

Memorandum of Understanding (MOU)

between Student Conduct & Appeals (SC&A) and the Research Integrity Office (RIO) at King's College London

The following MOU sets out the expectations and responsibilities of the SC&A team and RIO when sharing data as required to meet the terms and conditions of external funders and to ensure complaints are managed by the appropriate team. There is an equivalent agreement between HR and RIO.¹

As outlined in the relevant procedures, SC&A will manage complaints related to research conduct concerns in assessed student material and RIO will manage complaints related to research conduct concerns in non-assessed student research material and research carried out by staff.

Reporting formal cases of bullying, harassment, harm, abuse or discrimination to funders

When a formal investigation into bullying, harassment, harm, abuse or discrimination commences under the [Non-Academic Misconduct Policy](#), where a student is the reported party and where the student is funded by an external research funding source, SC&A will inform RIO, via a proforma, of the details of the case. If SC&A are uncertain whether the student is currently funded by an external research funding source, they will first check with RIO. If the funders terms and conditions are unclear

¹ [Memorandum of Understanding between RIO and HR](#)

as to the level of detail they require, RIO will first seek clarification from the funder without sharing any identifiable details.

If the reported student is currently funded by external funding or is named in any pending grant submissions, RIO will confirm the funder requirements for notification. If notification is required at the outset of the investigation, RIO will communicate the necessary details to the funder. SC&A will provide the appropriate information to RIO to enable such notification. Should there be a requirement for notification to a funding body at a later stage in the process, for example if the allegation is upheld, RIO will inform SC&A. SC&A will ensure that RIO is updated at the appropriate time to enable timely notification.

Funders may also require information about students where they are reporting an issue but in the case of students raising complaints against other students, this will be covered by the process above and where students raise complaints against staff members, this will be covered by the MoU between RIO and HR

For formal investigations, it may be necessary for RIO to additionally communicate information about the case to Research Grants and Contracts as detailed in the Pre-Award Reporting SOP.

Research conduct concerns arising from SC&A investigations where RIO may need to be notified

Whilst managing informal and formal complaints under both the [Academic](#) and [Non-Academic Misconduct](#) policies, issues that relate to non-assessed research material may arise².

Should any such issues be brought to the attention of SC&A, it is essential that RIO is notified to allow for appropriate guidance and management. SC&A will advise the complainant to raise the relevant aspect of their complaint with RIO, or, with the consent of the complainant, SC&A will write to RIO with the relevant details with the complainant in cc. If SC&A are unsure if the concerns fall under RIO's remit, they will first check with RIO without sharing identifiable information.

Any matters of potential research misconduct, where it does not relate to student assessed material, must not be handled by SC&A or locally by Faculties.

² Examples of research misconduct are outlined in paragraph 3.1 of the [Procedure for investigating and resolving allegations of research misconduct](#) (the 'Procedure').

SC&A should also share details about upheld Academic Misconduct cases with RIO where further actions may be required to correct or prevent further harm to the research record.

Student conduct concerns arising from RIO investigations where SC&A may need to be notified

Whilst managing formal and informal allegations of research misconduct, issues related to student conduct both academic (assessed student material) and non-academic may arise. RIO will advise the initiator to raise the relevant aspect of their initiator with SC&A, or, with the consent of the initiator, RIO will write to SC&A with the relevant details with the initiator in cc. If RIO are unsure if the concerns fall under SC&A's remit, they will first check with SC&A without sharing identifiable information.

Support for students raising research conduct concerns or who are subject to research conduct complaints

Whilst managing formal and informal allegations of research misconduct that involve students, information may need to be shared with Student Support and Wellbeing Services and the relevant Faculty to ensure wellbeing concerns are adequately addressed.

Further information

It may be possible for an investigation into allegations of research misconduct to run concurrent to an investigation into allegations of bullying and harassment. However, it may be determined by the Responsible Officer for research misconduct, or the Responsible Officer for bullying and harassment that one investigation should be concluded prior to the commencement of the other. This will be determined on a case-by-case basis, with risk assessments informing decisions on how parallel processes are managed

For any queries about this Memorandum of Understanding, please contact RIO (research-integrity@kcl.ac.uk).