all authors must approve final version; proper acknowledgment
Citation & Attribution	Proper citation of all sources; zero tolerance for plagiarism; mandatory plagiarism detection
Human Participants	Ethics approval required; informed consent mandatory; confidentiality protection
Conflict of Interest	Disclosure of all potential conflicts; management plans for significant conflicts
Publication Ethics	No duplicate publication; disclosure of funding sources; prompt correction of errors
Collaborative Research	Clear agreements on data ownership, authorship, and intellectual property

8. RESPONSIBILITIES AND ROLES

Position	Key Responsibilities
Dean, FBE	Provides overall leadership for research integrity; Chairs the Research Ethics Committee; Ensures adequate resources for oversight; Reports on research integrity matters

Position	Key Responsibilities
Research & Development Office	Coordinates research integrity education and training; Maintains records of ethics approvals; Provides guidance on ethical research practices; Supports the Research Ethics Committee
Research Ethics Committee	Reviews and approves research proposals; Investigates allegations of misconduct; Recommends disciplinary actions; Develops ethical guidelines
Department Heads	Ensure departmental compliance; Monitor research activities; Report potential violations; Support faculty and student training
Faculty Members (PIs)	Conduct research ethically; Supervise and mentor students; Obtain ethics approvals; Maintain accurate records
Students	Adhere to integrity standards; Complete ethics training; Seek guidance on ethical issues; Report suspected misconduct

9. PROCEDURES FOR HANDLING ALLEGATIONS

9.1 Reporting Mechanisms

- Allegations may be reported to the RDO, Department Head, or Dean
- Anonymous reporting is permitted through the FBE Ethics Hotline
- All reports are treated confidentially to the extent possible
- Retaliation against good-faith reporters is strictly prohibited

9.2 Investigation Process

Stage	Timeline	Activities	Outcome
Preliminary Assessment	10 working days	Initial review by RDO; gather evidence; assess if formal investigation warranted	Decision to proceed or dismiss
Formal Inquiry	30 working days	REC conducts investigation; interviews witnesses; reviews evidence	Inquiry report with findings
Determination	15 working days	Committee deliberates; makes findings; prepares recommendations	Findings to Dean
Resolution	As appropriate	Dean determines sanctions; implements corrective actions	Final decision; appeal rights

10. SANCTIONS AND REMEDIAL ACTIONS

Sanctions for research misconduct may include:

Severity	For Faculty	For Students
Minor Violation	Written warning; mandatory ethics retraining	Written warning; redo assignment; ethics training
Moderate Violation	Formal reprimand; suspension of research privileges	Course failure; academic probation
Serious Violation	Retraction of publications; suspension; demotion	Suspension; thesis rejection
Severe Violation	Termination; notification to professional bodies	Expulsion; degree revocation

11. KEY PERFORMANCE INDICATORS

KPI	Baseline	Target 2028	Target 2030	Frequency
Ethics Training Completion Rate	—	95%	100%	Annual
Research Ethics Approval Compliance	—	100%	100%	Continuous
Misconduct Cases Resolved Within Timeline	—	90%	95%	Per Case
Publications Meeting Ethical Standards	—	100%	100%	Annual
Student Research Ethics Training	—	95%	100%	Per Cohort
Faculty Research Ethics Certification	—	90%	100%	Triennial

12. REFERENCES

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13. APPROVAL

Role	Name/Title	Signature/Date
Prepared by	Quality Assurance Office, FBE	
Reviewed by	FBE Policy Review Committee	
Endorsed by	Dean, Faculty of Business and Entrepreneurship	
Approved by	Academic Council, DIU	

APPENDIX A: RESEARCH ETHICS APPLICATION FORM*Form Reference: FBE-RIP-001.1***Section 1: Applicant Information**

Principal Investigator Name	
Position/Title	
Department	
Email Address	
Phone Number	
Co-Investigators (if any)	

Section 2: Project Details

Project Title	
Project Start Date	
Project End Date	
Funding Source (if any)	
Research Type	☐ Faculty Research ☐ Student Thesis ☐ Funded Project ☐ Other

Section 3: Human ParticipantsDoes your research involve human participants? ☐ Yes ☐ No

Number of Participants	
Participant Demographics	
Recruitment Method	
Data Collection Method	☐ Survey ☐ Interview ☐ Focus Group ☐ Observation ☐ Other

Section 4: Risk Assessment

Does the research involve any of the following?

- ☐ Vulnerable populations (minors, elderly, persons with disabilities)
- ☐ Sensitive topics (health, finances, illegal activities, trauma)
- ☐ Deception of participants
- ☐ Collection of personally identifiable information
- ☐ Audio/video recording of participants
- ☐ Potential physical or psychological risk to participants

APPENDIX B: INFORMED CONSENT TEMPLATE*Form Reference: FBE-RIP-001.2*

Study Title	
Principal Investigator	
Department	
Contact Information	

1. Invitation to Participate

You are being invited to participate in a research study. Before you decide whether to participate, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully.

