DOCUMENT DETAILS

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Document author	Claire Barton			
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Applicability	Students	X	Staff	X
	Governors		Other	
Summary	This policy sets out the college's commitments to ethical academic research showing guidance for all those involved and how integrity is upheld.			

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	Date passed
NA	

Approval body	Date approved
HEAB	Oct 25

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	No

POLICY CHANGES

Key updates	Impact	Section reference
Job title update.		

1. Introduction

1.1 The purpose of this Policy and procedure is to promote the highest possible standards of ethical practice in the conduct of academic research involving HE students and staff at Nottingham College.

1.2 The College is committed to protecting the rights, dignity, safety and privacy of research subjects, the wellbeing of animals and ensuring the protection of the environment. We also (as above) maintain the academic freedom to conduct research and minimise risks to the health and safety of researchers.

1.3 Specifically, the Policy aims to ensure that the overarching principles of research, stated in the Scholarship Policy, promote a high-quality research culture, where excellence is achieved through effective leadership, and openness, and honesty in processes.

1.4 This Policy applies to all those conducting research within, or on behalf of the awarding body and/or partner University, including staff and students of all HE levels; it may also include visiting researchers or scholars who may be involved in research from external appointments or outside organisations, to always ensure accordance with agreed diligence.

2. General Principles

2.1 The College requires ethical review of all research enquiries involving primary research with human beings (or their data), irrespective of funding source. It also requires service evaluation and audit to be subjected to ethical review. This review will be undertaken by the College's Ethics Committee which sits as part of the HE Academic Governance Framework.

2.2 The College abides by its own additional measures to review research focusing on subjects where there is the potential to attract the attention of third-party investigations into the conduct of the researcher, such as research on terrorism or extremism. This forms part of the approach to supporting the College's Prevent duty under Section 26(1) of the Counterterrorism and Security Act 2015.

2.3 For certain types of research (e.g. certain types of research involving the NHS) external ethics committees already exist to consider research proposals. Their use for such research is compulsory. In such cases, the Ethics Committee is empowered to give the research proposal ethical approval.

2.4 All projects involving living persons, human tissues, or data or tissues relating to recently deceased persons, or animals (including animals living in their natural habitat) should have a serious research, educational or training purpose.

2.5 All research involving human participants, human material or human data requires ethical review and confirmation of agreement. The requirement for ethical review does not include research where information about human participants is publicly and lawfully available (for example census data, population statistics published by government departments, court reports and personal letters/diaries in public libraries, ordinarily categorised as 'secondary [source] research').

2.6 As well as the College's own policies, the Ethics Committee must consider relevant professional ethical codes and the policies of research where applicable. In cases where

it can be demonstrated that there exists a difference in ethical standards between the College's Policy and those of the relevant professional body or organisation, the Ethics Committee shall apply whichever is considered the highest standard of ethical practice.

3. Role of The Ethics Committee

3.1 This Committee of Ethics is established as part of the Academic Governance structure for HE; Terms of reference can be found in that document. This is determined in conjunction with the HE Scholarship Policy to promote the research ethics and ensure research adheres to main principles.

4. Operating Procedures

4.1 Applications for ethical approval. This Ethics Committee will operate under a set of standard operating procedures that includes:
- Principles of research ethics as stated in the College's Scholarship Policy.
- Offer of guidance on which type of research requires an ethics opinion and details of the review process operated by the ethics committees including an appeals process.
- A set of specific criteria used to assess applications submitted as proposed research.
- Advice to the College's HE Academic Board, or further scrutiny for review and appeal at that Board where necessary and appropriate.

4.2 Links to wider approaches: For guidance on wider forms of research and enquiry see HE Scholarship Policy.