



<b>Teitl:</b> <b>Title:</b>	HE Research & Ethics Policy
<b>Dyddiad Cyhoeddi:</b> <b>Issue Date:</b>	02/04/20

#### Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu'r Effaith ar Gydraddoldeb: / Equality Impact Assessment Stage 1 Link:	<a href="#">HE Research &amp; Ethics Policy EIA Stage 1</a>
<i>Effaith ar yr Iaith Gymraeg</i>  <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i>  An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

**Sylwer na ellir cymeradwyo eich dogfen heb yr Asesiad(au) Effaith ar Gydraddoldeb perthnasol**  
**Please note that your document cannot be approved without the relevant Equality Impact Assessment(s)**

#### Adolygu a Chymeradwyo / Review and Approval

<b>Cyfrifoldeb:</b> <b>Responsibility:</b>	Higher Education Partnerships & Compliance Manager
<b>Corff Cymeradwyo:</b> <b>Approval body:</b>	HE Ops Group HE Steering Group
<b>Dyddiad Cymeradwyo:</b> <b>Approval date:</b>	HE Ops Group HE Steering Group
<b>Amllder Adolygu:</b> <b>Review Frequency:</b>	3 years
<b>Dyddiad Adolygu:</b> <b>Review Date:</b>	01/04/23

Sicrhewch eich bod yn anfon eich dogfen at [Translation@cambria.ac.uk](mailto:Translation@cambria.ac.uk) ar ôl iddi gael ei chymeradwyo /  
Once approved, please ensure your document is sent to [Translation@cambria.ac.uk](mailto:Translation@cambria.ac.uk)

#### Cwmpas / Scope

*Sicrhewch fod y polisi/strategaeth yn cynnwys datganiad cwmpas sy'n nodi i bwy neu beth mae'r polisi yn berthnasol. Er enghraifft: pob gweithiwr, pob myfyriwr, pob system gyfrifiadurol, pob taliad cerdyn credyd.*

*Please ensure that the policy/strategy includes a scope statement that specifies to who or what the policy applies. For example: all employees, all learners, all computer systems, all credit card payments.*

*I'w bennu gan y Rheolwr Partneriaethau Addysg Uwch a Chydymffurfiaeth /  
To be assigned by the Higher Education Partnership & Compliance Manager*

<b>Fersiwn:</b> <b>Version:</b>	2
<b>Dosbarthiad:</b> <b>Classification:</b>	<i>Dogfen Arferol</i> <i>Normal</i>

## **Scope**

The policy applies to all Coleg Cambria Higher Education (HE) courses and to everyone involved in the research, except where there is a Policy in place via a University partner - please see the links below.

<b>University</b>	<b>Link to Research &amp; Ethics Policy</b>
Aberystwyth University	<a href="https://www.aber.ac.uk/en/research/good-practice/">https://www.aber.ac.uk/en/research/good-practice/</a>
Liverpool John Moores University	<a href="https://www.ljmu.ac.uk/research/world-leading-research">https://www.ljmu.ac.uk/research/world-leading-research</a>
Swansea University	<a href="https://www.swansea.ac.uk/law/research/researchethics/">https://www.swansea.ac.uk/law/research/researchethics/</a>
University of Chester	<a href="https://www1.chester.ac.uk/research/integrity-governance">https://www1.chester.ac.uk/research/integrity-governance</a>
Wrexham Glyndŵr University	<a href="https://www.glynhttps://www1.chester.ac.uk/research/integrity-governancedwr.ac.uk/en/Research/Ourresearch/">https://www.glynhttps://www1.chester.ac.uk/research/integrity-governancedwr.ac.uk/en/Research/Ourresearch/</a>

## **Introduction & Purpose**

We expect that all research carried out at or on behalf of Coleg Cambria, by staff, students or any one associated with the research, is conducted to the highest ethical standards and in accordance with current legislation and policy requirements.

The Policy is in place to protect everyone involved in the research, including, but not limited to;

- The reputation of the college;
- The safety of all involved;
- The dignity, rights and well-being of participants;
- Ensuring it is lawful;
- To mitigate the risks arising for the research;
- To ensure ethical awareness;
- The impact on the environment.

