



# Ethics Policy

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## 1. Scope

- 1.1 This policy and associated procedures apply to all research undertaken under the auspices of University Centre Quayside (UCQ). Any research undertaken by staff or students (undergraduate or postgraduate) of UCQ should be subject to ethical scrutiny. Researchers are required to demonstrate that this scrutiny has occurred. Research supervisors have overall responsibility for ensuring that appropriate ethical scrutiny of their students' research occurs and must advise on the processes required.

## 2. Guiding Principles

- 2.1 Research undertaken by staff and students must adhere to all legal requirements. This will include compliance with relevant data protection legislation, appropriate screening of researchers working with vulnerable groups and strict adherence to standard operating procedures and licensing requirements for any animal, biomedical or other research associated with the collection and analysis of human tissue.
- 2.2 Research should be undertaken in accordance with commonly agreed standards of good practice such as the Ethical Guidelines for Educational Research (2018) by the British Educational Research Association (BERA). The BERA guidelines (<https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-2018-online>) recognise the diversity of approaches to educational research and promote respect for all those who engage with it. The underpinning ethical principles of the BERA guidelines are as follows:
- 1) Social science is fundamental to a democratic society, and should be inclusive of different interests, values, funders, methods and perspectives.
  - 2) All social science should respect the privacy, autonomy, diversity, values and dignity of individuals, groups and communities.
  - 3) All social science should be conducted with integrity throughout, employing the most appropriate methods for the research purpose.
  - 4) All social scientists should act with regard to their social responsibilities in conducting and disseminating their research.
  - 5) All social science should aim to maximise benefit and minimise harm.
- 2.3 Underpinned by the above principles, the BERA 2018 framework sets out its guidelines in relation to the following:
- Responsibilities to participants:
    - Consent
    - Transparency
    - Right to withdraw
    - Incentives
    - Harm arising from participation in research
    - Privacy and data storage

- Disclosure
- Responsibilities to sponsors, clients and stakeholders in research:
  - Methods
- Responsibilities to the community of education researchers
- Responsibilities for publication and dissemination:
  - Authorship
  - Scope and format
- Responsibilities for researchers' wellbeing and development

2.4 All researchers should review the BERA 2018 framework prior to developing their research proposal.

### 3. Authority

#### 3.1 Ethics Committee

The Ethics Committee is responsible for advising the Student Services department on the development, implementation and review of institutional procedures and guidelines relating to ethical issues arising from teaching, research and other related UCQ activities. The role of the Ethics Committee is to be proactive in relation to emerging issues of institutional, national and international significance as well as reactive in relation to providing guidance for individual members of academic and administrative staff.

#### 3.2 Responsibilities of the Ethics Committee

- To promote and communicate within UCQ on ethical principles and guidelines;
- To consider and approve or reject ethical proposal forms which requires the approval of the Ethics Committee before it can receive authorisation to proceed (e.g. research proposals);
- To provide advice to members of teaching and administrative staff on ethical issues arising from teaching, research and institutional practice;
- To review in the context of contemporary best practice, on request from the Student Services department, the mechanisms and procedures at departmental level for identifying and considering ethical issues arising from teaching and/or research

#### 3.3 Outcome of ethical review

The outcome of the review (using the Appendix A risk assessment) will be one of the following:

- Full approval
- Approval subject to conditions
- Reject and invite resubmission
- Request for further information/and or changes to the application to enable the Committee to reach a decision

Section A of Appendix A Risk Assessment should be completed by the Researcher at least five working days before the Ethics Committee panel review the proposed research case. At

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this review, the Ethics Panel will complete Section B using the information gathered from Section A and the Application for Ethical Approval form.