

3. Principles

1. All members of the University should ensure that they are aware at all times of how to identify ethical implications as well as act in an ethical manner when engaged on University business.
2. Studies and research should be designed and undertaken to ensure integrity, quality and transparency. Formal institutional review and approval will always be required to guarantee the ethical soundness of University research projects, in particular where other factors could be present including:
 - A risk or harm to the researchers or the participants;
 - Political or social sensitivity;
 - Impact on culture and cultural heritage.
3. Participants must be fully informed about the research or study they are invited to participate in and their consent to take part must be made voluntarily, freely and without any coercion.
4. Risks should be managed at all times so that harm and/or damage arising from the research is avoided wherever possible and measures should be taken to ensure that

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- e. Is responsible for developing policies and guidance in these areas, for reviewing reports from the Research Services and for ensuring information and changes on University indemnity insurance, travel and legal policies are up to date.
 - f. Is committed to providing a competent, rigorous and independent process of ethical review for the research and studies undertaken proportionate to the risk involved.
2. While particular attention must be paid to the interests of potentially vulnerable groups, such as children, the University via the REC recognizes that it has a duty of care towards *all* members of the wider community affected by its activities and to its own staff, and that this includes the avoidance of harm to those undertaking research and taking part in the University research.
 3. Members are committed to declare any conflict of interest at the point of ethical scrutiny and withdraw from the decision process.
 4. The REC will only directly intervene where study has not received formal approval or in any cases where it perceives an immediate risk to the health or well-being of researchers or participants, or to the integrity of the University.
 5. The REC can in extreme cases recommend sanctions including disciplinary procedures. (see Section 5)

2. Research Services

The primary function of the Research Services (RS) is to:

- a. Coordinate the ethical processes across all departments on behalf of the Research Ethics Committee as well as manage the ethical process within the School of Advanced Study, including reviewing the self-evaluation form and relevant documentation submitted by researchers and managing the assessment results;
- b. Keep a register of all evaluation documents that are submitted and their approval status;
- c. Report on the activities across the University. In the event that the RS discovers any failure to comply with this policy, it will refer its concerns to the REC;
- d. Provide guidance and offer training, in collaboration with other departments within the University, as well as offer advice to researchers when submitting their assessments.

3. Members of the University

- a. This Policy applies to all members of the University engaged in research:

Academic and academic related members of staff, including Library staff,
 All Internal and External Supervisors;
 Contract research and administrative staff,
 All postgraduate research and masters students
 Visiting fellows or research fellows, while hosted at the University;
 As well as visitors, individuals, collaborators, or agents conducting research or other studies in the name of or at the University and/or engaged to conduct research by the University.

- b. All staff, students and fellows are expected to act ethically when engaged in University business and as such to take personal responsibility for familiarizing themselves with this Policy, and with the procedures they need to follow for the research or studies they undertake.

c. All

