


# HE Research and Ethics Policy

## 1. Scope and Purpose

- 1.1. Research ethics refers to the principles which govern the ways in which research is designed, managed and conducted. Research is considered to be creative work undertaken on a systematic basis in order to extend or increase knowledge in a chosen topic area.
- 1.2. Ethical considerations are critically important in planning research and teaching, and this guidance is designed to help you in dealing with ethical considerations in these areas.
- 1.3. The guidance sets the context of the processes and principles underpinning any decision by Loughborough College to give consent to a student and/or staff member.
- 1.4. When ethical approval is given, the proposer/researcher and any other researchers involved in the study, remain liable and responsible for adhering to the principles submitted and agreed by the Ethics Committee. Included in this guide is a flow chart and principles included within it should act as guides by which staff and students evaluate proposals and complete the ethics forms. These are included as templates for use in making applications to the 'HE Ethics Committee', as well as seeking consent from participants and/or parents.
- 1.5. This guidance is not intended to hamper the progress of any proposal, but to ensure there is a proper due diligence process that is proportionate to the risk involved in a particular research proposal. The committee has divided these areas into three categories:
- 1.6. Non-empirical research, using only secondary or published sources (for example, an extended literature review, meta-analysis or using published data sets)
- 1.7. Collection and/or analysis of primary, unpublished data from, or about human participants, and or, agencies and organisations, including primary observations of behaviours where people would normally expect privacy i.e. online forums, social media or blogs.
- 1.8. Laboratory based experimental research in controlled laboratories or related industrial settings.
- 1.9. Equally, the guide offers support in developing both the quality and ethical acceptability of any application. The proforma and any letters of explanation or consent should, in the majority of cases, take very little time to complete. Where they do take time, this should be an indication of problems which need to be dealt with before any research project is

Name:	HE Research and Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document "uncontrolled" when printed.*



undertaken. It should inform both your research proposal and the areas you will need to consider to give the College proper assurance, as well as protecting the rights of participants.


- 1.10. If, during your usage of this procedural document and its suggested processes, you feel that there are things which still need modifying, or issues which need to be raised, please do not hesitate to put your views to the Ethics Committee or any other relevant person.
- 1.11. The purpose of this document is to establish a system, provide guidance, advice and monitoring on the important issue of Ethics in staff and student research and scholarly projects.
- 1.12. In every case, when research is undertaken by any staff or student, ethical considerations must be given attention.
- 1.13. It is envisaged that a Staff or Student Ethics Application Form will be completed in all cases and further explanatory supplements may be required. How much additional information will depend on the complexity and sensitivity of the proposal:
- 1.14. For every project by a student on a taught module where a major research project is undertaken.
- 1.15. For a staff member who has been authorised by senior staff (SMT level or Executive) within the Loughborough College Group and/or commissioned externally, or as part of an agreed 'scholarly' activity/plan.
- 1.16. As stated, signing and gaining approval for the research from the Ethics Committee does not absolve the researcher(s) for observing general ethical guidelines, for example, abiding by the law, observing copyright, complying with plagiarism conventions, acknowledging authorship etc.
- 1.17. The ultimate responsibility for the ethics in a project and how it evolves remains with the researcher(s) and the academic acting as supervisor.
- 1.18. This policy applies to Loughborough College Group and its colleges. References to the Group or College refer to all parts of the group.

## **2. Policy Statement**

- 2.1. The Loughborough College Group considers the welfare of children and vulnerable adults of paramount importance and aims to safeguard and promote their welfare, safety and health by fostering an honest, open, caring and supportive environment.
- 2.2. The student / supervisor must protect the participant from physical and psychological discomfort, harm and danger that may arise from the procedures used.

Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document "uncontrolled" when printed.*

- 
- 2.3. Where research/lecturing procedures could result in undesirable consequences for the individual participant, the student / supervisor has the responsibility to detect and remove or correct these consequences, including long-term effects.
- 2.4. The Ethics Policy will be mindful of the overriding principle that the Loughborough College Group is committed to promoting an environment, where every learner is treated with respect and dignity. No learner, member of staff or any related third party should feel disadvantaged on the grounds of ethnicity, sex, age, gender reassignment, pregnancy, marital status, sexual orientation, disability, religious beliefs or any other characteristic.

