Template: annual statement on research integrity

If you have any questions about this template, please contact: RIsecretariat@universitiesuk.ac.uk.

Section 1: Key contact information

Question	Response
1A. Name of organisation	Trinity Laban Conservatoire of Music and Dance
1B. Type of organisation: **higher education institution/industry/independent research performing organisation/other (please state)**	Conservatoire
1C. Date statement approved by governing body (DD/MM/YY)	To be announced
1D. Web address of organisation's research integrity page (if applicable)	https://www.trinitylaban.ac.uk/research-and-knowledge-exchange/research-ethics/
1E. Named senior member of staff to oversee research integrity	Name: Professor Jonathan Clark, Head of Research and Knowledge Exchange
	Email address: j.clark@trinitylaban.ac.uk
1F. Named member of staff who will act as a first point of contact for anyone wanting more information on matters of research integrity	Name: Sara Pay, Research Administrator
	Email address: S.Pay@trinitylaban.ac.uk

Section 2: Promoting high standards of research integrity and positive research culture. Description of actions and activities undertaken

2A. Description of current systems and culture

Please describe how the organisation maintains high standards of research integrity and promotes positive research culture. It should include information on the support provided to researchers to understand standards, values and behaviours, such as training, support and guidance for researchers at different career stages/ disciplines. You may find it helpful to consider the following broad headings:

- Policies and systems

- Communications and engagement

- Culture, development and leadership

- Monitoring and reporting

This statement related to AY23-24. Trinity Laban Conservatoire of Music and Dance (TL) became a signatory, as a member of Conservatoires UK (CUK), to the Concordat to Support Research Integrity in 2019. Research integrity is supported by policies embedded in several different institutional documents. The TL Research Plan 2020-25 commits to providing a spectrum of 'research-active' status across the staff body and providing a mentoring scheme for research-active staff and ECRs. Elsewhere, the TL Research Ethics Policy supports principles of diverse and open research, and stresses ethical conduct and integrity in all research activity. This same policy underpins the principles of the Concordat and offers guidance on the process for requesting ethics approval from the TL Research Ethics Committee (REC) for research projects involving TL staff and students, and signposts to the CUK Research Ethics Committee, which handles ethical approval for cross-institutional projects.

The TL Equality and Diversity Policy (https://www.trinitylaban.ac.uk/about-us/policies-procedures/equality-diversity-inclusion/) lays out the values and principles Trinity Laban is committed to, including creating a culture in which diversity and equality are embedded and in which discrimination is not tolerated. The Research Degrees Handbook (https://www.trinitylaban.ac.uk/courses/research-degree-programme/), which is

updated annually, details the supervisory arrangements training and support offered to research students, both within- and beyond the institution at our validating partner, City St George's. It also highlights the importance of research ethics and the processes that students must follow to seek ethical approval. The TL Sustainability and Environment Policy (https://www.trinitylaban.ac.uk/about-us/policies-procedures/sustainability-environment/) sets out the institutional strategy to minimise TL's environmental impact across all areas of operation, and sets out the emerging plan to transition to net zero

The TL Data Policies (https://www.trinitylaban.ac.uk/about-us/policies-procedures/data-policies-and-subject-rights/) ensures that data retention across the institution's different departments is managed according to best practice and in line with government legislation, including GDPR; a new Research Data Management Policy is in development (see below). The TL Staff Disciplinary Procedure (https://reportandsupport.trinitylaban.ac.uk/support/trinity-laban-policies-and-procedures) contains signposting to the investigation of reported cases of research misconduct. Any staff member or student may report suspected cases of misconduct according to the guidance offered in the TL Whistleblowing Policy and Procedure (https://reportandsupport.trinitylaban.ac.uk/support/trinity-laban-policies-and-procedures) . These provisions are backed up by a number of policy documents which afford the anonymous reporting of any concerning behaviour by a student or member of staff. The implementation of these policies in relation to research is the responsibility of several committees and administrative positions.

The Knowledge Exchange and Public Engagement Board is attended by a representative cross-section of researchers and public engagement staff across the institution and covers ethical behaviour and polices pertaining to TL's community and external stakeholders. The Research Degree Programme Committee is attended by a representative selection of staff involved in Level 8 supervision plus the RDP Student Representative. It monitors student progress and is a primary forum for doctoral student feedback. The Research Ethics Committee considers applications for ethical approval for both student and staff research projects, and guides policy on wider matters of research ethics. The TL Research Board is responsible for all matters relating to staff research, including REF strategy, research funding, and TL research initiatives.

The Head of Research and Knowledge Exchange, leads on strategy and governance for research and research degrees across the institution. He chairs the Knowledge Exchange and Public Engagement Board, Research Degree Programme Committee, Research Board and Research Ethics Committee. The Head of Planning supports the Head of Research and Knowledge Exchange in matters pertaining to knowledge exchange and public engagement strategy and has primary responsibility for data

reporting in these areas. Institutional library representatives support TL's research repository Trinity Laban Research Online (TLRO) and liaise with the Head of Research and Knowledge Exchange in revising and updating the institution's policies on open-access, including REF open-access requirements, and research data management. The Research Administrator assists the Head of Research and Knowledge Exchange in terms of data collection, research department communications, the monitoring of internal and external research and knowledge exchange funding allocations, liaising with external stakeholders, planning conferences and events, and serves as Secretary to the Research Board, Research Degrees Programme Committee, and Research Ethics Committee.

2B. Changes and developments during the period under review

Please provide an update on any changes made during the period, such as new initiatives, training, developments, also ongoing changes that are still underway. Drawing on Commitment 3 of the Concordat, please note any new or revised policies, practices and procedures to support researchers; training on research ethics and research integrity; training and mentoring opportunities to support the development of researchers' skills throughout their careers.

