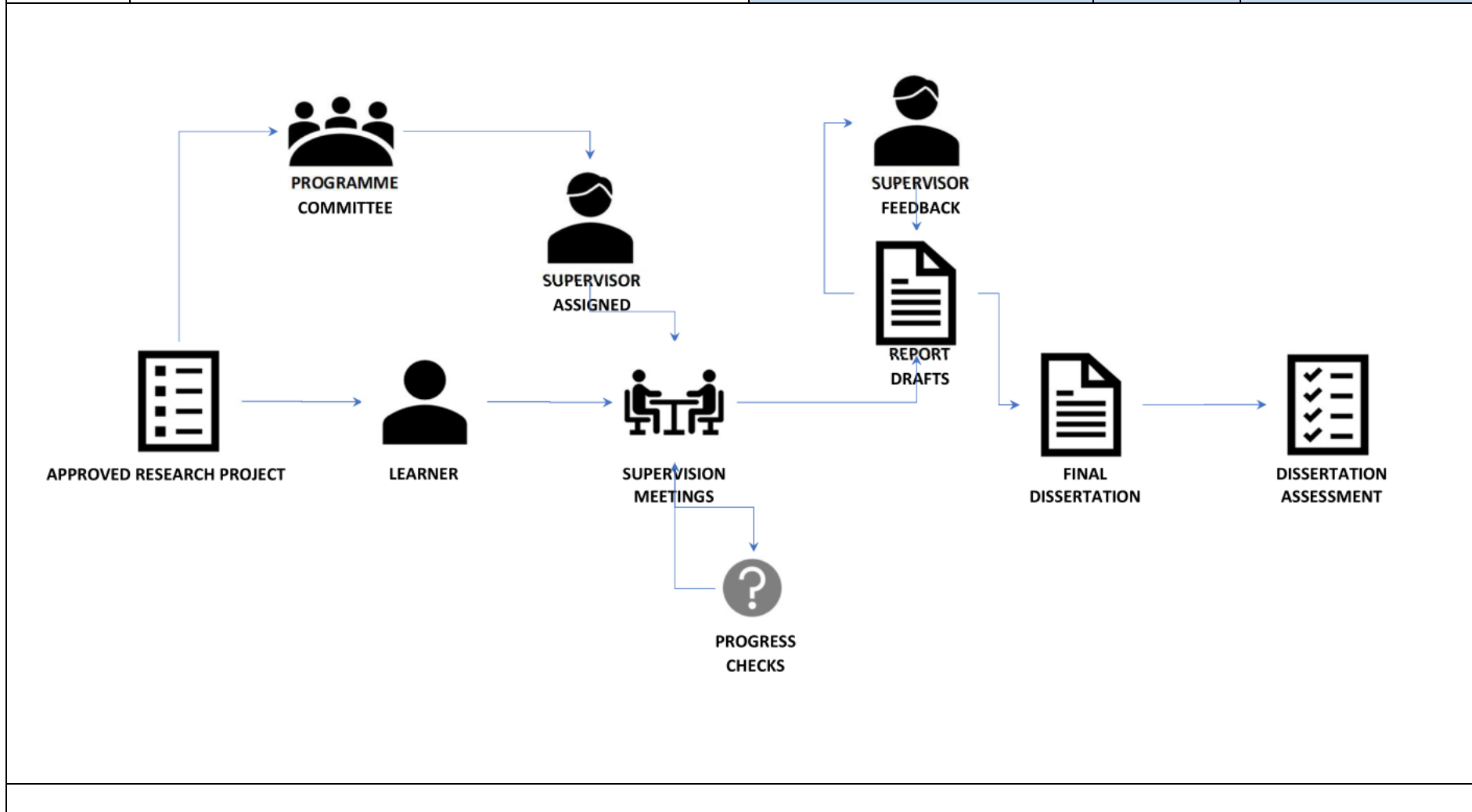


#	POLICY TITLE	POLICY AREA:	VERSION:	DATE ADOPTED:
	5.8 TOR FOR SUBMISSION OF STUDENT RESEARCH PROPOSALS	5) TEACHING AND LEARNING	4.0	Oct 2020



Terms of Reference for the submission of Research Proposals

- The Ethics Committee, (a sub-committee of the Academic Board), will review all research proposals in the College.
- All students must submit their applications to the Ethics Committee for ethical approval, be that for exemption or for review.
- An application form and exemption form have been developed in recognition of the Terms of Reference.
- Students will be required to submit an electronic application form to the Ethics Committee in advance of meetings and by the submission dates listed.
- All applications will be reviewed and feedback will be provided within one week.
- The Ethics Committee will examine applications to ensure that the student has addressed issues such as the risks and benefits which participants may be exposed to or experience, and the informed consent process.
- The following outcomes will be available to the Ethics Committee.
- Approval (approved, as is, with no conditions attached)
- Contingent approval (approved, subject to implementation of recommended changes)
- Rejected (written reasons for the decision will be provided to the student and resubmission will be possible).
- Judged as exempt from full ethical review
- Constructive comments and suggestions identified during the review process will be conveyed to the student and his/her supervisor.
- It is the responsibility of the student, and his/her supervisor, to ensure that any changes requested by the Ethics Committee are met.

N.B. Changes to the original research design for which ethical approval had been granted should be communicated immediately to the Ethics Committee

Policy Control Sheet

Policy	QA 5.8 Terms of Reference for the Submission of Student Research Proposals
Version	4.0
Adopted/Effective	Oct 2020
Supersedes	3.0
Monitoring/ Next Review Date	Every Two Years /Jan 2021
Responsible Officer(s) Designated Reviewer(s)	DQAA; Chair of Ethics Committee; PD's; Research academics
Scope	Student Research

References

SNMCI Policy area	5) Teaching and Learning: QA Vol 2
Developed with reference to	UKRIO Checklist (Research Integrity Office), Teaching Council of Ireland Research Strategy, <i>Children First: National Guidance for the Protection and Welfare of Children</i>
Related SNMCI Policies / Forms	QA 5.6 Research Policy QA 5.7 Code of Good Practice for Student Research QA 5.9 TOR and Operating Procedures Ethics Committee FQA 5.9A: Submission for Ethical Approval Form QA 5.10: Guidelines on Supervision of Research

Revision

Revision Number	Revision Description	Originator	Approved By
3	General Review for Blended Learning	Office of DQAA	AB