

Royal Northern College of Music

Ethics Framework

Policy & Procedure

Department: Institutional

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Approval Committee: Board of Governors

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RNCM



ROYAL NORTHERN
COLLEGE *of* MUSIC

1. Guiding principles and values

1.1 The Royal Northern College of Music is committed to the highest standards of ethical conduct in all of its activities. Each member of the RNCM community, staff (including emeritus and visiting staff), students, members of the Board of Governors and other RNCM committees, has a responsibility to act ethically and in accordance with the Nolan Committee's principles for public life: *Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership*.

1.2 The RNCM and its predecessor institutions have recognised and acted upon the importance of ethical values. The values, which guide its approach to ethics, are embedded within the RNCM's Instrument and Articles of Government, Regulations, Codes of Practice and Policies ("RNCM Legislation").

1.3 RNCM Legislation encompasses well-established ethical policies and procedures relating to its core activities of teaching, research, performance, knowledge transfer, fundraising, investments and procurement. These are kept under regular review.

1.4 The RNCM:

- strives to be a socially responsible organisation with high ethical standards and a tolerant, liberal, open-minded community;
- has a zero tolerance policy to ethical breaches and expects its staff, students, governors and partners to adopt the highest standards of professional integrity, giving appropriate consideration to the ethical, social and environmental implications of all its activities;
- recognises that integrity and high standards are of central importance to its commitment to research and performance, and it is the responsibility of all members of its research and performance community to maintain professional standards by questioning their own findings, recording their results/outcomes truthfully, and attributing the contribution of others honestly;
- expects that all its decision-making processes and activities will be informed by proper consideration of their ethical, social and environmental impacts;
- expects all staff, students and governors to act according to its ethical values and principles. Unethical practice of any sort will normally result in disciplinary action;
- promotes fair and equitable employment practice that is consistently applied;
- promotes the health, safety, well-being and security of all staff and students.

2. Purpose and use of the Ethics Framework

This Framework is designed to provide an accessible, overarching guide to ethical and professional conduct which is grounded in six core activities: learning and teaching, research, fundraising and gifts, partnerships, finance (investments and procurement), and social responsibility and engagement. The Framework outlines the approach for each of these areas and gives links to more detailed information, including: related policies, procedures, guidance documents, and points of contact for initial enquiries.

3. Corporate responsibility for ethics

3.1 The RNCM Board of Governors has corporate responsibility for the approval and development of the RNCM's institutional Framework of Ethics. In approving such a Framework, the Board furthers the RNCM's aim to strive for the highest standards of professional integrity.

3.2 The Executive Committee demonstrates leadership in professional standards of conduct and ethical behaviour.

3.3 Corporate responsibility for addressing the ethical, social and environmental issues arising from learning, teaching, research and institutional practice is discharged by key committees or officers, including:

- learning, teaching and research by Academic Board, with recommendations from the Research Committee and the Learning and Teaching Committee;
- development and delivery of the Strategic Plan, policies and procedures by the Executive Committee;
- ethical investment by the Investment Sub-Committee reporting to Finance Committee;
- business ethics by the Audit Committee/Finance Committee reporting to Board of Governors;
- personal and professional relationships by the Head of Human Resources reporting to the Executive Committee;
- ethical purchasing by the Deputy Director of Finance (Financial Services) reporting to the Audit Committee;
- environmental audit by the Head of Operations reporting to the Executive Committee.

3.4 All formal committees of the RNCM, in discharging their routine business, will seek to raise awareness of ethical considerations and to disseminate best practice appropriate to their terms of reference.

4. How to determine if something is unethical

4.1 In addition to the processes outlined in this Framework, every member of the RNCM is expected to act with integrity in their work. Good ethical conduct is not an isolated response to a specific problem but the process of making appropriate choices from day-to-day. When dealing with a situation with ethical implications individuals should consider the following questions and guidance:

- Is this within the law?
- Is this fair and equitable?
- Am I acting with integrity?
- Who will be affected by these actions and what could go wrong?
- Whose interests are being served here/who benefits?
- Am I confident that my decision is the correct action?
- How acceptable is this for a member of a higher education institution?
- How will it look to the general public?
- Could I justify my behaviour if asked?

4.2 Another perspective can often help to determine the way forward. If in doubt, individuals should contact their line manager, Head of School/Department or the Deputy Principal /Vice Principals to discuss the situation.

