Teitl: Title:	HE Research & Ethics Policy
Fersiwn: Version	2
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	*HE Research & Ethics Policy - Welsh and E&D Impact Assessment Stage 1*
Effaith ar yr Iaith Gymraeg *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.*	*Welsh Language Impact* 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.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	*HE Compliance Manager*		
Ymgynghoriad / Consultation:	*HE & Access Steering Group* *HE Student Reps*		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		*HE & Access Steering Group 24/04/23*
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:		*26/04/23*
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	-
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	-
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	-
	Corff Llywodraethu / Governing Body:		-
Dyddiad Adolygu: Review Date:	26/04/26		

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r Ffurflen Cais Cyfieithu
Send approved document for Translation using the Translation Request Form

Rhifwch bob adran a pharagraff
Please number each section and paragraph

Table of Contents

HE Research & Ethics Policy

1. Scope

1.1. 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.

1.2. University Partner Research & Ethics Information	
University	**Link to Research & Ethics Policy**
Aberystwyth University	https://www.aber.ac.uk/en/research/good-practice/
Bangor University	https://www.bangor.ac.uk/governance-and-compliance/ethicsandresearchethics.php.en
Liverpool John Moores University	https://www.ljmu.ac.uk/research/world-leading-research
Swansea University	https://www.swansea.ac.uk/law/research/researchethics/
University of Chester	https://www1.chester.ac.uk/research/integrity-governance
Wrexham Glyndŵr University	https://www.glynhttps://www1.chester.ac.uk/research/integrity-governancedwr.ac.uk/en/Research/Ourresearch/

2. Introduction & Purpose

2.1. 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.

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

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

3. Definition of Research

3.1. 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)

3.2. 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)

4. Risk Assessment

4.1. 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~~ Health & Safety Team who will assist in their development using the template provided.

5. Responsibilities

~~Consultation & Approval~~

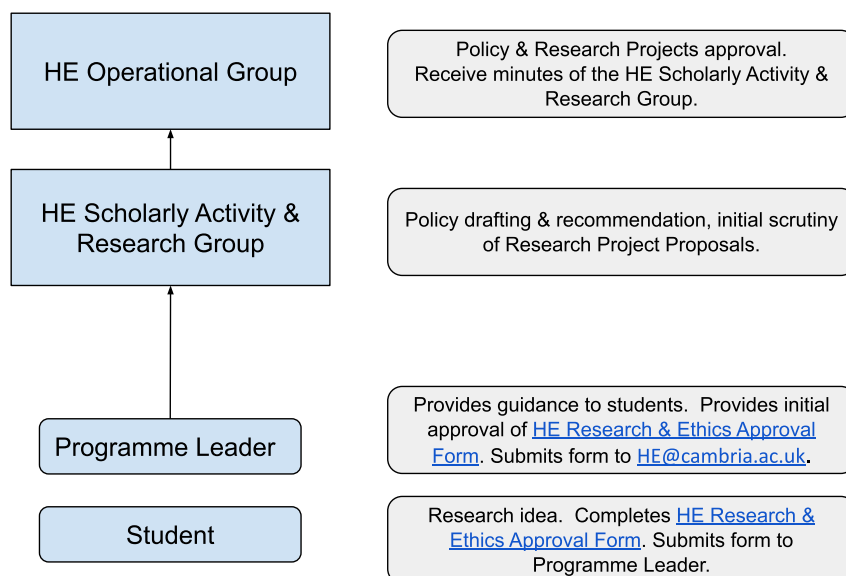~~The following consultation and approval structure applies to this policy;~~