### **3. Impact Assessments**


- 3.1. This policy/procedure has undergone an impact assessment process during review to ensure that any foreseeable risks and implications have been appropriately considered.
- 3.2. Equal Opportunities: The policy has been reviewed to uphold principles of equality and non-discrimination in accordance with equal opportunities legislation, ensuring fair treatment for all individuals.
- 3.3. Data Protection: All personal data processing activities governed by this policy have been assessed for risk and are fully compliant with current data protection laws. Privacy-by-design has been embedded as a core approach, with safeguards implemented to protect data subjects.
- 3.4. Safeguarding, Health & Safety, and Environmental Sustainability: Relevant aspects of safeguarding, health and safety, and environmental sustainability have been impact assessed to support a secure, inclusive, and responsible working and learning environments for all.

### **4. Policy**

- 4.1. Principles of Good Research Practice:
- 4.1.1. As a member of the College, you have a duty to act ethically in all aspects of your research. Your research must be worthwhile in itself and have beneficial effects that outweigh any risks. This means that your methodological approach must be sound so that positive results can be achieved.
- 4.1.2. As a researcher at the College, you are required to operate within applicable laws and to adhere to insurance, indemnity and compliancy commitments. In instances where you are unaware of these requirements, please consult with the Ethics Chair (Dean or Head of Higher Education) for further advice and guidance.
- 4.1.3. All those to whom the College regulations apply are expected to:

Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document “uncontrolled” when printed.*

- 
- Maintain professional standards.
  - Ensure a duty of care for research subjects, fellow researchers, students and yourself.
  - Ensure research transparency where all participants are aware of their involvement in the research process and consent can be provided from a fully informed perspective.
  - Be familiar with guidance on best research practice, for example in relation to matters of policy, ethics, finance and safety.
  - Observe legal and ethical requirements laid down by the institution or other properly appointed bodies involved in the research field.
  - Recognise the importance of good leadership and co-operation in research groups.
  - Take special account of the needs of young researchers.
  - Document results and keep secure primary data.
  - Question findings.
  - Attribute honestly the contribution of others.
  - Take steps to ensure the safety of all those associated with the research.
  - Report any conflict of interest, actual or prospective, to the appropriate person.
  - The need for research to ensure that no person experiences disadvantage or unfair treatment as a result of their protected characteristic as defined in the Equality Act 2010.

#### 4.2. Definition of Research Misconduct

4.2.1. The Loughborough College Group defines research misconduct as behaviours that deliberately or recklessly fall short of the standards expected in the conduct of research.

4.2.2. Research misconduct includes the following, whether deliberate, reckless or negligent:

- Failure to obtain appropriate permission to conduct research.
- Deception in relation to research proposals.

Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document “uncontrolled” when printed.*



- Unethical behaviour in the conduct of research, for example in relation to research subjects.
- Unauthorised use of information which was acquired confidentially.
- Deviation from good research practice, where this results in unreasonable risk of harm to humans, animals or the environment.
- Fabrication, falsification or corruption of research data.
- Distortion of research outcomes, by distortion or omission of data that do not fit expected results.
- Dishonest misinterpretation of results.
- Publication of data known or believed to be false or misleading.
- Plagiarism, or dishonest use of unacknowledged sources.
- Misquotation or misrepresentation of other authors.
- Inappropriate attribution of authorship.
- Fraud or other misuse of research funds or research equipment.
- Attempting, planning or conspiring to be involved in research misconduct.
- Inciting others to be involved in research misconduct.
- Collusion in or concealment of research misconduct by others.

4.2.3. Research Misconduct does not include honest error or honest differences in the design, execution, interpretation or judgement in evaluating research methods or results, or misconduct unrelated to the research process. Similarly, it does not include poor research, unless this encompasses the intention to deceive. Students who are suspected of research misconduct may be subject to college disciplinary procedures.

4.2.4. Should a student be suspected of potential research misconduct they would be subject to the College's Disciplinary process. In most cases, these instances would be treated as a Stage 3 Disciplinary Meeting.

#### 4.3. How the System Works - Students

4.3.1. When students and project supervisors are contemplating beginning a piece of research, they need to consider the ethical issues which need to be addressed

Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document "uncontrolled" when printed.*



both before it is started and any changes in these as the project progresses. In all cases, students should seek advice at this stage from their supervisor.

