

## External Organisations

**Section 2.6. and Section 6 of the Code (should be read in conjunction with the full Code).**

### **Class 3: research involving an external organisation**

- 2.6. For the purposes of this Code 'external organisation' "refers to any bodies which: conduct, host, sponsor or fund research; employ, support or host researchers; teach research students; or allow research to be carried out under their auspices"<sup>3</sup>.

**Class 3** as defined by this Code includes two Routes: 3A and 3B. Class 3 encompasses research for which ethical approval from an external body may be required (Route **3A**), or where the University is required by an external body to confirm research ethics approval (Route **3B**).

- 2.6.1 Examples of Route 3A include but are not limited to, research involving the National Research Ethics Service, NHS patients, clinical trials, National Offenders Management Service, Social Care, Human Tissue Act, the Mental Capacity Act. A copy of the final ethics application (including supporting or associated documents) and ethics approval letter should be submitted to the University Research Ethics Committee, accompanied by a UREC Coversheet. The University may consider its own duty of care, as well as whether the research is in the interests of the University, where it is carried out under the aegis of the University.
- 2.6.2 An example of Route 3B is where an external body, e.g. Research Council, European Commission, Industrial collaborator, professional body or other external organisation requires evidence of research ethics consideration (and/or approval) by the University. With regard to research funded by an external body, evidence of institutional ethical consideration and/or approval may be required prior to submitting for an award or after an award has been made (in some cases the award is subject to institutional ethical, regulatory and good practice approval). When applying to the University Research Ethics Committee for approval of research within Route 3B, it is important that the Ethics application accurately reflects the protocol detailed in any external research proposal (regardless of whether it is funded research or not).
- 2.6.3. Where Route 3B applies, a local or Faculty Research Ethics Committee may not approve the research but must provide this to the University Research Ethics Committee for consideration, the latter may take advice from the local or Faculty Committee.

## **Section 6. Location and environment of the Research**

### **6.1 Joint Research Activities**

- 6.1.1 Staff or students who wish to carry out research on human participants or animals outside University premises must obtain written permission from any collaborating organisation as well as from the University of Westminster.

- 6.1.2 Principal Investigators who are not University employees or University enrolled students, and who wish to carry out research on University premises, must conform to the University's *Code of Practice for Research Ethics*.
- 6.1.3 Principal Investigators who are not students or employees of the University shall state this on their Application for Research Ethics Committee approval.
- 6.1.4 In the case of collaborative investigations or investigations involving non-employees of the University, a Research Ethics Committee will focus on Section 6 (Insurance), and Section 8 of the application form (External Approval), before considering the proposed investigation further. In the case of collaborative projects, the Research Ethics Committee may agree either to accept ethical approval granted elsewhere or to require that University approval be granted before the project may commence, if this is within the University's remit.
- 6.1.5 Research Ethics approval should normally be sought as locally to the site of the actual research as possible, including where University employees or students are proposing to conduct research or part of a research study, elsewhere, and not within the University's premises.

## **6.2. Research Conducted Abroad**

- 6.2.1 The Principal Investigator and/or supervisor must consider ethical implications of research conducted outside the UK.
- 6.2.2 The Principal Investigator and/or supervisor is advised to make a reasonable attempt to gain ethical approval from a relevant independent body abroad, where applicable, in addition to any ethical approval sought at the University. If the majority of the work with ethical implications is to be carried out overseas, then the local approval should be sought first, however no work with ethical implications should be carried out in advance of University or Faculty consideration (including consideration of any conditions or approvals set elsewhere).
- 6.2.3 The local review and ethical approval of research carried out abroad is a necessity because the ethical acceptability of the research must be in accordance with local legislation, regulations, best practice, customs, traditions and beliefs. Local ethical standards and practices need to be taken into account and a statement on how they will be accommodated by the research team should be provided to any ethical approval body, both at the University and overseas. Where local research ethics consideration is not possible or practical, an explanation of why this is the case should be provided as part of the University research ethics application or proposal.

6.2.4 University members must ensure the University insurance will cover them for any research conducted abroad and must obtain a letter from the Procurement Team to this effect from the University before they travel. See Section 5.

6.2.5 Researchers should refer to the guidelines produced by Universities, Colleges and Employer's Association (UCEA) regarding Travel (within and outside the UK), Fieldwork, Risk Assessment and Safety, Health and Wellbeing guidance for researchers.

### **6.3 Location of the Investigation & Apparatus**

6.3.1 The Principal Investigator and/or supervisor will ensure that any specific locations proposed for research are appropriate to the type of study and the risk involved.

6.3.2 An inspection of the proposed premises or location may be carried out by a University Research Ethics Committee at its discretion.

6.3.3 A Research Ethics Committee will need to be satisfied by the Principal Investigator that all equipment and apparatus intended to be used will be safe and properly maintained in accordance with the standards and procedures referred to in the University Health, Safety and Wellbeing Guidelines.