2. Purpose of the Study

[Describe the purpose of the research in simple, non-technical language]

3. What Will Participation Involve?

[Describe what participants will be asked to do, time commitment, location, etc.]

4. Potential Risks and Benefits

Potential Risks: [Describe any potential risks or discomforts]

Potential Benefits: [Describe any potential benefits to the participant or society]

5. Confidentiality

All information collected about you during the research will be kept strictly confidential. Your data will be anonymized, and you will not be identifiable in any reports or publications. Data will be stored securely and retained for a minimum of 5 years.

6. Voluntary Participation

Your participation in this study is entirely voluntary. You are free to withdraw at any time without giving a reason and without any negative consequences.

7. Consent Statement

- ☐ I have read and understood the information provided above
- ☐ I have had the opportunity to ask questions and have them answered
- ☐ I understand that my participation is voluntary and I can withdraw at any time
- ☐ I understand how my data will be used and stored
- ☐ I agree to participate in this study

APPENDIX C: CONFLICT OF INTEREST DISCLOSURE FORM

Form Reference: FBE-RIP-001.3

Full Name	
Position/Title	
Department	
Date of Declaration	
Reporting Period	

Financial Interests

Do you or your immediate family members have any of the following financial interests related to your research or academic responsibilities?

- ☐ Ownership or equity interest in any company related to your research field
- ☐ Consulting fees or honoraria from external organizations (exceeding BDT 50,000/year)
- ☐ Patents, royalties, or licensing agreements
- ☐ Board membership or advisory role in external organizations
- ☐ Research funding from private companies
- ☐ Gifts or travel support from external organizations

Non-Financial Interests

- ☐ Personal relationships with research subjects or collaborators
- ☐ Academic rivalries or disputes
- ☐ Ideological or political commitments related to research topics
- ☐ Institutional affiliations that may create bias

APPENDIX D: RESEARCH MISCONDUCT REPORTING FORM*Form Reference: FBE-RIP-001.4*

CONFIDENTIAL

Section 1: Reporter Information (Optional for Anonymous Reports)

Reporter Name	
Position/Title	
Department	
Contact Email	
Contact Phone	

☐ I wish to report anonymously**Section 2: Subject of Allegation**

Name of Person(s) Involved	
Position/Title	
Department	
Research Project (if applicable)	

Section 3: Type of Alleged Misconduct

- ☐ Fabrication of data or results
- ☐ Falsification of data, methods, or results
- ☐ Plagiarism
- ☐ Improper authorship attribution
- ☐ Failure to obtain ethics approval
- ☐ Breach of confidentiality
- ☐ Misuse of research funds
- ☐ Other (please specify)

APPENDIX E: RESEARCH DATA MANAGEMENT PLAN TEMPLATE*Form Reference: FBE-RIP-001.5*

Project Title	
Principal Investigator	
Department	
Project Start Date	
Project End Date	
Funding Source	

Data Description

What types of data will be collected or generated?

☐ Survey responses
 ☐ Interview transcripts
 ☐ Financial data
 ☐ Secondary data
Data Storage and Security

Where will data be stored during the project?

☐ University secure server
 ☐ Encrypted local storage
 ☐ Cloud storage (approved provider)

Security measures:

☐ Password protection
 ☐ Encryption
 ☐ Access controls
 ☐ Regular backups
Data Retention and Disposal

Data Retention Period	☐ 5 years ☐ 10 years ☐ Permanent ☐ Other: _____
Long-term Storage Location	
Disposal Method	☐ Secure deletion ☐ Physical destruction ☐ Anonymization
Disposal Date	

APPENDIX F: AUTHORSHIP AGREEMENT TEMPLATE*Form Reference: FBE-RIP-001.6*

Working Title	
Target Journal/Venue	
Expected Submission Date	
Agreement Date	

Authorship Criteria

Authorship credit is based on meeting ALL of the following criteria (per ICMJE guidelines):

1. Substantial contributions to conception/design OR data acquisition/analysis/interpretation
2. Drafting the work or critically revising it for important intellectual content
3. Final approval of the version to be published
4. Agreement to be accountable for all aspects of the work

Author Contributions

#	Author Name	Contributions	% Contribution
1			
2			
3			
4			
5			

Corresponding Author

Corresponding Author	
Email for Correspondence	
Responsibilities	Submission, revisions, proofs, post-publication correspondence

Declarations

- ☐ The author order has been agreed upon by all parties
- ☐ All authors meet the authorship criteria stated above
- ☐ All authors have read and approved the final manuscript
- ☐ All conflicts of interest have been disclosed
- ☐ Proper credit has been given to all contributors

Signatures

#	Author Name	Signature	Date
1			
2			
3			
4			
5			