- 4.3.2. The relevant proforma, a copy of which can be found on HE Learnzone, should therefore be read and completed as appropriate. This document contains proforma's relevant to the ethical assessment of a research project including procedures for obtaining consent and sample consent forms. Electronic copies of forms will be available where appropriate, but a signature must always be produced as proof of compliance or consent.
- 4.3.3. The proforma should be read in conjunction with the flow chart prior to the beginning of any research project.
- 4.3.4. Any letters to obtain consent must be approved by the relevant Sub or full Ethics Committee. For students your tutor/supervisor will advise you. Their view and advice should be included with the application for approval. Once cleared, informed consent should be sent by, and returned to the researcher before the research work begins.
- 4.3.5. The proforma, a copy of the proposal, and any informed consent letters, and other key documents should be sent to the relevant Sub and/or full College Ethics Committee for 'approval and recommendation'.
- 4.3.6. A separate declaration will need to be added to the project, declaring that ethical procedures have been followed.
- 4.3.7. Where proposals are not given approval recommendation, they will be returned to the researcher and supervisor for any necessary clarification. The proposal will be considered against 4 recommendations:
  - 1) Your proposal has been agreed by the Ethics Committee (date), you can commence your research.
  - 2) Your proposal has been referred back for resubmission with the following recommendations (Insert list of recommendations). Once these have been implemented and approved by your supervisor, you may commence your research. The supervisor will inform the Ethics Committee that the conditions have been met.
  - 3) Your proposal has been approved following the Ethics Committee on (date) subject to the (list conditions). Once these have been implemented and approved by your supervisor, you may commence your research. The supervisor will inform the Ethics Committee that the conditions have been met.

Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document "uncontrolled" when printed.*



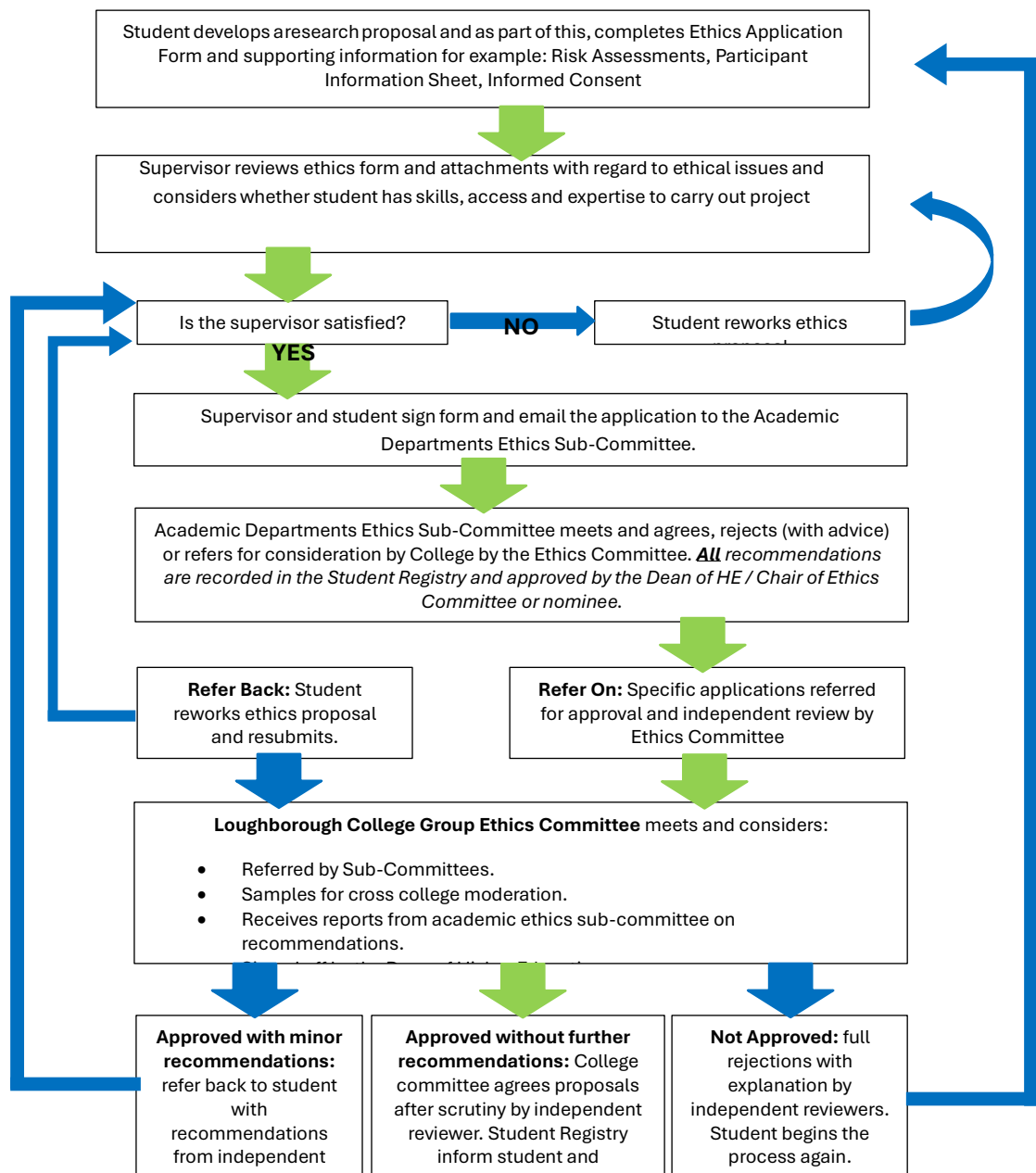
- 4) Your proposal has been rejected following the Ethics Committee on (date) and you are advised to consider a new proposal.
- 4.3.8. Where the Ethics Committee makes a recommendation that a proposal be rejected, clear reasons for this decision will be given.
- 4.3.9. Normally, a student researcher would take the advice and recommendation of the Ethics Committee and see this as developmental feedback. However, if a proposal is rejected under (d) by the Ethics Committee, and the student or staff member believes they can identify a failure in process, the proposer has right of appeal under College policies and procedures.
- 4.3.10. You are advised to consider in advance any issues with the disclosure of sensitive information during the research process i.e. legal issues, safeguarding concerns etc. Where you are undertaking an organisational study and have safeguarding or other legal or ethical concerns, the said organisation should have policies and procedures which should be used. Your supervisor should be informed (where possible and safe) prior to taking any action.
- 4.3.11. Where it is a safeguarding matter, again the organisation may have policies that you are required to follow. In research areas where this is likely in an organisation, this possibility should be clarified before the research begins.
- 4.3.12. Where it is with individuals, again, before the research begins, and consent is obtained, the 'limits' of what is meant by 'confidentiality' should be explained and understood by the client and any care workers/family or staff involved.
- 4.3.13. All students and staff are bound by statutory and legal requirements. In all cases of doubt or concern, matters should be drawn to the attention of your supervisor, who can seek senior and expert advice.

Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document “uncontrolled” when printed.*




#### 4.3.14. Flow Chart Process for Students:



Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document “uncontrolled” when printed.*






#### 4.4. How the System Works - Staff (Academic and Professional Services):

- 4.4.1. Before completing any formal processes, a staff member must have agreement from the relevant senior manager to undertake a research based/scholarly/evaluation project.
- 4.4.2. Where a staff member is bidding internally or externally for a research based/scholarly/evaluation project. They (again) must seek approval from their senior manager and have sought and gained full or initial agreement (where appropriate) for the project in terms of 'Ethics' clearance from the Chair of the Ethics Committee or nominee or the full committee where a full research proposal is required as part of the bidding submission.
- 4.4.3. Staff are advised to utilise the Academic Department's Ethics Sub Committee to advise the development of any bid, before seeking formal approval (including Ethics clearance for any bid/tender.<sup>1</sup>)
- 4.4.4. When a staff member has the agreement of their line manager and has (where required) identified a project supervisor, they must consider the ethical issues to be addressed before any project begins. In all such cases, staff should seek advice at this stage from their supervisor or the Head of Higher Education.
- 4.4.5. Where a staff member is undertaking research as part of an externally managed postgraduate research programme, and the subject of the research is directly linked to Loughborough College's business, clients or staff, the College will normally require that the staff member, working as a PG student, to complete the ethical processes within the university they are studying at. In all such cases the staff member will inform the College's Chair of its Ethics Committee and submit: a) a copy of the proposal form b) written confirmation from the University's own Ethics Committee that the project has been approved. The Ethics committee will keep a record of such projects and may in some cases, require additional ethical consideration.
- 4.4.6. The relevant proforma for Ethical Approval, a copy of which can be found on HE Learnzone, should therefore be read and completed as appropriate. This document contains other 'proformas' relevant to the ethical assessment of a research project followed (in appendices) by procedures for obtaining consent and sample consent forms. Electronic copies of forms will be available where appropriate, but a signature must always be produced as proof of compliance or consent.
- 4.4.7. The proforma should be read in conjunction with the 'Staff Ethical Approval Flow Chart' prior to the beginning of any project research.

Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document "uncontrolled" when printed.*

- 
- 4.4.8. Any letters to obtain consent must be approved by the relevant Sub or Full Ethics Committee, where appropriate your supervisor or the Chair of the Ethics Committee (or Academic Department Sub Committee) will advise), as part of the Ethical Approval Process and included with the application for approval. Once cleared, informed consent should be sent by, and returned to the principal researcher before the research work begins.
- 4.4.9. The proforma, a copy of the proposal, and any informed consent letters as well as any research instruments, and other key documents will then be sent to the relevant Sub and/or full College Ethics Committee for 'approval recommendation'.
- 4.4.10. A separate declaration will need to be added to the project, declaring that ethical procedures have been followed.
- 4.4.11. Where proposals are not given approval recommendation, they will be returned to the researcher and supervisor for any necessary clarification. The proposal will be considered against four recommendations.
- 1) Your proposal has been agreed by the Ethics Committee
  - 2) Your proposal has been referred back with the following recommendations and resubmission. Once these are implemented and approved by your supervisor, you may commence your research. The supervisor will inform the ethics committee that the conditions have been met.
  - 3) Your proposal has been rejected and required significant re-working to meet Ethical Considerations. In this case, resubmission can be considered.
  - 4) Your proposal has been rejected and you are advised to consider a new proposal.
- 4.4.12. Where the Ethics Committee recommends that a proposal be rejected and, in such cases, give clear reasons for this decision.
- 4.4.13. You are advised to consider in advance any issues of disclosure of sensitive information during the research process i.e. legal issues, safeguarding concerns etc. Where you are undertaking an organizational study, the said organization should have policies and procedures. These should be used and your supervisor should be informed (where possible and safe) prior to taking any action.
- 4.4.14. Where it is a safeguarding matter, again the organisation may have policies that you are required to follow, in research areas where this is likely in an organisation, this possibility should be clarified before the research begins.

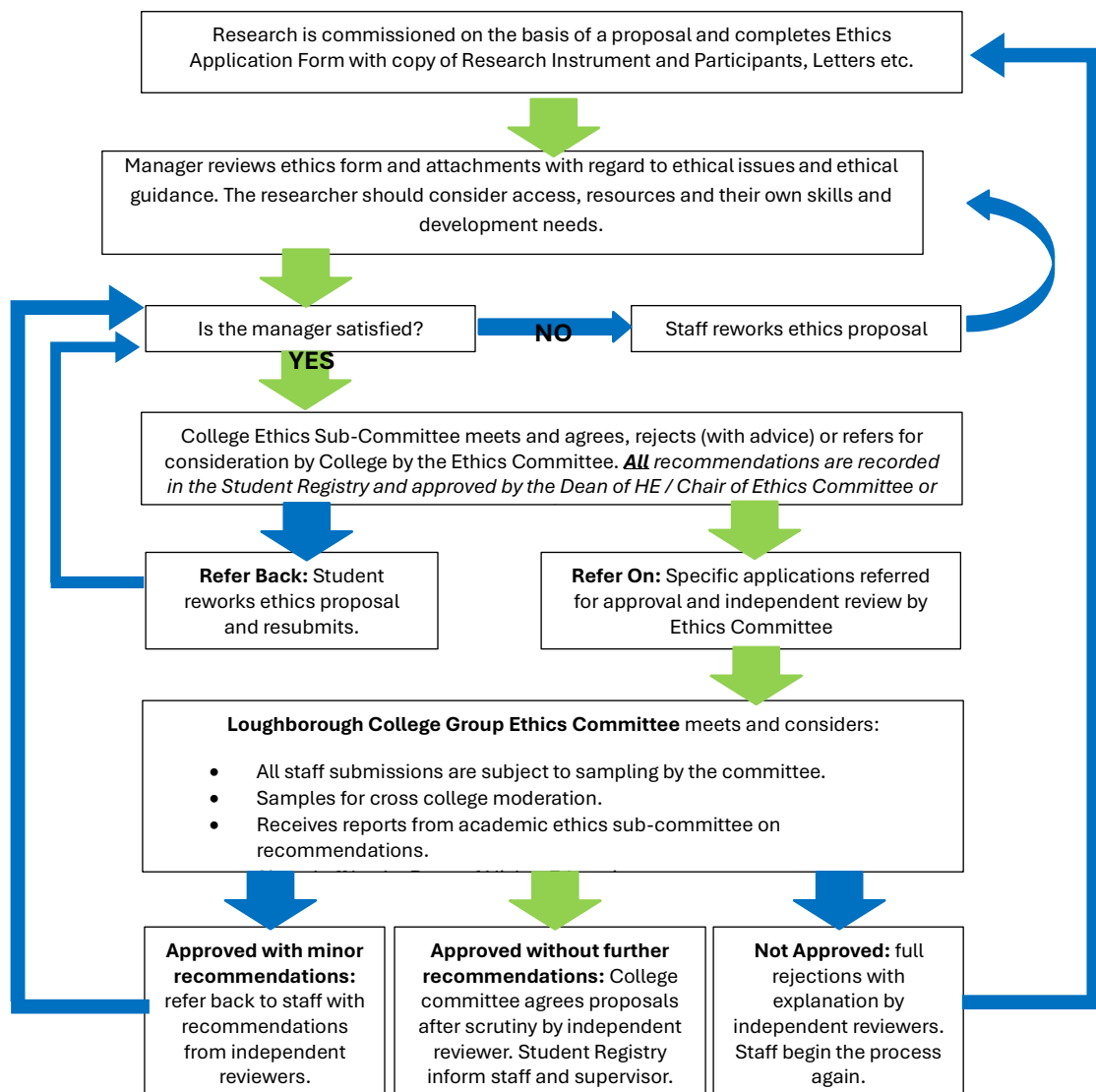
Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document “uncontrolled” when printed.*

