

Code of Conduct

Collaborative/Joint Research

SESS IBA (Karachi)

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1. Overview

The purpose of this document is to lay down the code of conduct for collaborative/Joint research. Following the procedural recommendations in this document will facilitate collegial work environment, equitable distributions of research work and recognition and avoidance of conflicts that may arise in declaration of authorship in case the team consist of members with sensitive relationship such as students and faculty research supervisor; or faculty and staff; or even senior faculty and junior faculty. This code of ethical conduct will help the research team to recognize individual contributions, development of work, collegial working environment and furthering their careers. The REC will act as the custodian of documents and agreements submitted between researchers.

This document will be available to all researchers; faculty, students, and staff, so that their contributions to published work are ethically aligned and duly recognized. Researchers thinking about collaborating with others are advised and encouraged make conversation and documentation of authorship as an essential part development of research projects at the onset of collaborative work.

2. Need Identification

- a. Postgraduates (in some cases undergraduates) and early career researchers are often interested in scholarly publication and need guidance from seniors and established faculty of researchers.
- b. Published and Senior members of the research community are almost always directly involved in the student's scholarly work as mentors, employers, collaborators, or consultants. Their recognition is important for the time and expert/ experienced value additions towards the scholarly work.
- c. Collaborative research ready for submission to journals/ conferences/ seminars/ working papers often suffer from ambiguity related to authorship credit and/or order of authors' names.
- d. Students are reluctant to raise issues of authorship for following reasons:
 - Questioning in authorship may be interpreted as challenge to the mentor on his/her arrangements

- Students often depends on faculty for financial and scholarly support
 - Future letters of recommendation
- e. Faculty during exploration of an idea, need ambitious graduate students and thus depend on them for data collection, collection of material etc.
- f. Point 4 & 5 shows the co- dependency of senior and junior researchers, thus the contribution in credit of authorship needs to be resolved.

Post-graduate students should be highly encouraged by faculty to publish any parts or all the approved thesis or dissertation or work in progress. The encouragement from faculty does not necessarily imply the authorship of faculty. It is moral obligation and duty of faculty to guide, teach and help students in their research work. For co-authorship between faculty and student point 1 in the code of conduct (below) of these guidelines will be applicable.

3. Code of Conduct

- a. Both Senior researcher (faculty) and Junior researchers (students) will make a clear arrangement for authorship and order of authorship at initiation of collaborative work. The lead author will fill the appended form (Collaborative research authorship form- A) duly signed copy by all authors. This form will be submitted to the REC portal and made available to the respective HOD (s) of researchers and deans office for record (both hard copy and scanned copy through email with subject **collaborative authorship form-A** by the junior researcher with the senior members of the team in CC'ed.
- b. At a later stage, if a change is required (for e.g., i.e., addition of authors, deletion/ addition of authors, change in order of authorship "Collaborative authorship form-B" will be filled by the senior researcher and submitted to the REC portal. The filled "Collaborative research authorship form-B" will also be submitted to HOD and deans' office for record (both hard copy and scanned copy through email with subject Collaborative research form-B submitted by the junior researcher, while senior members of the team are CC'ed in the same.

- c. In general authorship implies that the person made a major substantive contribution to the research being reported.
- d. A student is presumed to have authorship (as first author) of his or her masters' thesis and/or doctoral dissertation. After completion of thesis or during writing of thesis if faculty and student jointly decide to publish, they will submit Collaborative research authorship form-A.
- e. The order of names should be mutually agreed, preferably at the outset. In case of paper coming out of thesis student will be inevitably the first author. According to ethical and moral standards in case of student-faculty co-authorship, students will likely to be first author, however, the researcher (and it may be Senior or Junior researcher) making the greater scientific contribution may take lead in authorship. This should be amicably and equitably decided within the team and reported to REC; HODs and the Deans office in form A. Subsequent authors are listed in order of decreasing scientific contribution. If contributions are spread equally, the order of authors is usually alphabetical.
- f. If research output is joint effort by faculty and student and not necessarily the part of research term paper or thesis, the first author/ order of authorship may be based on who gave the idea or amount of work performed for the research output.
- g. It is impossible to anticipate all potential problems. We believe that mutual respect; trust and clear communication will forestall challenges. However, if disagreements about authorship do arise and cannot be resolved by the people involved, it is recommended that the matter be referred to the Head of Department or Dean School of Economics and Social Sciences for prompt consideration and suggested resolution.

Appendices

Appendix F

Collaborative Authorship form A

Title of the project/ paper: -----

Form submitted by: -----

Lead Author: -----

Please fill the following table with sequence of authors:

S. No	Authors Name	Signature	Date
1.			
2.			
3.			
4.			
5.			

Date:-----

Signature: -----

Collaborative Authorship form B

Title of the project/ paper: -----

Form submitted by: -----

Lead Author: -----

Please fill the following table with sequence of authors:

	Previous Arrangement of Authorship		New Arrangement of Authorship	
S. No	Authors Name	Signature	Authors Name	Signature
1.				
2.				
3.				
4.				
5.				

Comments: (Optional)

Date:

Signature: -----

