

Research and Knowledge Transfer Policy

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Category: Research	Date Created: October 2001
Responsibility: Executive Director Education & Applied Research	Date Last Reviewed: August 2016
Approval: Academic Board	Version: 16.1

Purpose

The purpose of this policy is to articulate UCOL's expectations of staff and students in relation to research and knowledge transfer activities.

Scope

This policy applies to all staff and students undertaking academic research projects. Institutional research projects may be submitted to the Research and Knowledge Transfer Committee for advice.

Responsibility

The primary responsibility for research at UCOL lies with the Executive Deans and Managers. The Research and Knowledge Transfer Committee is responsible for monitoring research activity undertaken at UCOL and developing and maintaining the '*Code of Ethical Conduct for Research and Teaching Involving Humans as Research Participants*' and/or the UCOL '*Use of Live Animals for Teaching and Research Policy*' as appropriate. The Committee is responsible for approving research proposals from staff and/or graduate students, and will provide ethical advice and assist with mentoring and supporting staff and/or students undertaking research.

Responsibility for the approval of UCOL undergraduate student research projects is delegated to the relevant UCOL programme team(s).

Policy Statements

1. That the majority of UCOL academic staff teaching in degrees will be actively engaged in research.
2. All research projects conducted by UCOL staff and/or students, involving human and animal participants, (except projects proposed for institutional purposes¹) must be approved by the UCOL Research and Knowledge Transfer Committee.
3. Projects approved by another tertiary institution as part of a staff member's research or research by a non-UCOL staff member must be submitted to the Research and

¹ An institutional research project is deemed to involve research for the purposes of informing UCOL's business and administrative decision. Such projects do not require Research and Knowledge Transfer Committee approval, but must be authorised by the Office of the Chief Executive or its delegate, subject to addressing ethical considerations. Projects carried out for administrative purposes may however be submitted to the Research and Knowledge Transfer Committee for advice, if the researcher so wishes.

- Knowledge Transfer Committee for approval when the project involves UCOL staff or students.
4. Any research conducted by external agencies must have UCOL Research and Knowledge Transfer Committee approval to recruit subjects (staff and students) from within UCOL.
 5. Projects approved by another tertiary institution as part of a staff member's research or research by a non-UCOL staff member must be submitted to the Research and Knowledge Transfer Committee for approval when the project involves UCOL staff or students.
 6. Any research conducted by external agencies must have UCOL Research and Knowledge Transfer Committee approval to recruit subjects (staff and students) from within UCOL.
 7. Any work created or developed during the research is covered by UCOL's Intellectual Property – Staff Policy.
 8. UCOL staff will give the Executive Dean notification of research in which they are engaged if the research has not been captured by the Research Plan.
 9. All staff and/or students involved in research which requires the co-operation of human, and/or animal participants and/or the use of live animals are subject to the UCOL Code of Ethical Conduct for Research and Teaching Involving Humans as Research Participants' and/or the UCOL Use of Live Animals for Teaching and Research Policy' as appropriate.
 10. UCOL staff undertaking research approved by the Research and Knowledge Transfer Committee must report 6 monthly on their research activity according to the UCOL Research Reporting Guidelines.
 11. UCOL undergraduate student research projects that do not involve human and animal participants must be approved by the relevant UCOL programme team.

Relevant Legislation

- Human Rights Act 1993
- Privacy Act 2020
- Health Information Privacy Code 1994
- Code of Health and Disability Services Consumer's Rights 1996
- Animal Welfare Act 1999
- Children's Act 2014

Related Documentation

- [Academic Statute](#)
- [Academic Quality Management System \(AQMS\) 2016](#)
- [UCOL Research and Knowledge Transfer Strategy 2019-2024](#)
- [Code of Ethical Conduct for Research and Teaching Involving Humans as Research Participants Procedure](#)
- [Information on Doing Research](#)