4.3 Does the person making the decision have the appropriate authority or expertise? It is not feasible for an individual to be an expert in every single field of activity. Please check this Framework and the RNCM's website to see if there is a specific policy or guidance that relates to the specific concern or issue. It should not be assumed that there is no policy in place. Where a policy does exist, and further clarification is required, please direct the enquiry to the appropriate contact specified in the policy document.

5. Other sources of help and advice on ethical issues

5.1 Where an individual discovers information which they believe shows malpractice, impropriety or wrongdoing within the RNCM, then disclosure of this information should not be jeopardised by any fear of reprisals, provided it is made lawfully, without malice and in the public interest. Indeed, it is hoped that malpractice itself will be discouraged by the protection given to those who disclose information that is genuinely in the public interest.

5.2 All concerns will be treated sensitively and in the strictest confidence. Anyone coming forward maybe reassured that they are doing the right thing and helping to make the RNCM a stronger and more effective organisation.

5.3 Various channels exist through which members of the RNCM can raise ethical concerns or seek advice (see section 12 below), for example:

Deputy Principal

Vice Principal (Academic)

Vice Principal (Operations)

Vice Principal (Performance)

Clerk to the Board of Governors

Line manager

Head of Human Resources

Heads of Schools/Departments

Principal Study Tutor

Staff and student representatives including the recognised Trade Unions and the President of the Students' Union.

6. Learning and teaching

6.1 The RNCM will maintain the highest standards of academic integrity, including fair admissions, learning and assessment for students. The Academic Board is granted authority under the Articles of Government for regulating teaching and assessment, including examining and the award of RNCM qualifications. In practice, detailed ethical aspects of teaching are delegated to other RNCM committees, notably Learning and Teaching Committee. The senior member of RNCM staff responsible for ethical matters in learning and teaching is the Vice Principal (Academic).

6.2 The RNCM is committed to an inclusive learning environment that enables students to reach their full potential. This accords with the duties under the Equality Act 2010 to treat students, staff and visitors to the RNCM with dignity and respect, not to unlawfully discriminate as set out in the Equality Act, and to promote good relations and equal opportunities.

6.3 Students are accepted on academic merit regardless of their personal characteristics or circumstances and of their opinions lawfully expressed. The Academic Board has overall responsibility for ensuring fair access to the RNCM.

6.4 The RNCM is committed to excellent scholarship on the basis of academic integrity, honesty and respect for the intellectual activity of others. Education is supported by the work of the Academic Quality Committee and the Learning and Teaching Committee, which report to Academic Board. The ethical aspects of programmes are considered as part of the programme approval process.

6.5 Students' academic progression is based on academic achievement. Student scholastic work is expected to demonstrate a level of independent thought and the provision of clear referencing to all sources consulted. The RNCM reserves the right to use all legitimate means at its disposal to detect plagiarism wherever it arises and to take the appropriate action in response to the identification of any misconduct.

7. Research

7.1 The RNCM expects all members of staff and students to observe the highest ethical and professional standards in their research and are committed to ensuring that all researchers should be able to pursue their work in an atmosphere free from prejudice and harassment.

7.2 The RNCM has a policy on Good Research Conduct which prescribes standards of work and conduct expected by all persons engaged in research. The Policy also outlines the process for managing allegations of research misconduct, including falsification, fabrication, plagiarism, collusion and other forms of academic misconduct including inappropriate authorship or lack of authorial recognition.

7.3 All individuals engaged in research staff must be honest, accountable and lawful in respect of their own research as well as that of their students and others working with them on research. Responsible ethical conduct is expected in all aspects of research including applying for funding, experimental design, generating and analysing data, using equipment and facilities, publishing results, and acknowledging the direct and indirect contribution of colleagues, collaborators and others. The core elements of research integrity are:

- *Honesty* in all aspects of research;
- *Rigour* in performing research and using appropriate methods;
- *Transparency and open communication* in declaring conflicts of interest, in the reporting of research data, in making research findings widely available and in presenting work to others;
- *Care and respect* for all participants in and subjects of research.

7.4 The Research Ethics Committee considers and approves proposals for research projects involving other people ("human participation") or databases of personal information, carried out by RNCM staff and postgraduate students, on College premises and elsewhere. It also considers and approves proposals for research projects carried out by external researchers on College premises or involving College students and/or staff, even where such projects are funded externally and have been approved by external bodies.

