

Code of Good Research Practices
University of Zaragoza

Approved by the Governing Body
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Introduction

The Statutes of the University of Zaragoza (articles 133, 134, 169 and 170) identify the rights and duties of teaching and research staff and of administrative and services staff as public servants. Law 14/2011, dated 1 June, on Science, Technology and Innovation, also focuses on the rights and duties of research and technical staff. The contents of the aforementioned regulations link with and largely make use of the content and requirements of a code of good research practices.

The University of Zaragoza also adheres to the Spanish Declaration on Scientific Integrity, signed in November 2015 by the COSCE (Confederation of Scientific Societies of Spain), Crue Universidades Españolas (a non-profit organisation) and CSIC (Superior Council of Scientific Research), which expressly mentions that 'every institution or entity signing the declaration must develop and implement it, and foster and promote ethical awareness in general and responsible research based on good scientific practices in particular'.

For the purposes of applying and implementing all these regulatory measures, the Code of Good Research Practices (known by the abbreviation CBPI in Spanish) of the University of Zaragoza has been designed to promote good practices in this area and help prevent bad practices by offering principles, guidelines and standards to follow, which apply both to the University as a state institution and to its research staff, including those who belong to other organisations but are temporarily performing activities on its premises and in its facilities.

This code aims to be useful and promote and ensure the integrity and quality of scientific research conducted at the University of Zaragoza. Its objectives are:

- Fostering honesty, rigour and responsibility in research.
- Acquiring good scientific practices in the training stage of research staff.
- Improving the quality of research in all fields and aspects.

Consequently, the code is a necessary addition to every obligatory legal regulation on research ethics applying to work performed at the University of Zaragoza and the commitments and declarations the University of Zaragoza has voluntarily signed. The code may also be expounded by specific regulations for some of the aspects it includes.

Lastly, although the text refers to 'research staff', both the latter and administrative and services staff collaborating in research tasks or in any of the activities included in this document should consider themselves affected by this document as a result of their roles and responsibilities.

The University of Zaragoza has adopted this code as a valid and effective instrument that helps solve problems or conflicts that may arise in research at the University.

1. Principles

1.1 Research staff must aim for the highest possible quality in their research with the objective of producing and disseminating results of the best quality. The University of Zaragoza must implement policies and measures that facilitate this objective.

1.2 The Governing Body of the University of Zaragoza approved the agreement on open access to knowledge on 29 April 2013. This involves, firstly, adhering to the Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities, dated 22 October 2003, included in annex 1 of the agreement, and, secondly, expressing agreement with the principles of the open-access movement and implementing an institutional open-access policy in the terms stated in annex 2 of the agreement.

1.3 By agreement of its Governing Body on 22 April 2015, the University of Zaragoza adhered to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

1.4 The University of Zaragoza and its researchers must work to create and maintain a research culture that fosters and supports honesty in research. Research staff must be honest with their own research and with that of other researchers and they must do everything in their power to ensure their data and results are exact and to acknowledge the contributions of the rest of the scientific community.

1.5 Researchers must comply with all legal and ethical requirements that apply to their field of study and declare any potential or real conflict of interest related to their research and help to solve it.

1.6 The work environment must promote open debate on ideas, research methods, data and results and discussion of them, always subject to any considerations of confidentiality.

1.7 Research staff must be recognised by society as the end users of public funds given to them for their research and act accordingly. They must ensure that the research they undertake complies with the agreements, terms and conditions included in the design and in applicable regulations to allow for appropriate governance, management and transparency.

1.8 The University must provide researchers with suitable training so they can conduct their research. Together with researchers, it must identify and solve unmet training requirements. Research staff must ensure they have the skills, training and resources they need to conduct the research and collaborate with specialists in relevant fields if necessary.

1.9 The dignity, rights, safety and wellbeing of all subjects involved in research, including animals, must be safeguarded and unreasonable risk or harm must be

avoided. The relevant body or authority must be notified of any questions or incidents relating to these issues. The research must only be begun and continued if the expected benefits justify the risks involved.

1.10 The principle of gender equality must be respected while performing research activities. Similarly, any discrimination based on sexual, political or religious orientation must be avoided.

1.11 The University of Zaragoza must ensure its staff have equal opportunities and pay special attention to research activities involving people with special needs.

1.12 One of the most important values established in the University of Zaragoza's social policy is environmental awareness and commitment by advocating sustainable development, and research practices performed by its staff must be in keeping with this principle.

