

# The University of Reading Ethics Framework

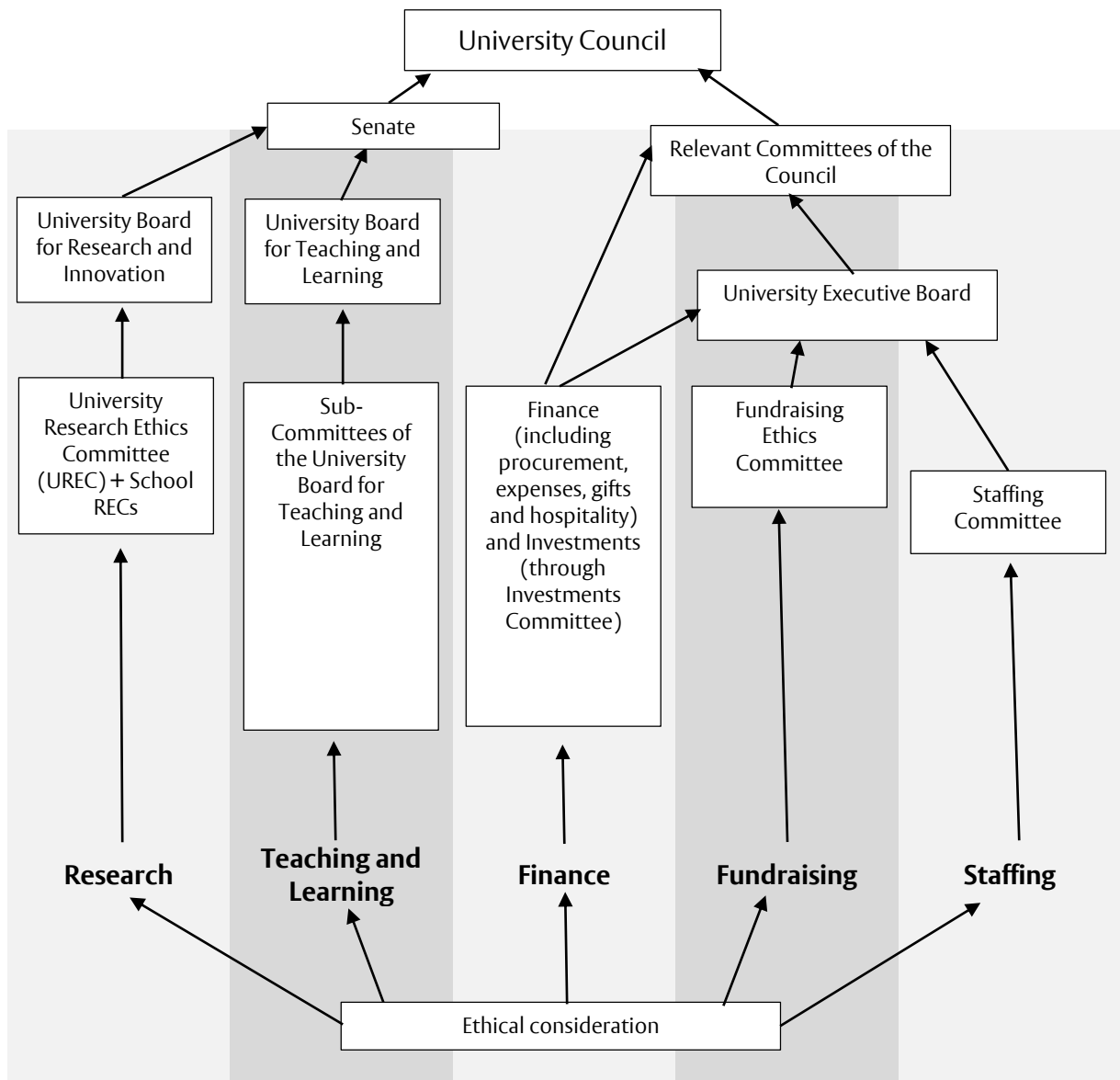
## 1. Introduction

The purpose of this document is to provide guidance to members of the University on the ethical framework and processes through which the University seeks to undertake its activities. The University of Reading is committed to the highest standards of ethical conduct in all our activities. These standards ensure that we act at all times in accordance with the Nolan Committee's 'Principles of Public Life' – *selflessness, integrity, objectivity, accountability, openness, honesty and leadership*. The policies and procedures outlined in this Framework comply with, and underline the University's commitment to the Committee of University Chairs 'Higher Education Code of Governance'.

The Framework applies to all Members of the University as defined by the [Charter](#).

The University has in place detailed [policies and procedures](#) which, across the areas of research, teaching and learning, finance, fundraising and staffing, ensure that legislative and regulatory requirements are met. By adhering to these policies, members of the University are guided to act *ethically* – in line with the accepted standards of behaviour in public life and in the interests of the institution.

