

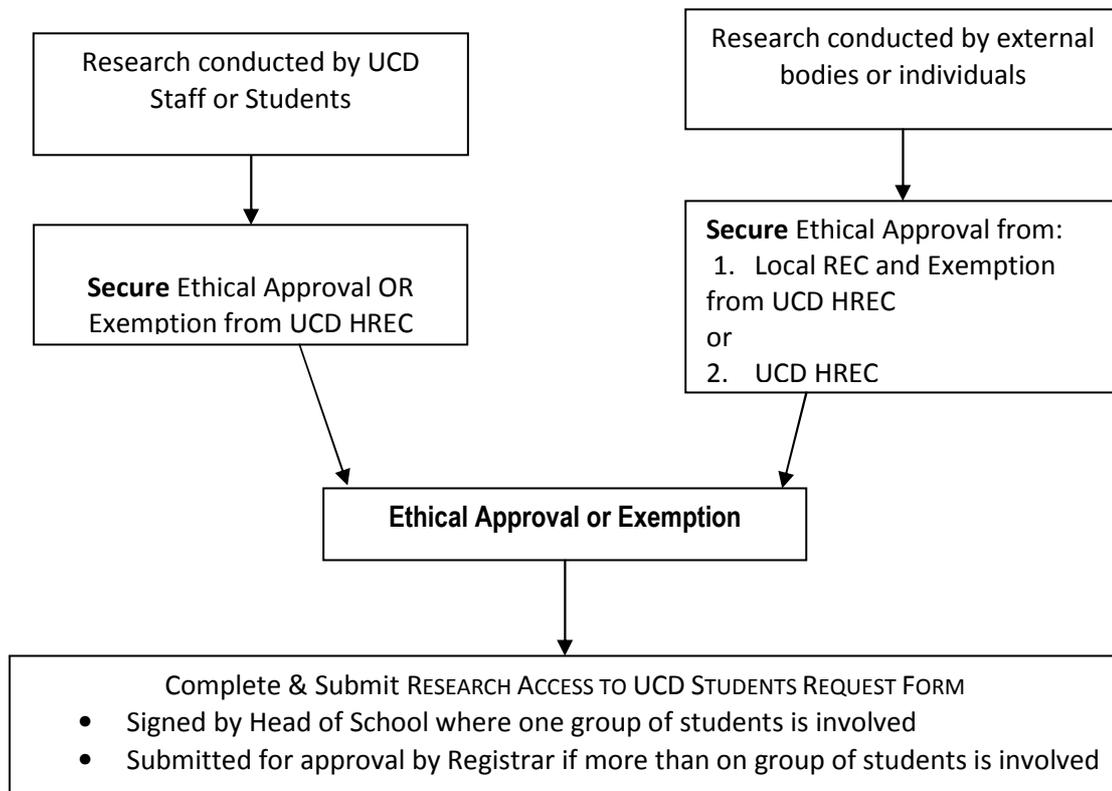


Research Access to UCD Students Policy for UCD Staff/Students and external organisations

The aim of this policy is to guide organisations and individuals who hope to access the views of UCD students for the purposes of research. Research by UCD staff and students, and external organisations that involves accessing the students of University College Dublin requires both appropriate ethical approval and the permission of either the Registrar (where multiple groups of students are involved) or the relevant Head of School (where students in one School are involved).

Procedure for Securing Permission to Access Students for Research:

The flow chart below outlines the process of securing permission.



Once Ethical Approval and/or Exemption from Review is received from or confirmed by the appropriate UCD HREC, applicants must then seek the approval of either the Head of School or the Registrar (as appropriate) using the Request Form (Research Access to UCD Students Request Form).

The Request Form can be obtained from the UCD Research Ethics Website www.ucd.ie/researchethics.

Researchers must complete this form and:

- a. Submit proof of ethical approval from a local REC to the Office of Research ethics along with a letter from their insurance brokers confirming that the named study is insured in respect to Public Liability and Professional Indemnity cover.
- b. Where access to students from one School is sought the form should be signed by the Head of School and submitted to research.ethics@ucd.ie for approval.
No further approval is required.
- c. Where access to students from more than one School is sought, the completed form should be returned to the Office of Research Ethics who will liaise with the Office of the Registrar to seek the Registrar's approval.
 - Office of the Registrar will return its decision to the Office of Research Ethics;
 - Once the Request Form has been received and approved by the Registrar the researcher(s) will receive confirmation of access from the Office of Research Ethics by email.

Where the Registrar's permission is required, researchers should factor in an additional three week period from receipt of application (by the Registrar's office) for this process.

Guidelines for Researchers

- Researchers should respect and protect the welfare and rights of individuals who participate in research;
- Researchers should recognise and accept their responsibility for ensuring that research will be conducted ethically and in accordance with UCD Research Ethics Guidelines.
- Researchers must only pursue research questions that are designed to contribute to knowledge, be committed to the pursuit and protection of truth, and rely only on research methods that are appropriate to the discipline for which they are trained;
- Researchers should engage in research practices and use only those techniques for which they are trained by qualification, education or experience;
- Researchers should strive to ensure and maintain high standards of competence in their work, to recognise the boundaries of their particular competencies and the limitations of their expertise;

This Policy and the University guidelines and policies on research ethics apply to all members of University College Dublin. This includes non-Academic staff and students. External Individuals and Organisations whose research utilises UCD facilities or takes place on UCD premises will be expected to comply with these policies and procedures. The Registrar has the right to refuse any request and may seek advice from the UCD Research Ethics Committee.