1.13 All staff from other institutions and companies performing their work either permanently or temporarily in centres owned or partly owned by the University of Zaragoza must know and respect this code, without prejudice to compliance with the regulations of their own company or institution.

1.14 Similarly, University of Zaragoza staff working permanently or temporarily in other institutions and companies will be subject to the regulations applicable in the place where they perform their work as well as to those established in this code.

2. General standards on good research practices

2.1 The University of Zaragoza and its research staff must promote and maintain an environment that fosters and supports research in accordance with applicable ethical standards in an atmosphere of professionalism, mutual cooperation and exchange of open and honest ideas. It must encourage a culture that promotes good research practices and that detects and penalises inappropriate practices.

2.2 The University of Zaragoza and its research staff must comply with all legal and ethical requirements that apply to their research. This includes the submission of report requests for ethical review, if applicable, and compliance with the outcome of this review. There must be assurance that research designs have been approved by all the relevant bodies.

2.3 University of Zaragoza researchers conducting research at other Spanish or foreign research centres must comply with the legal and ethical requirements applicable to research performed at the University of Zaragoza and those applicable to the centre where they are conducting their research.

2.4 Similarly, research staff that are not members of the University of Zaragoza, but who conduct research in its facilities, must comply with the legal and ethical requirements applicable to this institution.

2.5 The University of Zaragoza must:

- a) Ensure that good research practices are an integral part of its research policy.
- b) Establish clear policies and procedures covering the principles of good research practices and offer its research staff information and training on established standards.
- c) Guarantee that these policies and procedures complement each other and are in line with existing superior policies and procedures.
- d) Provide its researchers with training, resources and support to ensure they know the policies, regulations and procedures related to research ethics.
- e) Encourage research staff to consider good research practices as a fundamental part of their work.

2.6 Research staff at the University of Zaragoza must:

- a) Recognise their responsibility to conduct their research in line with ethical standards.
- b) Comply with the University of Zaragoza's policies and procedures of good research practices and seek support and guidance when necessary.
- c) Collaborate with the University of Zaragoza in complying with, disseminating, implementing and updating ethical regulations applicable to the research.

3. Organisation, leadership, training and supervision

3.1 The University of Zaragoza must have research and research staff leadership, supervision and management resources, establish clear lines of responsibility and provide researchers with the support they need to comply with the legal and ethical requirements their research is subject to.

3.2 Research teams must have an organisational structure that clearly states the lines of authority and communication and the responsibilities of its members in conducting the research.

3.3 Research teams must have a head researcher that represents the team in scientific, organisational and management aspects.

3.4 All research team members, especially their head researcher, must help to create a work atmosphere that aids the scientific and personal training of all its members, the development of their skills and the achievement of shared research objectives.

3.5 The University of Zaragoza must foster the professional career of its research staff by providing them with appropriate training for their research tasks and to develop their knowledge and skills throughout their career, including training in research design, implementation and dissemination. This training must be updated when appropriate.

3.6 The University of Zaragoza must ensure the correct education of research staff in training by means of tutorship and supervision provided by qualified mentors to help them with their training and their career.

3.7 Research staff participating in the supervision and training of research staff in training must be aware of their responsibility and dedicate the time and resources necessary to perform this role, based on their availability and with the University of Zaragoza's support.

3.8 Staff performing the role of tutor of research staff in training must facilitate compliance with any obligations they may acquire with funding bodies of their activity, provide access to necessary resources and prevent them from becoming involved in work that is not connected with their training.

3.9 Staff acting as tutors must inform research staff in training of the importance of strictly complying with guidelines set by scientific good practices in their work and of paying special attention to occupational health and safety issues.

3.10 Research staff in training must follow their tutors' guidelines, keep them informed of how their work and initiatives are progressing and perform the tasks they are given, as part of their training objectives, to ensure the smooth functioning of their research team.

4. Research design

4.1 The design of research projects must ensure that the proposed research covers relevant issues and is designed either to provide new information in addition to existing knowledge on the subject in question or to implement new research methods.

4.2 The design and implementation of the proposed study must be presented in detail in a research plan that includes at least the background and justification for the proposal, the work hypothesis, specific objectives, the methodology to be followed, the work plan and the proposed schedule, available and necessary resources, the participating team and the results dissemination plan and how the data will be collected, analysed and managed and, if applicable, ethical and legal aspects and health and safety provisions.

4.3 If the proposed study is to be submitted to a request for proposals, the research plan must comply with all the requirements established in the RFP.