8. Partnerships

8.1 The RNCM carefully scrutinises, and where appropriate, approves academic collaborations with other Higher Education Institutions, professional bodies or organisations which support the RNCM's strategic aims, bring benefits to those involved and are not discriminatory. Appropriate due diligence is undertaken to ensure that partners are of an equivalent quality standard.

8.2 The RNCM has significant international activity including partnerships, exchanges, student recruitment, and specific projects. The RNCM will undertake all such activities with appropriate scrutiny, ensuring that fair and accountable standards are understood and applied. Appropriate contracts, including standards of conduct in business, are in place where agents or ambassadors are used in the pursuit of RNCM activity.

9. Fundraising and gifts

9.1 All gifts should be compatible with the mission of the College and of its strategic priorities as well as in compliance with current UK treasury regulations and UK, European and international laws. The senior member of RNCM staff responsible for ethical matters in fundraising and gifts is the Director of Development.

9.2 All gifts to the RNCM should be directed and processed by the Development Department. All potential donors and donations, regardless of the potential gift amount, should be discussed with the Director of Development or their nominee at the earliest possible stage and before any donation is accepted. Potential reputational risks resulting from negative public perception will be considered.

9.3 The RNCM will take all reasonable steps to ensure that it is aware of the source of funding for each gift and has processes in place to satisfy itself that the funds do not derive from activity that was or is illegal, or runs counter to the core values of impartial, independent research scholarship and teaching. Due diligence will be undertaken where appropriate.

9.4 All donations will be used to support the educational mission of the RNCM. The RNCM is required to comply with charity law, and to act within its objects for the advancement of education (which includes matters such as research, knowledge advancement and dissemination, and scholarships).

9.5 Donations from unidentifiable sources will not be accepted by the RNCM.

9.6 The RNCM will use best endeavours to respond to donor's requests in terms of the mode, frequency and availability of information from the RNCM. Any donor records maintained by the RNCM are kept confidential to the greatest extent possible. Donors have the right to see their own donor record, and to challenge its accuracy. The RNCM will not sell either its donor or alumni lists.

9.7 Donors accept that the management, and governance of programme and/or activities funded through philanthropy, rests solely with the RNCM.

10. Finance (investment and procurement)

10.1 The RNCM aims to develop relationships with its suppliers, contractors and other partners based on honesty, fairness and mutual trust.

10.2 Members of staff or others with budgetary or other significant authority must take proper account of any conflict of interest that may arise from their position within the RNCM on the one hand, and membership of or connection with other bodies and individuals outside the RNCM on the other.

10.3 No member of staff or member of the Board of Governors may give or accept money, gifts or hospitality of significant value (over £50) or anything else which could be construed as being intended as a bribe to or from a student, supplier, business partner or other party.

10.4 The RNCM will aim to ensure a satisfactory return on investment in order to financially support its aims and objectives. Appropriate ethical investment guidelines will be agreed between members of the Investment Sub-Committee of the Finance Committee and external managers of RNCM investment funds. Compliance with such guidelines will be regularly monitored.

11. Social responsibility and engagement

11.1 The RNCM will maintain strong connections with its professional, alumni, community and stakeholder networks — in Manchester, regionally, nationally and internationally — to enhance the impact of its work. It will continually develop the quality and breadth of its partnership activities in a collaborative spirit.

11.2 The RNCM will offer community access for all those who have the potential to benefit from high quality musical and educational experiences, and will attract new audiences through a responsive and innovative performance programme. An extensive range of international artistic, educational and business partnerships will extend its reach at a global level.

11.3 It will have an influential voice in policy-making through its position among key national and international bodies concerned with music education and performance.

11.4 Its spirit of engagement will foster a sense of social responsibility throughout the RNCM community.

12. Related documents

Policies forming a part of the Ethics Framework:

- Access Agreement
- Anti-fraud
- Bribery
- Collaborative Provision and Professional Partnerships
- Conflict of Interest
- Equality and Diversity
- Ethical Fundraising and Gift Acceptance
- Good Research Conduct
- Public Interest Disclosure
- RNCM Code of Practice on Freedom of Speech
- Student Conduct and Discipline

Other related policies and regulations:

- Academic Malpractice
- Academic Regulations
- Child Protection
- Data Protection
- Disclosure and Barring
- Financial Regulations
- Freedom of Information
- IT Policy
- Staff Disciplinary
- Staff Grievance
- Staff Recruitment and Selection
- Student Charter
- Investment and Treasury Management