Research Ethics Policy

The Institute of Contemporary Music Performance

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V1.0	Sept 2020 AcBo Appendix Feb 2021	Creation of document	Associate Dean (Academic Development)	Sept 2022
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Related policies

- Quality and Governance Manual
- Guidance for projects involving children and young people
- Proscribed research topics for student projects

External Reference

1. Universities UK's Concordat to Support Research Integrity
2. UK Research Integrity Office's Code of Practice for Research
3. BERA Ethical Guidelines

1. Policy Statement

1.1. This Research Ethics Policy sets out the general principles that underpin ICMP's approach to research ethics.

1.2. Research ethics is defined here as the protection of human subjects in the planning, conduct and reporting of research and is applicable to both staff (academic and professional services) and students.

2. External Frameworks

2.1. ICMP adheres to the following external frameworks and benchmarking:

- Universities UK's Concordat to Support Research Integrity
- UK Research Integrity Office's Code of Practice for Research
- BERA Ethical Guidelines

2.2. The principles asserted within these frameworks can be summarized as the following commitments:

- Maintaining the highest standards of rigor and integrity in all aspects of research;
- Ensuring that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards;
- Supporting a research environment that is underpinned by a culture of integrity and based on good governance, best practice and support for the development of researchers;
- Using transparent, robust and fair processes to deal with allegations of research misconduct should they arise;
- Working together to strengthen the integrity of research and to review progress regularly and openly.

3. Ethics Sub-Committee

3.1. ICMP operates an Ethics Sub-Committee that has a duty delegated by the Research and Professional Practice Committee to ensure the maintenance of the highest standards in ethical conduct in relation to research, scholarly and professional practice at ICMP. All research and scholarship conducted at ICMP by students and staff, must obtain ethical approval before a project can begin. Staff and students are strongly encouraged to familiarise themselves with all the ethical clearance material required. This can be found on the Research Ethics pages of myICMP here.

4. For Staff Research

4.1. All academic and professional service staff who undertake research, scholarship, or professional practice involving others, must ensure they abide by the standards and expectations of ethical conduct and seek appropriate clearance.

4.2. Staff must ensure that an Ethical Clearance Form is submitted to the Ethics Sub-Committee in good time, prior to the start of a research project. This should also include a fully drafted consent form. Both can be found on the myICMP ethics pages here.

4.3. No research, including master's or PhD associated research, should be undertaken without explicit written approval from the Ethics Sub-Committee, even if ethical clearance has been granted by another institution.

4.4. Access and Participation are authorized to process ethical approval for staff research within their departmental remit.

5. For Student Research

5.1. Module leaders have delegated responsibility to ensure ethical standards across student work. Students are required to comply with the ethical clearance process that involves submission to the module leader the following:

a) A fully and appropriately detailed ethical clearance form;
b) Any required research information and consent sheets;
c) Questionnaire, survey, or interview questions ;

5.2. The module leader can action three responses to the submission of ethical clearance applications:

a) Approve;
b) Require further detail/information;
c) Reject.

5.3. The module leader can also request consultations with the chair of the Ethics Sub-Committee.

5.4. The module leader is required to submit a summary report to the Ethics Sub-Committee.

6. Further Guidance

6.1. ICMP maintains an up-to-date range of supporting materials and templates. Staff and students are strongly encouraged to familiarise themselves with these.

6.2. The Guidelines for Practice Based Research provides examples of how ethical clearance is required for creative project.

6.3. The Guidelines for Projects involving Children and Young People sets out the requirements of projects that may, by exception, be approved.

6.4. The Proscribed Topic list sets out the areas of research that ICMP could not sufficiently or ethically support or supervise effectively.

6.5. Students can find all relevant information on myICMP on the Research Integrity and Ethics page as part of the Quality Assurance and Enhancement (QAE) section here.

Appendix A: Research Data Storage and Retention of Ethical Clearance Applications

This appendix should be read in conjunction with the ICMP's Data Protection Policy and Acceptable Use of IT Policy.