4.4 The research team must ensure its members have all the skills and experience and access to equipment and resources they need to conduct the proposed research and, if necessary, they must collaborate with specialists in the appropriate fields.

4.5 The participation of University of Zaragoza staff in external projects managed by other institutions or companies must be expressly authorised by a University officer.

4.6 Similarly, staff that are not members of the University of Zaragoza and participate in projects managed by the University or conducted in its facilities must have the University's authorisation, in the terms established in University regulations, and also the authorisation of their own institution or company.

4.7 Unless the officer established in current University regulations stipulates otherwise, once a research design has been completed, the researcher responsible for the team will act as the coordinator of the use of the equipment acquired for the project and ensure access to this equipment by the research team members and other researchers at the University of Zaragoza and its joint research centres.

4.8 When applicable due to the characteristics of the equipment, the officer established in current University regulations, or the person the latter delegates, must appoint a person to be responsible.

4.9 When advisable due to circumstances, a rule of use must be drawn up for certain equipment and approved by the officer established in current University regulations.

4.10 Research staff must ensure optimal use of resources and correct maintenance of the equipment they are responsible for.

4.11 The methodologies used must come from sources whose reliability can be verified. If the research involves developing a new method, its development and validation process must form part of the research protocol and the research staff must have evidence demonstrating its reliability.

4.12 If necessary, an agreement must be sought with other teams or organisations to ensure the research is successful. This agreement must always be based on legal formulae and maximum attention must be paid to complying with the terms and conditions agreed for the collaboration, especially concerning industrial and intellectual property, publication and the attribution of authorship, and these issues must be addressed as far in advance as possible.

4.13 With the University of Zaragoza's help, if necessary, research staff must assess the risks of the proposed project to determine whether it needs to be reviewed by an ethics committee, whether there is the possibility of health, safety and wellbeing risks for the research staff and participants, and any other requirement that applies to the research.

4.14 Project amendments must be approved by funding bodies in accordance with the request for proposals or the other parties in the case of research contracts.

4.15 Any amendment to a project with a report by an ethics committee must be notified to that committee so it can issue a new report, if applicable.

4.16 Research staff must inform the University of Zaragoza of the possibility of obtaining results that could be used for illicit purposes so that measures can be taken to minimise any risks.

5. Conflicts of interest

5.1 A conflict of interest is a situation in which a person's private interests, at a personal, professional, financial or any other level, interfere or may be understood as interfering with fulfilling their duties.

5.2 The University of Zaragoza must have a clear and accessible policy to deal with conflicts of interest, which includes the guidelines research staff need to identify and notify them.

5.3 Research staff must be aware of the importance of recognising, notifying and dealing with real, apparent or potential conflicts of interest when preparing, conducting and presenting their research and also when assessing, peer reviewing and advising.

5.4 When dealing with a conflict of interest, it must be decided whether the type and severity of the conflict may compromise the validity or integrity of the research and the most appropriate solution must be sought in each case to prevent bad research practices.

6. Research with humans and human material

6.1 The dignity, rights, safety and wellbeing of participants must be the overriding consideration in any research study. The research must be begun and conducted only if the expected benefits justify any risks involved.

6.2 The University of Zaragoza must provide its research staff with access to an ethics committee capable of resolving ethical issues affecting research with humans and with their samples and of issuing pertinent reports so that the research can be conducted within the legal and ethical framework. Its research staff will facilitate this committee's tasks by providing all necessary information and not hiding any information that may be relevant for the committee's work. Similarly, they must abide by the agreements and follow the guidelines set by the committee.

6.3 The University of Zaragoza and its research staff must ensure that any research with humans, human material or personal data complies with all legal and ethical requirements and any other applicable guidelines, and special attention must be paid when the research includes vulnerable groups.

6.4 University of Zaragoza researchers conducting or collaborating in research with humans or their samples in other countries must comply with the legal and ethical requirements that apply at the University of Zaragoza and the requirements that apply in the countries where the research is taking place. Similarly, organisations with foreign headquarters and with researchers participating in research conducted at the University of Zaragoza must comply with the legal and ethical requirements that apply to the University and to those that apply in their country.

6.5 The University of Zaragoza and its research staff must ensure the confidentiality and security of the data of research participants and of the human material used.

6.6 Research staff must not transfer human material data or samples to other projects or research staff without the authorisation of the participants or the associated ethics committee.

6.7 Besides the measures of the ethics committee appointed by the University of Zaragoza, research including humans or human material samples will also be subject to the regulations and guidelines issued by any other committee working within the ethical framework affecting the University of Zaragoza.