## **Definition of Research**

A detailed study of a subject, especially in order to discover (new) information or reach a (new) understanding. (<https://dictionary.cambridge.org/dictionary/english/research>)

The systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions. (<https://www.lexico.com/en/definition/research>)

## **Risk Assessment**

The risks associated with all projects need to be addressed. The requirement for risk assessments should be brought to the attention of the relevant HS&S Technician who will assist in their development using the template provided.

## **Responsibilities**

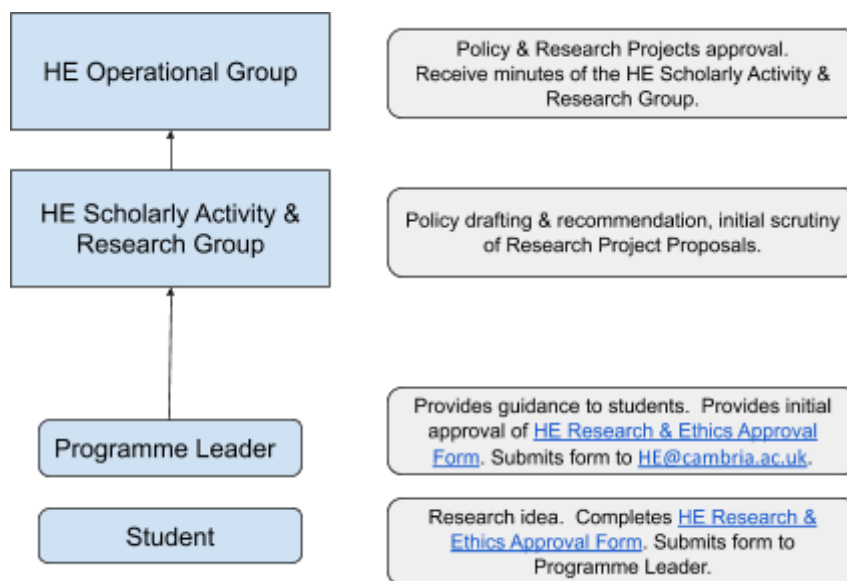
### Consultation & Approval

The following consultation and approval structure applies to this policy;

- HE Scholarly Activity & Research Group;
- HE Operational Group;
- HE Steering Group.

### Implementation of the Policy

Responsibilities regarding implementation of the Policy are outlined below.



Where a physical HE Operational Group Meeting cannot take place, 5 members of the HE Operational Group will be asked to approve any Research Applications remotely within 5 working days of receipt. The members of the group who are asked to approve the Research will not be directly involved in the Directorate in which the research sits, nor be directly involved in any other stages of its approval. The Higher Education Partnerships & Compliance Manager will coordinate remote approvals and keep appropriate records.

## **Research Requiring External Approval**

Some types of research projects require external approval. This can be due to licensing or legislative requirements. Some examples are listed below. Please note this list is not exhaustive and it is the responsibility of the member of staff applying for approval to ensure compliance with all relevant legislation and requirements;

- HNS & Social Care;
- Human Tissue Act (2004);
- Mental Capacity Act (2005);
- Health related research involving prisoners;
- Clinical investigations of medical devices;
- Non-human participants.

## **Responsibilities**

### **Researchers**

Responsible for making the application and waiting until full approval has been granted before initiating their project. They are also responsible for the integrity of the research project (please see the section on 'Research Integrity' below).

Researchers are responsible for obtaining consent from participants using the [HE Research Consent Form](#). This can only be done once approval for the go ahead of the project has been given. These should be stored securely and in accordance with Data Protection / GDPR as noted within this Policy.

### **Research Assistants / Associates**

Should ensure that any work they carry out on a research project has full ethical approval in place.

### **Supervisors of Student Researchers**

Responsible for ensuring students are aware of the Policy (or University Partner Policy), the requirement for full approval prior to starting any research and that the Policy is followed by students.

### **Student Researchers**

Responsible for familiarising themselves with the Policy (or University Partner Policy), the requirements for ethical review and approval of research and for carrying out the study in compliance with good research practice and professional ethical guidance relevant to their subject area.

## **Data Protection**

In compliance with Schedule 2 Part 6 of the Data Protection Act 2018 - based on Article 89 of the General Data Protection Regulation (GDPR) - the results of the research or any resulting statistics shall "*not [be] made available in a form which identifies a data subject*".