The Framework is ultimately overseen by the University Council, but within each of the five areas, responsibility for procedures and for detailed consideration of ethical matters rests with the University Committees, Sub-committees and Departments shown below:



## 2. Research

- i. The Senate, under the chairmanship of the Vice-Chancellor, is the primary body with responsibility for academic matters, which includes ethical aspects of academic policies and procedures.
- ii. The University Board for Research and Innovation, under the chairmanship of the Pro-Vice-Chancellor (Research), is the body with responsibility for considering all issues related to research governance, including research ethics, and where necessary or appropriate, making recommendations or report to the Senate.

- iii. All aspects of research governance, including considerations of ethical matters, are covered in the [University Code of Good Practice in Research](#) (UCOGPR). Detailed guidance is offered in respect of research involving human subjects in Section 3.7. Responsibility for assessing the ethical propriety of all University research involving human subjects, samples or data rests with the [Research Ethics Committee](#), established by the Council.
- iv. Section 3.8 of the UCOGPR provides guidance on the legal and ethical framework, together with the University's procedures, in relation to research with animals.

### **3. Teaching and Learning**

- i. The Senate, under the chairmanship of the Vice-Chancellor, is the primary body with responsibility for academic matters, which includes ethical aspects of academic policies and procedures.
- ii. The University Board for Teaching and Learning (UBTL), under the chairmanship of the Pro-Vice-Chancellor (Teaching and Learning), is the primary body with responsibility for all ethical issues related to teaching and learning across the University, including the areas of: fair admissions; academic quality and progression; student feedback and representation; careers and employability; student experience and student achievement; widening participation; teaching enhancement. UBTL where necessary or appropriate, will make recommendations or report to the Senate on ethical matters to do with teaching and learning.
- iii. Implementation of relevant [Policies and Procedures for Teaching and Learning](#) is undertaken by staff in Schools and Directorates and overseen by a number of Committees and Sub Committees reporting in to UBTL.

### **4. Finance**

- i. The Strategy and Finance Committee, under the chairmanship of the President of the Council, is the primary governing body on behalf of Council with responsibility for the financial dealings of the University.

- ii. The University Executive Board, under the chairmanship of the Vice-Chancellor, is the primary management board with responsibility for the financial dealings of the University.
- iii. The Investments Committee of the University of Reading is responsible for setting and monitoring the [investment policy](#) of the University's managed endowed funds and for the appointment of investment managers. The Investments Committee is a sub-committee of the Strategy and Finance Committee. The University expects its investment managers to take account of social, environmental and ethical considerations in the selection, retention and realisation of investment.
- iv. The Procurement Office oversees the implementation of the University's [procurement policy](#), ensuring that expenditure of University funds on goods and services takes place with the highest levels of probity, ethical propriety and transparency.
- v. Members of the University must at all times conduct business without the use of corrupt practices or acts of bribery. [Financial policies and procedures](#) and, specifically, the [Expenses and Hospitality policy](#) give clear guidance on appropriate procedures and behaviours.
- vi. Members of the University are required to recognise and declare and manage associations and activities that might give rise to conflicts of interest. Such declarations are retained on the University's [Register of Interests](#).

## **5. Fundraising and gifts**

- i. The Strategy and Finance Committee, under the chairmanship of the President of the Council, is the primary governing body on behalf of the Council with responsibility for all issues related to the financial dealings of the University including the areas of fund-raising and gifts.
- ii. The University Executive Board, under the chairmanship of the Vice-Chancellor, is the primary management body with responsibility for all issues related to fund-raising and gifts.
- iii. All aspects of the governance of fundraising and gifts to the University are overseen by the Director of the Campaigns and Supporter Engagement Office.

Where necessary, the ethical propriety of proposed donations to the University are considered by the Fundraising Ethics Committee.

## 6. Staffing

- i. The Remuneration Committee, under the Chairmanship of a Vice-President of Council, is the primary governing body on behalf of the Council with responsibility for consideration of employment matters including but not limited to the remuneration of senior staff of the University.
- ii. The University Executive Board, under the chairmanship of the Vice-Chancellor, is the primary management body with responsibility for all issues related to staffing and employment.
- iii. The principles of the University's ethical policies in relation to staffing and employment are encapsulated in the [Values and Behaviours](#) strategy, to which all staff are expected to adhere. Implementation of the policies and procedures to deliver this strategy is undertaken by Human Resources and overseen by the Staffing Committee.

## 7. Governance of the Ethical Framework

- i. Changes to the University's Ethical Framework will be brought by the University Secretary to the University Executive Board as necessary, which in turn will make recommendations to the Appointments and Governance Committee in its role on behalf of the Council as the primary governing body with responsibility for matters of governance.
- ii. Policies to which reference is made in the Ethical Framework will be approved as set out in the University's statement on policies.
- iii. The Audit Committee will from time to time if it so determines review any aspect of the University's Ethical Framework or any aspect to which the Ethical Framework refers.

Keeper	Reviewed	Approved by	Approval date
University Secretary	Annually	Appointments and Governance Committee	2 February 2016