6.8 Research staff conducting research with humans must ensure that participants have appropriately received all the required information to give their consent with full cause awareness and special care must be taken when working with vulnerable groups.

6.9 If during their work research personnel detect that the human participants are subject to unjustified risk or harm or that human samples are not properly handled

or stored, they must inform the appropriate body of the University of Zaragoza, even if the relevant body has viewed the research favourably.

6.10 If the participation of University of Zaragoza students as research or study subjects is planned in a project, the head researcher must ensure appropriate procedures are established to minimise the possibility of improper influence in obtaining the students' consent and to avoid any type of coercion in recruiting them and in their later participation.

6.11 Including students subject to direct academic assessment as research subjects must be avoided unless the experiment or study forms part of their training.

6.12 Student participation as passive subjects in an experiment or study may not involve academic benefits.

7. Collecting and storing data

7.1 The University of Zaragoza and its research staff must comply with all ethical and legal requirements for data collection, use and storage and pay special attention to personal data since legislation concerning the latter must be strictly observed.

7.2 Data used as a basis for publishing research results, including data considered invalid, and the method used must be kept for the legally established period in a manner that enables a third party to verify the published results and discuss them with other researchers while respecting the limitations imposed by legislation and the general principles of confidentiality.

7.3 When there are no specific regulations, the data must be kept for a minimum of five years.

7.4 Special attention must be paid to complying with regulations on data storage in certain disciplines, such as health and biomedicine, as they may be subject to special regulations.

7.5 The University of Zaragoza is the owner of all the data and information from projects implemented in its facilities under the responsibility of its research staff and, when necessary, must have procedures, resources (including physical space) and administrative support to help researchers efficiently keep and store data in an accessible and secure manner.

7.6 The research design must include procedures for collating, analysing, managing, making available and finally destroying data.

7.7 Research staff must collate data precisely, efficiently and in accordance with the planned research design and ensure they are accessible and stored securely. When provided for by regulations, this procedure must be approved by the relevant body.

7.8 The University of Zaragoza has its own data protection rules and representative in accordance with obligatory data protection regulations. For further information, please see the following website: <http://protecciondatos.unizar.es/>

8. Research involving animals

8.1 The University of Zaragoza adheres to the transparency agreement on the use of animals in scientific experiments in Spain, promoted by the COSCE (Confederation of Scientific Societies of Spain).

8.2 The University of Zaragoza must provide its research staff with access to an ethics committee capable of resolving ethical issues affecting research with animals and of issuing pertinent reports so that the research can be conducted within the legal and ethical framework. The research staff will facilitate this committee's tasks by providing all necessary information and not hiding any information that may be relevant for the committee's work. Similarly, they must abide by the agreements and follow the guidelines set by the committee.

8.3 Besides the measures of the ethics committee appointed by the University of Zaragoza, research including the use of animals will also be subject to the regulations and guidelines issued by any other committee working within the ethical framework affecting the University of Zaragoza.

8.4 Research staff of the University of Zaragoza conducting or collaborating in research with animals in other countries must comply with the legal and ethical requirements that apply at the University of Zaragoza and the requirements that apply in the countries where the research is taking place. Similarly, organisations with foreign headquarters and with researchers participating in research conducted at the University of Zaragoza must comply with the legal and ethical requirements that apply to the University and to those that apply in their country.

8.5 If during their work research staff detect that the animals used in the research are subject to unjustified risk or harm, they must inform the appropriate body of the University of Zaragoza, even if the relevant body has viewed the research favourably.

9. Biosecurity

9.1 The University of Zaragoza must provide its research staff with access to an ethics committee capable of resolving ethical issues affecting research with biological agents and genetically modified organisms and issuing pertinent reports so that the research can be conducted within the legal and ethical framework. Its research staff will facilitate this committee's tasks by providing all necessary information and not hiding any information that may be relevant for the committee's work. Similarly, they must abide by the agreements and follow the guidelines set by the committee.

9.2 Besides the measures of the ethics committee appointed by the University of Zaragoza, research including the use of biological agents and genetically modified organisms will also be subject to the regulations and guidelines issued by any other committee working within the ethical framework affecting the University of Zaragoza.

9.3 Research staff of the University of Zaragoza conducting or collaborating in research with biological agents and genetically modified organisms in other countries must comply with the legal and ethical requirements that apply at the University of Zaragoza and the requirements that apply in the countries where the research is taking place. Similarly, organisations with foreign headquarters and with researchers participating in research conducted at the University of Zaragoza must comply with the legal and ethical requirements that apply to the University and to those that apply in their country.

