



Policy Title	Brescia University College Guidelines for Students Conducting Research and Pedagogical Activities Involving Human Participants
Issued By	Research and Scholarship Committee
Contact	Vice-Principal and Academic Dean
Approved By	Brescia Council
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As part of their academic training, students registered in Brescia University College (Brescia) courses are asked to complete many types of assignments. In some courses, students may be required to conduct research with human participants (including data and/or biological materials), or may ask permission to conduct such research to fulfill a course requirement. Student research with human participants can be important pedagogically, raising students’ awareness of a wide array of methodological issues within a discipline. As well, a thorough grounding in the ethical issues involved in research with humans can be a rich learning experience, and models the full research experience. Nevertheless, the rights of potential human participants must be protected, and Brescia must exercise proper supervision of all research with human participants.

All research involving human participants must adhere to the policies and procedures of Brescia and the *Tri-Council Policy Statement on Ethical Conduct of Research Involving Humans* (TCPS2 2018) (CIHR et al (2018), in addition to other relevant guidelines and required legislation. Brescia must ensure that any research conducted under their auspices adheres to the TCPS2 2018 policy. In particular, Article 2.1 of the TCPS2 2018 states that course-based research activities require ethics review.

This document reviews types of student activities involving human participants and the resulting procedures for ethical review. **When identifying and selecting a relevant type, be aware that a project may overlap types. When this happens, the project must adhere and follow the procedure for the higher type of activity.**

If activities fall under the auspices of experiential learning or partners with outside institutions, see the section on page 4.

TYPE A – Research – Requires REB Review

Review the criteria below to identify if the student activity matches this type:

- Research is defined per the TCPS2 2018, Article 2.1; “defined as an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation. The term

“disciplined inquiry” refers to an inquiry that is conducted with the expectation that the method, results, and conclusions will be able to withstand the scrutiny of the relevant research community.”

- Dissemination routes may often include publication, thesis, and/or knowledge mobilization strategies relevant to the discipline / thematic area of study (these extend outside of the ‘classroom’ or course proper).
- These include such activities as: class projects and activities (including those for assessment) that reflect the definition of “research” as defined per the TCPS2 2018 above; theses, or equivalent types of research projects, including independent study projects. These also include any research that forms part or all of a researcher’s / instructor’s research program.

Required Action – Activities falling under Type A require ethics review board approval. Researchers must follow the guidelines for Brescia Research Ethics Board review (or Research Western, as applicable). If the project requires HSREB, follow the procedures from Research Western.

TYPE B – Course-based Pedagogical Activities – Requires Delegate Review

Review the criteria below to identify if the student activity matches this type:

- The primary intention is to provide students with an opportunity to develop research skills.
- Data collection/analysis activities are embedded within the context of a course assignment.
- The results of the project will form the basis of a report that is an assessed class component.
- The form of the report is determined by requirements set out, typically in the course outline, to meet course component(s). These requirements are set by the course instructor.
- Process of data collection and analysis is systematic, rigorous, and intended to generate analyzable data according to disciplinary standards.
- The data, data analysis, and report **will not be used or presented as “research”** as defined by TCPS2 2018, Article 2.1. The data, data analysis, and report are intended **solely** for the purpose of meeting a course requirement and will not be communicated or shared otherwise.
- **Only the students engaging in these activities are expected to benefit** in terms of gaining experience in how research is conducted in the discipline.

Required Action – Activities falling under Type B must follow the guidelines outlined below:

Instructors are responsible for ensuring that the ethics components in the research are adhered to, that students planning to conduct research with human participants are well informed about ethical guidelines for conducting such research, and that students working with human participants are sufficiently well prepared to deal with likely consequences. In addition, those students are not placed in situations where there may be significant risk of harm to themselves and others. To help with these aspects, instructors (and students) are required to complete the online the Tri-Council TCPS 2 CORE – Course on Research Ethics: <https://tcps2core.ca/welcome>.

TCPS2 2018 Article 6.12 indicates pedagogical projects can be delegated to non-REB members with “experience, expertise and knowledge comparable to what is expected of an REB member” (pg. 80), and these projects must be reported to the REB. Following this, the Brescia REB will delegate review of course-based pedagogical activities.

Instructors will submit the required ethics materials to the Research Officer [or delegate] (who will initiate the delegate review process for the REB) by the deadline posted on the Brescia website, will

wait for approval notification (and/or other communication) before permitting students to undertake research with human participants. Instructors will notify the BREB and/or Research Officer of any changes or adverse events/experiences occurring in the research in a timely manner.

Required submission materials from the instructor:

1. Cover sheet including instructor name, contact information, Start and End Dates for the assignment, course code, and course title.
2. Written assignment instruction sheet as provided to the student(s), including the following information:
 - o Requirement for students to complete the online Tri-Council TCPS 2 CORE – Course on Research Ethics: <https://tcps2core.ca/welcome> and/or submit the Certificate of Completion as part of the assignment.
 - o Project purpose and research plan.
 - o Recruitment method(s), including relationship of participants to the student.
 - o Procedure for obtaining participants' voluntary and informed consent.
 - o Guidelines regarding topic sensitivity and participant vulnerability.
 - o Procedure for dealing with participants who wish to withdraw from the research.
 - o Debriefing procedure (i.e., how the participants will be informed of the results of the research, if applicable).
 - o Data confidentiality, security, and data management procedures, as applicable. Note: the instructor is encouraged to safely store the data for one (1) year following completion of the assignment.
3. Attachment materials, as applicable (Templates for many of these requirements can be accessed through the BREB or Research Officer):
 - o Data collection instruments for the project.
 - o Letter of information and Consent form / transcript of any relevant scripts.
 - o Recruitment materials/posters.
 - o Any debriefing materials that students will utilize.
4. Document indicating the instructor's process for ensuring appropriate conduct of the project (e.g., instructor 'sign-off' on topic/documents prior to project initiation, periodical supervision/interim report, etc.).

Approval Term Periods

Approvals are valid for one calendar year (same as BREB approvals).

The instructor can re-submit previously approved submissions, providing 1) **No** changes have been made to the ethics submission materials and 2) **No** policy changes that would impact the submission have occurred, with a message certifying to the Research Officer that the submission was previously approved and no changes were made.

Project Closure

An instructor can close out a project by contacting the Research Officer (or delegate) with the following: name of project, number of students who took part in the project, any problems/issues that arose during the project during the year, and a message stating the project is ending.

TYPE C – Professional Skill Development– No Review Required

Review the criteria below to identify if the student activity matches this type:

- Job-related or vocational skill development and/or training within standard educational interactions and activities (e.g., student-to-student, dietitian-to-patient, “role play” type activities, etc.).
- May include techniques commonly used in research (e.g., surveys, interviews, observations, etc.), but any data/information generated will not be used for analysis. (e.g., Students may administer an assessment test to gain experience in how the test should be given, but any data/information generated in that training exercise will not be used or analyzed.)
- Only the students engaging in these activities are expected to benefit in terms of gaining experience in how professional activities are conducted in the discipline.
- Assignments would not reflect disciplinary standards for research.

Required Action – No REB oversight required for Type C activities.

Experiential Learning or Activities Conducted with Other Institutions

In many cases, students are involved with activities with other institutions or community partners within the context of a course, or required element of their program. These activities may fall under this policy; instructors must determine which Type applies (in consultation with the Research Officer and/or Brescia REB, as needed), indicating the extent of REB oversight that is required.

References

Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, TCPS2. December 2018.

http://www.pre.ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html

This policy and structure follows the model set from Research Western’s 2018 policy rewrite on “REB Requirements for Student Research and Pedagogical Activities”.

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