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

~~Implementation of the Policy~~

5.1. Responsibilities regarding consultation, approval and implementation of the Policy are outlined below.

Graphic below to be removed and replaced with table below

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┌─────────────────────────┐        ┌─────────────────────────────────────┐
│                         │        │  Policy & Research Projects approval. │
│   HE Operational Group  │        │  Receive minutes of the HE Scholarly  │
│                         │        │        Activity & Research Group.     │
└─────────────────────────┘        └─────────────────────────────────────┘
            ▲
┌─────────────────────────┐        ┌─────────────────────────────────────┐
│  HE Scholarly Activity &│        │  Policy drafting & recommendation,    │
│      Research Group      │        │     initial scrutiny of Research      │
│                         │        │          Project Proposals.           │
└─────────────────────────┘        └─────────────────────────────────────┘
            ▲
┌─────────────────────────┐        ┌─────────────────────────────────────┐
│                         │        │  Provides guidance to students.       │
│    Programme Leader     │        │  Provides initial approval of HE      │
│                         │        │  Research & Ethics Approval Form.     │
└─────────────────────────┘        │  Submits form to HE@cambria.ac.uk.    │
                                    └─────────────────────────────────────┘
┌─────────────────────────┐        ┌─────────────────────────────────────┐
│                         │        │  Research idea.  Completes HE         │
│        Student          │        │  Research & Ethics Approval Form.     │
│                         │        │  Submits form to Programme Leader.    │
└─────────────────────────┘        └─────────────────────────────────────┘
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5.2. Responsibilities	
University	***Link to Research & Ethics Policy***
HE & Access Steering Group (Including HE Student Representatives)	1. Policy Approval 2. Approval of Research Projects via panel of 3 members, convened by the HE Compliance Manager / member of the HE Team.
HE Programme Leader	1. Provides advice and guidance to learners. 2. Provides initial approval of the HE Research & Ethics Form 3. Submits form following approval to he@cambria.ac.uk
Learner	1. Research idea. 2. Discusses idea with HE Programme Leader 3. Completes HE Research & Ethics Approval Form 4. Submits completed HE Research & Ethics Approval form to HE Programme Leader for approval
Researchers (including Student Researchers)	1. 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). 2. 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. 3. 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.

5.3. Where a physical HE Operational Group Meeting cannot take place, 5 3 members of the HE & Access Steering Operational Group (not including the HE Compliance Manager) will be asked to approve any Research Applications remotely within 5 10 working days of receipt by the HE Compliance Manager or another member of the HE Team. 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.

6. Research Requiring External Approval

6.1. 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;

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

7. Data Protection

7.1. 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*".

7.2. 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.

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

8. Research integrity

8.1. 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.

8.2.   Please complete the UKRIO-Recommended-Checklist-for-Researchers for your project prior to completing the HE Research & Ethics Approval Form.

9.   <u>Additional Guidance</u>

9.1.   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.

9.2.   <u>General Good Research Practice Guidance</u>

   9.2.1.   UK Research Integrity Office Code of Practice for Research:
   http://www.ukrio.org/publications/code-of-practice-for-research/

   9.2.2.   Research Councils UK Policy and Guidelines on the Governance Of Good Research Conduct:
   https://www.ed.ac.uk/files/imports/fileManager/RCUKPolicyandGuidelinesonGovernanceofGoodResearchPracticeFebruary2013.pdf

   9.2.3.   Universities UK Concordat to Support Research Integrity:
   http://www.universitiesuk.ac.uk/highereducation/Pages/Theconcordattosupportresearchintegrity.aspx

9.3.   <u>Professional Codes of Practice</u>

   9.3.1.   British Psychological Society Code of Human Research Ethics:
   https://www.bps.org.uk/guideline/bps-code-human-research-ethics

   9.3.2.   British Sociological Association ~~Statement of Ethical Practice~~ Guidelines on Ethical Research: https://www.britsoc.co.uk/publications/ethics/

   9.3.3.   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

   9.3.4.   British Educational Research Association Ethical Guidelines:
   https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-2018

   9.3.5.   Market Research Society Ethical Standards:
   https://www.mrs.org.uk/standards/guidelines.htm

   9.3.6.   Social Research Association ~~Ethics Guidelines~~ Good Practice Guides:
   https://the-sra.org.uk/SRA/SRA/Resources/Good-Practice.aspx?hkey=ccb6430d-24a0-4229-8074-637d54e97a5d

   9.3.7.   European Commission RESPECT project (Professional and Ethical Codes for Technology-related Socio-Economic Research):
   https://the-sra.org.uk/SRA/SRA/Ethics/The%20RESPECT%20project.aspx

9.4. <u>Medical research</u>

9.4.1. 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

9.4.2. National Research Ethics Service: https://www.hra.nhs.uk/about-us/committees-and-services/res-and-recs/

9.5. <u>Research Councils</u>

9.5.1. Arts and Humanities Research Council: https://www.ukri.org/councils/ahrc/

9.5.2. Biotechnology and Biological Sciences Research Council: https://www.ukri.org/councils/bbsrc/

9.5.3. Economic and Social Research Council: https://www.ukri.org/councils/esrc/

9.5.4. Medical Research Council: https://www.ukri.org/councils/mrc/

9.5.5. Natural Environment Research Council: https://www.ukri.org/councils/nerc/

10. ~~**Feedback & Complaints / Raising Concerns**~~ **Complaints, Concerns and Compliments Policy**

10.1. 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:~~ please refer to our Complaints, Concerns and Compliments Policy which can be found here.

~~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/~~

11. **Communication & Bilingualism**

11.1. The Policy and associated forms have been translated and are available in both Welsh & English. A Welsh Language Impact Assessment has been carried out whilst drafting the Policy and can be found on the front cover of this document.

12. **Equality & Diversity**

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