Personal data that is collected for performing the research project will be treated in compliance with our Data Protection Policy and will only be retained for the duration of the project, then deleted or destroyed following the completion of the project.

Consent forms completed by participants will be retained in perpetuity in digital format. These should be scanned electronically to HE@cambria.ac.uk.

## **Research integrity**

Researchers should ensure that the proposed research activity complies with the good practice principles as noted UK Research Integrity Office's Code of Practice for Research - <https://ukrio.org/publications/code-of-practice-for-research/>. This sets out the responsibilities and values relevant to research.

Please complete the [UKRIO-Recommended-Checklist-for-Researchers](#) for your project prior to completing the [HE Research & Ethics Approval Form](#).

### **Additional Guidance**

Researchers must be aware of and comply with all relevant research integrity guidance and Policy (including University Partner Guidance and requirements). Researchers should also be aware of and comply with their relevant professional guidelines.

#### General Good Research Practice Guidance

UK Research Integrity Office Code of Practice for Research:

<http://www.ukrio.org/publications/code-of-practice-for-research/>

Research Councils UK Policy and Guidelines on the Governance Of Good Research

Conduct: <http://www.rcuk.ac.uk/research/Pages/ResearchIntegrity.aspx>

Universities UK Concordat to Support Research Integrity:

<http://www.universitiesuk.ac.uk/highereducation/Pages/Theconcordattosupportresearchintegrity.aspx>

#### Professional Codes of Practice

British Psychological Society Code of Human Research Ethics:

[http://www.bps.org.uk/sites/default/files/documents/code\\_of\\_human\\_research\\_ethics.pdf](http://www.bps.org.uk/sites/default/files/documents/code_of_human_research_ethics.pdf)

British Sociological Association Statement of Ethical Practice:

<http://www.britsoc.co.uk/about/equality/statement-of-ethical-practice.aspx>

Association of Social Anthropologists of the UK and the Commonwealth Ethical Guidelines for Good Research Practice:

<http://www.theasa.org/downloads/ASA%20ethics%20guidelines%202011.pdf>

British Educational Research Association Ethical Guidelines:

<https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-2018>

Market Research Society Ethical Standards:

<https://www.mrs.org.uk/standards/guidelines.htm>

Social Research Association Ethics Guidelines:

[http://the-sra.org.uk/sra\\_resources/research-ethics/ethics-guidelines/](http://the-sra.org.uk/sra_resources/research-ethics/ethics-guidelines/)

European Commission RESPECT project (Professional and Ethical Codes for Technology-related Socio-Economic Research):

<http://www.respectproject.org/ethics/>

## **Medical research**

Department of Health Research Governance Framework for Health & Social Care:

<https://www.gov.uk/government/publications/research-governance-framework-for-health-And-social-care-second-edition>

National Research Ethics Service: <http://www.nres.nhs.uk/applications/guidance/>

## **Research Councils**

Arts and Humanities Research Council:

<http://www.ahrc.ac.uk/Funding-Opportunities/Research-funding/RFG/Grant-conditions/Pages/Research-governance.aspx>

Biotechnology and Biological Sciences Research Council:

<http://www.bbsrc.ac.uk/organisation/policies/position/policy/joint-code-of-practice-for-research.aspx>

Economic and Social Research Council:

<http://www.esrc.ac.uk/about-esrc/information/research-ethics.aspx>

Medical Research Council:

<http://www.mrc.ac.uk/Ourresearch/Ethicsresearchguidance/index.htm>

Natural Environment Research Council:

<http://www.nerc.ac.uk/about/work/policy/ethics/>

## **Feedback & Complaints / Raising Concerns**

You can initially talk directly with the staff concerned. If you cannot resolve your complaint in this way or have any concerns about any of our research projects you can contact:

[donna.pritchard@cambria.ac.uk](mailto:donna.pritchard@cambria.ac.uk)

Donna Pritchard

HE Partnership & Compliance Manager

Tel: 01978 26 7716

Grove Park Road, Wrexham LL12 7AB

Our Feedback & Complaints Policy and reporting forms can be found here -

<https://www.cambria.ac.uk/feedback-complaints/>

## **Communication & Bilingualism**

The Policy and associated forms have been translated and are available in both Welsh & English.

## **Equality & Diversity**

An Equality Impact Assessment has been carried out whilst drafting this Policy and can be found on the front cover of the document.