

## CUK ethics procedure 2017-2018

This procedure is applicable to all postgraduate students, staff and external researchers wishing to undertake research involving the participation of other people at any CUK institution.

Each institution has the responsibility of informing all students and staff, and external researchers associated with or approaching the institution, of the procedure, where the documents can be found and to where and how they should be submitted (see below).

All researchers are bound by:

EITHER:

- the British Psychological Society Code of Human Research Ethics (2011)  
[http://www.bps.org.uk/sites/default/files/documents/code\\_of\\_human\\_research\\_ethics.pdf](http://www.bps.org.uk/sites/default/files/documents/code_of_human_research_ethics.pdf)

OR

- the BERA Ethical Guidelines for Educational Research (2011)  
<http://www.bera.ac.uk/wp-content/uploads/2014/02/BERA-Ethical-Guidelines-2011.pdf>

AND

- the CUK Guide to Good Research Conduct (or institutional equivalent).

Researchers intending to undertake questionnaire research – regardless of whether the questionnaire is administered using hard (paper) copy or on-line – should complete and submit the *CUK Research Ethics Approval Form for Questionnaire Research with Adults Only 2015-2016* and attach the questionnaire(s) to be used in the research.

Researchers undertaking questionnaire research are required to read and adhere to the BPS Internet Research Ethics guidelines, available at:

[http://www.bps.org.uk/sites/default/files/documents/conducting\\_research\\_on\\_the\\_internet-guidelines\\_for\\_ethical\\_practice\\_in\\_psychological\\_research\\_online.pdf](http://www.bps.org.uk/sites/default/files/documents/conducting_research_on_the_internet-guidelines_for_ethical_practice_in_psychological_research_online.pdf)

Researchers intending to undertake any other kind of research involving other people (e.g. interviews, focus groups, observations, experiments) should complete and submit the *Ethics Approval Form 2016-2017* as well as attach a description of any materials to be used in the research (e.g. interview schedules, questionnaires and details of special equipment).

### **Access to sensitive or extremism-related research material**

In accordance with the 'Prevent' responsibilities of higher education bodies, intended to 'prevent' radicalisation/extremism, research students and staff will need to seek approval within their own institution to gain access to electronic or other material related to subjects concerning radicalisation and extremism. Such access will not be withheld where the student or member of staff has good academic reasons to access such material, in accordance with academic freedom principles.

Where access is provided, the conservatoire will give attention to ensuring that such material is securely stored, whether in secure physical or electronic storage, and will be disposed of securely when no longer needed.

The institutional contact for requests to access such material will be the most senior member of staff in the conservatoire with responsibility for research and this will normally be a member of the senior management of the institution.

Conservatoires will be guided by the Universities UK guidance in this area, currently available at: <http://www.universitiesuk.ac.uk/highereducation/Pages/OversightOfSecuritySensitiveResearchMaterial.aspx>.

As this guidance says: 'Universities play a vital role in carrying out research on issues where security-sensitive material is relevant. This guidance document concerns the storage and circulation of security-sensitive research material. If circulated carelessly, such material is sometimes open to misinterpretation by the authorities, and can put authors in danger of arrest and prosecution under, for example, counter-terrorism legislation. Certain procedures for independently registering and storing this material – through research ethics processes – are recommended in this guidance.'

### **Procedure**

The researcher should, in the first instance, submit the CUK Ethics Approval Form / Ethics Approval Form for Questionnaire Research with Adults Only (as appropriate) to the member of staff who sits on the CUK Research Ethics Committee (REC) at the researcher's home institution or the institution to which an external researcher has applied to undertake the research (the CUK REC representative).

It is the CUK REC representative's responsibility to ensure that:

- the appropriate form has been completed in full
- with all necessary attachments (e.g. participant information sheets, consent forms, sample questionnaires)
- the notes to the application form have been removed
- the forms have been signed (electronically) by the appropriate signatories

The form should not be submitted to the Chair of the CUK REC for distribution to and consideration by the Committee until the CUK REC representative is satisfied that all ethical considerations have been addressed. These include issues such as:

- the value of the research (it is unethical to waste potential participants' time and energy on investigations that have already been done, unless there is a specific purpose for replicating existing research, or that address trivial questions)
- the proposed methodology and
- any materials to be used in the research (e.g. interview schedule, questionnaires, description of special equipment).

In short, there should be no reason for the application to be returned by the Chair to the CUK REC representative for revision before it can be distributed to the Committee for consideration.

Submissions to the CUK REC are made as follows:

An electronic copy of the submission, formatted into one file, should be sent to Felicity Beach: [f.beach@trinitylaban.ac.uk](mailto:f.beach@trinitylaban.ac.uk), with the subject *Application to CUK REC*

The CUK REC consists of one or more CUK REC representatives at each CUK institution, typically

- the Head or Deputy Head of Research and
- one other representative with appropriate qualifications (e.g. Head of Quality Assurance or a member of staff with responsibility for data protection).

The Committee thus has 15 members of whom those who have not been involved in the submission of each application will be eligible to comment. Committee members for 2016-2017 include:

- Emma Redding (Chair, Trinity Laban)
- Jane Ginsborg (Deputy Chair, RNCM)
- Barbara Kelly (Deputy Chair, RNCM)
- Garth Bardsley (RNCM)
- Stephen Broad (RCS)
- Joshua Dickson (RCS)
- Christopher Dingle (Birmingham Conservatoire)
- John Irving (Trinity Laban)
- Pamela Lidiard (Guildhall)
- Alistair MacDonald (RCS)
- Terry Clark (RCM)
- Rosie Perkins (RCM) – *on maternity leave*
- Ann Sloboda (Guildhall)
- Carrie Churnside (Birmingham Conservatoire)
- Neta Spiro (RCM)

Applications should be submitted by the deadline of **5pm** on the following Fridays:

<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Summer</b>
20 October 2017	02 February 2018	18 May 2018	
01 December 2017	16 March 2018	29 June 2018	24 August 2018

The rationale for the timing of these deadlines is that they are (roughly) equally-spaced throughout the year, with a slightly longer gap between deadlines over the summer. There should be no need for “extraordinary” applications to be made at other times, but while the deadlines will be specified on the application forms it will also be made clear that such applications will be considered exceptionally with good reason.

Applications will be considered by all members of the Committee except the CUK REC representative who has signed the application and any co-investigators who are also members of the Committee. Researchers’ names and the details of projects will be treated as confidential within the Committee.

Applications made or signed by the Chair will be administered by the Deputy Chair.

Applications are stored centrally by the Chair and distributed to the committee members by email.

Outcomes will be as follows:

- Approval (which must be unanimous)
- Revise, according to comments made on checklists
- Reject with no possibility of revision.

The Chair will facilitate discussion by e-mail of applications for which approval is withheld by one or more members of the Committee.

Outcomes will be communicated and Certificates of Approval, where granted, will be issued on behalf of the Chair to the CUK REC representative, whose responsibility it is to convey them to applicants at their home institution.

Revisions, if necessary, must be checked by the CUK REC representative and signed off again before the application is resubmitted to the CUK REC.