

Taught Masters Research Ethics Committee School of Education
TMREC EDU
Meeting Schedule and Ethics Process Document: 2023 24

TMREC-EDU Meetings 2023-24

PROVISIONAL DATES --- Subject to Change

TMREC-EDU Meeting dates

Students Submit applications by

AUTUMN:

Wed, 11th October, 2023

6th October, 2023

SPRING:

Wed, 10th January, 2024

5th January, 2024

Wed, 24th January, 2024

21st January, 2024

Wed, 21st February, 2024

18th February, 2024

Wed, 20th March, 2024

15th March, 2024

NOTES:

1: All correspondence with TMREC-EDU by students and supervisors must go through this point of contact:

education.ethics@ucd.ie

2: TMREC-EDU Forms and Guidance can be found here:

<https://www.ucd.ie/education/ethics/>

[Updated annually: please check that your students are aware of this resource page and use the most up to date Forms.]

Dr Áine Mahon

Chair, TMREC-EDU 2022/23

August 2023

Obtaining Ethical Approval for a Master's Thesis Research Project

Every **taught Master's thesis research project** - other than purely literature-based desk-studies - must be approved by the **TMREC-EDU** before fieldwork (data gathering) can commence.

There are two variations on the approvals process.

1. The first is **Full Review**, where the TMREC-EDU (the School of Education Taught Masters Research Ethics Committee) discusses the proposal and all supporting documentation. Students submitting for Full Review need in the first instance to fill out an Application for Full Review and email it to their supervisor. Once approved by their supervisor, it then goes for review at the next meeting of the TMREC-EDU. Meeting dates for 2021/22 are given below:

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2. The second is by **Low Risk Study Review** where the supervisor and/or course director adjudges that a full review is NOT required given the low-risk nature and approach proposed in the work. If your study meets these criteria, you need to fill out the Low Risk Study Review Form. Once approved by your supervisor, the student then submits this form by email to education.ethics@ucd.ie. **No signatures are required.** On successful application, students will then be given a reference number for their study. This reference number is added to the top of their form by the student and then emailed to their supervisor for their records.

INSURANCE REQUIREMENTS: TMREC-EDU is no longer responsible for overseeing insurance requirements. (In the old process, 'exemption from review' forms were emailed to safety@ucd.ie). This process is now managed online. Students applying *either* for Full Review or for Low Risk Study Review need to complete a mandatory *self-assessment* via the SIRC office at the following link:

<https://www.ucd.ie/sirc/insurance/humanresearchinsurance/>.

With reference to updated Covid-19 guidance, students and supervisors should also consult the Human Research Risk Assessment webpage:

<https://www.ucd.ie/sirc/coronavirus/returntocampusworking/>

Some example conditions for Full Review v. Low Risk Study Review are given below:

Requiring Full Review

- Vulnerable groups
- Sensitive topics (e.g. sexual behaviour, illegal activities, Use of drugs)
- Invasive procedures (e.g. blood sampling)
- Physical stress/distress, discomfort
- Deception of/or withholding information from participants
- Access to data by individuals or organisations other than the investigators
- Conflict of interest issues
- Known Ethical dilemmas
- Any work involving UCD students

Requiring Low Risk Study Review

- Already reviewed and approved by a recognised Research Ethics Committee
- Standard educational practices
- Standard educational tests
- Anonymous surveys or interviews that do not involve collection of identifiable data
- Public observations (e.g. of a large group of people in a public space – not a classroom)
- Research involving persons elected to or candidates for public office
- Research which uses only existing data which is publicly available

Useful Sources for Ethical Guidance

Below is a list of web links where students can find ethical guidelines for conducting research with human subjects. You are asked to direct your students to these and also to familiarize yourself with the UCD guidelines and with relevant additional guidelines according to students' topic of interest.

UCD Research Ethics Office

http://www.ucd.ie/researchethics/policies_guidelines/

The Psychological Society of Ireland

<http://www.psychologicalsociety.ie/find-a-psychologist/code-of-ethics.html>

The British Educational Research Association

<https://www.bera.ac.uk/researchers-resources/resources-for-researchers>