9.4 If during their work with biological agents or genetically modified organisms research staff detect actual or potentially hazardous situations, they must inform the appropriate body of the University of Zaragoza, even if the relevant body has viewed the research favourably.

10. Occupational health and safety

10.1 The University of Zaragoza and its research staff must ensure that all research they are responsible for complies with all the requirements established in regulations and good practice guidelines on occupational health and safety.

10.2 The University of Zaragoza will be responsible for keeping their staff informed, especially staff in training, of occupational health and safety regulations.

10.3 The University of Zaragoza must especially ensure that all research involving a potential risk or harmful material or that may cause environmental damage complies with all legal requirements and other applicable guidelines, and establish protocols that ensure this type of research is subject to appropriate review procedures in accordance with its occupational health and safety policy.

10.4 Research staff must pay special attention to complying with the protocols established by the University of Zaragoza for this type of research and facilitate supervision by management and the occupational health and safety unit; they must observe the outcome of this review and inform University officers of any incident that may be a hazard for human health and the environment and also follow pertinent containment and decontamination protocols to minimise the risk of exposure.

11. Industrial and intellectual property

11.1 The University of Zaragoza and its research staff must ensure compliance with all industrial and intellectual property conditions established by funding bodies. Similarly, special attention must be paid to complying with industrial and intellectual property provisions included in research contracts or agreements.

11.2 Although every research outcome discovered or implemented using public funds must be disseminated to benefit society in general, research staff must ensure that they do not prematurely divulge any results that may be protected by industrial or intellectual property rights, although they must minimise any publication and dissemination delay while waiting for property rights protection.

11.3 Research staff must deal with any issue that may arise concerning industrial and intellectual property and inform the University of Zaragoza's OTRI (Research Results Transfer Office) so that it can exercise their rights and keep all the members of the research team informed.

12. Supervision and auditing

12.1 The University of Zaragoza may supervise and audit research projects it is responsible for and any other projects implemented on its premises due to an agreement or any other process to ensure they are conducted in accordance with applicable legal and ethical requirements.

12.2 The University of Zaragoza must ensure that the staff responsible for supervisions and audits have sufficient training, resources and support to perform this role.

12.3 Research staff must cooperate in the supervision and auditing of their research projects by appropriate bodies and in any resulting actions these bodies deem necessary. They must also inform the relevant body of any deficiency detected in this regard.

12.4 The University of Zaragoza and its research staff must ensure compliance with the economic terms and conditions applicable to any grant or contract related to the research in accordance with the regulations and procedures established by the associated management units.

12.5 The University of Zaragoza must regulate the purchase or acquisition of materials, equipment or other resources for the research and the hiring of staff to perform projects, all without prejudice to compliance with superior legislation and regulations that may apply. These regulations will establish the ownership of the resources and the rights of the researchers using them, as well as supervision procedures and economic oversight of research projects.

12.6 Research staff must comply with the guidelines established by the University for the economic management of research projects, they must facilitate economic monitoring and supervision and notify University managers of any questions or irregularities they know about as soon as they become aware of them.

13. Assessment, peer review and advice

13.1 Research staff of the University of Zaragoza must be aware that peer review is an essential part of the publication and dissemination of research results, of the assessment of personal requests for grants for research and of the ethical review of research projects.

13.2 Research staff conducting a peer review must do so with the highest standards of rigour and objectivity and must at all times follow the guidelines received from the entity they are performing the review for. Researchers must reject assessment or review assignments if they feel they are not competent enough to perform them.

13.3 Research staff must maintain confidentiality and not keep or copy any material they review without the express written consent of the entity requesting the review. They must not use, nor allow others to use, the information they review without the authors' express authorisation.

13.4 Research staff acting as reviewers must declare any possible conflict of interest.

13.5 If reviewers detect or suspect possible bad practice in the research submitted for assessment, they must confidentially inform the entity requesting the review.

13.6 The University of Zaragoza encourages its research staff to participate in review tasks for meetings, journals and other publications, grant requests and the ethical review of research proposals. It also recognises the obligation of review participants to act exhaustively, objectively and confidentially and it undertakes not to put any direct or indirect pressure on reviewers to fail to comply with these obligations, and to support them if third parties attempt to do this.