Academic year 2023/24 brought several changes and developments to research policies and procedures at TL. The five-yearly Revalidation Board with our validator, City St George's, took place within this AY, which afforded an extensive review of all aspects of the TL RDP programme. The revalidation committee received feedback from current TL RDP students, supervisors and was supplemented by two external advisors, who together with the City and St George's validation team, all of which were implemented and approved at the City St George's/Trinity Laban Course Board in late 2023. The TL RDP Research Training Programme for RDP students has since expanded its weekly sessions, including sessions devoted to Professional Development, a Researcher Development Framework (modelled on Vitae CUK provision), the TL Research Seminar Series, and the Parallax Series for creative-practice events.

Research ethics, including sessions on plagiarism, has received augmentation within the RDP Research Training Programme with all RDP students working with human participants mandated to submit an ethics proposal to the TL REC. Training for TL RDP supervisors in the last year has included both 1-1 sessions with the Head of Research and Knowledge Exchange, as well as a renewed iteration of the TL Supervising Research Students module, a series of five workshops dedicated to best practice in Level 8 supervision. The TL Research Degree Programme

Committee continues to collect and scrutinise Annual Reports for TL RDP students, which includes a section on research ethics, ensuring that students are aware of TL ethical research requirements. Since AY 23-24, TL has also been a subscriber, through a consortium of other CUK institutions, to the UK Research Integrity Office (UKRIO) which provides professional third-party training for TL staff on research ethics and research integrity (https://ukrio.org/news/ukrio-to-launch-new-research-integrity-online-training-course-in-spring-2025/).

The Head of Research and Knowledge Exchange, in consultation with the TL Research Board, is currently leading on a supplement to the TL Data Policies documentation regarding Research Data Retention, underscoring TL's institutional commitment to research integrity and open data. TL continues to be represented at the CUK Research and Knowledge Exchange forum, which provides TL research with access to best practice exemplars across the performing arts network of UK institutions.

2C. Reflections on progress and plans for future developments

This should include a reflection on the previous year's activity including a review of progress and impact of initiatives if known relating to activities referenced in the previous year's statement. Note any issues that have hindered progress, e.g. resourcing or other issues.

The past year has brought important new developments and initiatives, as described above. Priorities for the academic year 2024/25 will be completion of the revised Research Data Retention Policy, as mentioned. TL has also begun a process of navigating its open access provision from TLRO to the third-party platform Research Catalogue (https://guide.researchcatalogue.net/#about-the-research-catalogue), with full implementation scheduled for the TL submission to REF 2029 in Autumn 2028. Further changes include the curation at TL of a CUK shared RDP Research Training Programme, with a bespoke series of seminars planned from leading researchers across the sector. Further shared CUK training relating to research staff and staff development is also in a planning stage. TL will be a member of a revised CUK Research Ethics and Integrity Committee, aimed at providing leadership and best practice in ethics and integrity across all CUK member institutions. TL is currently updating the Research Plan 2020-2025 document, with final submission to the Trinity Laban Research Board in Spring 2026.

2D. Case study on good practice (optional)

Please describe an anonymised brief, exemplar case study that can be shared as good practice with other organisations. A wide range of case studies are valuable, including small, local implementations. Case studies may also include the impact of implementations or lessons learned.

[Please insert response]

Section 3: Addressing research misconduct

3A. Statement on processes that the organisation has in place for dealing with allegations of misconduct

Please provide:

- a brief summary of relevant organisation policies/ processes (e.g. research misconduct procedure, whistle-blowing policy, bullying/harassment policy; appointment of a third party to act as confidential liaison for persons wishing to raise concerns) and brief information on the periodic review of research misconduct processes (e.g. date of last review; any major changes during the period under review; date when processes will next be reviewed).

- information on how the organisation creates and embeds a research environment in which all staff, researchers and students feel comfortable to report instances of misconduct (e.g. code of practice for research, whistle-blowing, research misconduct procedure, informal liaison process, website signposting for reporting systems, training, mentoring, reflection and evaluation of policies, practices and procedures).

- anonymised key lessons learned from any investigations into allegations of misconduct which either identified opportunities for improvements in the organisation's investigation procedure and/or related policies / processes/ culture or which showed that they were working well.

The reporting investigation of cases of research misconduct is governed by the TL Staff Disciplinary Procedure. This details the nature of the investigation and appeals process and possible disciplinary outcomes. Cases may be reported by any staff member or student, following the guidance offered in the TL Whistleblowing Policy.

There have been no cases of reported research misconduct in the past academic year.

3B. Information on investigations of research misconduct that have been undertaken

Please complete the table on the number of **formal investigations completed during the period under review** (including investigations which completed during this period but started in a previous academic year). Information from ongoing investigations should not be submitted.

An organisation's procedure may include an initial, preliminary, or screening stage to determine whether a formal investigation needs to be completed. These allegations should be included in the first column but only those that proceeded past this stage, to formal investigations, should be included in the second column.

Type of allegation	Number of allegations			
	Number of allegations reported to the organisation	Number of formal investigations	Number upheld in part after formal investigation	Number upheld in full after formal investigation
Fabrication	0	0	0	0
Falsification	0	0	0	0
Plagiarism	0	0	0	0
Failure to meet legal, ethical and professional obligations	0	0	0	0
Misrepresentation (eg data; involvement; interests; qualification; and/or publication history)	0	0	0	0
Improper dealing with allegations of misconduct	0	0	0	0
Multiple areas of concern (when received in a single allegation)	0	0	0	0
Other*	0	0	0	0
Total:	**0**	**0**	**0**	**0**

*If you listed any allegations under the 'Other' category, please give a brief, high-level summary of their type here. Do not give any identifying or confidential information when responding.
[Please insert response if applicable]