The protocol described below relates to any research activities undertaken by ICMP staff, or students on validated programmes of study where an ethical clearance application has been submitted either to the Ethics Sub-Committee or to the Module Leader. This document details the issues that should be considered when a new project is being set-up, specifically relating to where and how to store personal or identifiable data, as well as the requirements for the retention of ethical clearance documentation.

Data Protection Overview

ICMP's Data Protection Manual states that in accordance with the Data Protection Act 1998, ICMP will ensure all personal data:

- shall be processed fairly and lawfully and, in particular, shall not be processed unless at least one of the conditions in Article 6 of the GDPR is met;
- shall be obtained only for specified and lawful purposes and shall not be processed in any manner which is incompatible with those purposes;
- shall be adequate, relevant and not excessive with respect to the purposes for which it is processed shall be accurate and, where appropriate, kept up-to-date;
- shall be kept for no longer than is necessary in light of the purpose(s) for which it is processed;
- shall be processed in accordance with the rights of data subjects under the Act;
- shall be protected against unauthorised or unlawful processing, accidental loss, destruction or damage through appropriate technical and organisational measures; and
- shall not be transferred to a country or territory outside of the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Data Storage for RSPP-related and student research projects

In accordance with relevant guidance, including ICMP's Data Protection Manual and the Acceptable Use of IT Policy staff and students engaged in research process should abide by the following:

- For student projects and module/programme related RSPP projects: As far as possible, electronic copies of identifiable data pertaining to research participants should only be stored on ICMP computers or Office365. Data that is stored on personal devices (ie USB sticks, personal laptops, external hard drives) must be password protected and/or encrypted (see 3.2 and 4.3 of Acceptable Use of IT Policy).
- For funded RSPP projects not attached to modules or programmes and do not utilise student or staff data collation: The Ethical Clearance application must make clear how the researcher

is intending to store data (for example footage or audio recordings of interviews and survey results) and how you will comply with the requirements of GDPR if not using Office 365.

- If you need to transfer data regarding ICMP students or staff, this should be done via Office365 but not by Dropbox/Google Docs, etc, as these are not considered secure (see 4.4. of Acceptable Use of IT Policy).
- All identifiable data (i.e. names, contact information, name-code sheets), must be kept separate from datasheets. Documents that link participant information and codes should be password protected, kept in a separate folder from the datasheets, and not be clearly linked to the datasheets. These documents should be deleted as soon as they are no longer required.
- For online surveys (such as those employing SurveyMonkey, etc), if you are giving participants the option of providing their name/contact information so that they can be contacted at a later date, include a statement at the point in the survey when they are requested to provide their name/contact information that their name and data will be stored together for a specified length of time and thereafter stored separately. The length of time that they are stored together should be no more than that during which your survey is live and you are actively collecting data. If using SurveyMonkey, you must turn 'off' the default option that collects participants' IP addresses.

Staff Research

The following are general guidelines for how long data should be kept. As these are general guidelines, specific timeframes should be discussed during the set-up of each new project to make sure they meet the project needs, particularly for any funded research projects:

Data type	Retention Period	Responsibilities
Research source data	5 years, project specific	Researcher is responsible for compliant storage.
Ethical clearance submissions	5 years, project specific or 5 years after the end of employment	Researcher submits to Ethics Sub-Committee. Ethics Sub-Committee stores all staff applications centrally.
Research consent forms	5 years, project specific	Researcher is responsible for compliant storage.

Student Research

As the approved list of proscribed topics (available on the MyICMP Research Integrity and Ethics student page here) prohibits students engaging with high-risk research projects, such as randomised control trials, the types of data collated should be of minimal risk and mostly anonymised. Data collated, as part of student projects should be destroyed when the student leaves ICMP.

Data type	Retention Period	Responsibilities
Research source data	End of student enrolment	Researcher is responsible for compliant storage.
Ethical clearance submissions	Five years after end of student enrolment	Module Leader submits all ethical clearance application for storage via the Ethics Sub-Committee (see 3.4 of Acceptable Use of IT Policy)

Research consent forms	One year after end of student enrolment	Researcher is responsible for compliant storage.