13.7 Research staff may provide advice on subjects they are specifically versed in. When giving the advice, they must ensure they acknowledge the sources they use and provide the most up-to-date information.

13.8 Acceptance of advice must be notified to the relevant authorities of the University of Zaragoza, which will regulate it by means of an agreement or contract, if deemed necessary.

14. Publication and authorship

14.1 University of Zaragoza research staff must accept their obligation to publish and disseminate the results of their research orally and in writing in a precise manner without any manipulation that could lead to deceitful conclusions, including those that contradict posited hypotheses.

14.2 Research staff must not unjustifiably delay the publication of research results obtained with public funding unless this is required by the legal protection of these results.

14.3 Sponsors and funders of research conducted at the University of Zaragoza must respect the research staff's duty to publish their research results and not attempt to inappropriately influence the presentation or interpretation of the results. University officers must be notified of any incident in this regard.

14.4 Research staff must be aware that it is unacceptable to submit research results for publication to more than one potential editor at a time or to publish them in more than one publication without appropriate acknowledgement of previous publications.

14.5 Fragmented publication of parts of the same study must be avoided except for reasons of length or at the editors' request.

14.6 If errors are detected in the content of any publication, authors must notify these errors in same-level publications and the publication must be retracted as a whole in the event of serious errors.

14.7 The University of Zaragoza must provide research staff with training and support to facilitate the publication and dissemination of their results, with particular emphasis placed on issues such as confidentiality, intellectual property, contract or legal obligations, outcomes of special interest for public health and subjects of special interest for the media or the general public.

14.8 All potentially affected research staff must be aware of all publication and authorship decisions, which must be agreed jointly.

14.9 Authorship must be limited to the contributors and collaborators that have made a significant intellectual or practical contribution to the work, and considering a person as an author based on their hierarchical position or work relationship is unacceptable. Research staff must realise that any person stated as an author must assume responsibility for the publication and be able to identify their contribution.

14.10 No one meeting authorship criteria must be excluded from the presentation of the results.

14.11 The order of authors must follow accepted guidelines in the relevant discipline and all authors must know this order in advance. The signature order

must make it possible to recognise and distinguish the authors that have made the most significant effort in the research and the person supervising and/or who has the ultimate responsibility in the research protocol.

14.12 Research staff from the University of Zaragoza are obliged to include the name of this institution in their particulars. Outside research staff must follow current regulations at the University of Zaragoza and the guidelines agreed with their organisation, if applicable.

14.13 The work of all contributors that do not meet the authorship criteria must be recognised in an acknowledgements section in the publication, unless they expressly request not to be included. Similarly, all research funders and sponsors must be clearly acknowledged in the publication of the research results, unless they expressly request not to be included.

14.14 Research staff must include references to all previous studies used in their research. If they refer to partial procedures or information that have not been published on their own, by people not responsible for the studies were they are used, permission must be sought from their authors and they must only be used once permission is granted and express mention must be made of this situation in the publication they may result in.

14.15 Research staff must comply with the regulations drawn up by the University of Zaragoza on the publication of their research results in open-access repositories and any other regulations the University has adhered to or which apply to it in relation to this issue.

14.16 Research staff must declare potential or real conflicts of interest relating to the research when their research results are made public.

14.17 As a knowledge generator and transferor, research staff must help disseminate their research results and inform society so they can contribute to the general public's cultural progress, spread knowledge and justify the resources used for their research to society.

15. Bad research practice

15.1 The University of Zaragoza considers the following to be bad research practice:

- a) Inventing results.
- b) Falsifying results.
- c) False declarations of data, interests or participation.
- d) Inappropriate spending of R&D&I funds.
- e) False proof of project/contract expenses.
- f) Plagiarism.
- g) Unjustified non-publication of results.
- h) Duplicate or unnecessarily fragmented publication.
- i) Deliberate omission of reference to other relevant studies.
- j) Inclusion of honorary or unjustified references.
- k) The use of incorrect procedures that may involve an excessive or unjustified risk or harm to humans, animals used in the research or the environment.
- l) Inappropriate use of individuals' privileged or private information collated during the research.
- m) In general, any action that is contrary to the content of this Code of Good Research Practices.

15.2 The University of Zaragoza must have a procedure to investigate both internal and external reports of bad research practice and ensure that the staff responsible for the investigation have the training, resources and support they need to fulfil their role.

15.3 Detecting and eliminating bad research practices must form part of the policy of the University of Zaragoza and its research staff must collaborate with the University for this purpose and report any suspicion of bad practice to the relevant body.