4.4.15. Where it is with individuals, again, before the research begins, and consent is obtained, the 'limits' of what is meant by 'confidentiality' should be explained and understood by the client and any care workers/family or staff involved.

4.4.16. All student and staff are bound by statutory and legal requirements. In all cases of doubt or concern, matters should be drawn to the attention of your supervisor, who can seek senior and expert advice.

4.4.17. Flow Chart Process for Staff:



Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document "uncontrolled" when printed.*




#### 4.5. General Principles - Students and Staff

- 4.5.1. Where research is carried out by students, it is the joint responsibility of the student and the supervisors to ensure its ethical acceptability prior to the ethics board.
- 4.5.2. In planning a study, staff, students, supervisors and managers must carefully evaluate its ethical acceptability. Any aspect which suggests that questions of its ethical acceptability are raised, independent approval from the Ethics Committee must be obtained.
- 4.5.3. The primary ethical concern of all students / supervisors lies in considering whether a participant will in any way be a 'subject at risk'.
- 4.5.4. The students/staff/supervisor always retain the responsibility for ensuring ethical practice in the research/teaching. They are also the persons responsible for the ethical treatment of participants by collaborators, assistants, other students, and employees.
- 4.5.5. Staff/students and their supervisor are both responsible for ensuring that any safeguarding issues are addressed and cleared prior to contact and research taking place.
- 4.5.6. These other collaborators, assistants, students, and employees still, however, incur similar ethical obligations to those of the principal students/supervisors.
- 4.5.7. The staff/student/supervisor must provide for participants, and prior to their participation, a clear and fair description of the research/teaching in writing. The student/supervisor must honour all promises and commitments included in that agreement. The student/supervisor must inform all participants, in ways that can be understood by them, of all aspects that might reasonably be expected to influence their willingness to participate, as well as explain all other aspects about which the participants enquire.
- 4.5.8. Procedures to protect confidentiality should be outlined in documentation initially given to the participant while informed consent is obtained. Information obtained about a participant during the course of an investigation must be treated as confidential unless otherwise agreed upon in advance. When the possibility exists that others may obtain access to such information, this possibility, together with the plans for protecting confidentiality, should be explained to the participant as part of the procedure for obtaining informed consent. All data obtained should be held in line with the College Data Protection Policy.

Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document “uncontrolled” when printed.*

- 
- 4.5.9. The implications of research with participants of a different cultural background to that of the student/ supervisor should be considered at a very early stage. This consideration should include partnership with an informed member of the population from which the research sample is to be drawn, in order to check for foreseeable threats to psychological well-being, health, values and dignity. The proposal should then, after such initial vetting, go to the sub or full Ethics Committee.
- 4.5.10. The staff/student/supervisor must respect the individual's freedom to decline to participate in, or to withdraw from the research or teaching situation at any time. The staff/student/supervisor must take particular account of the fact that s/he is normally in a position of authority or influence over the participant during the investigation, and that this may prevent the participant from voicing such wishes.
- 4.5.11. Researchers and supervisors must familiarise themselves (where required) on college policies and procedures in regard to Children or Vulnerable Adults.
- 4.6. Loughborough College Group Ethics Committee - Terms of Reference:
- 4.6.1. The College seeks to promote and maintain high ethical standards in the conduct of academic activity or professional practice undertaken by staff and students. It aims to ensure the well-being of those involved and to safeguard the standards and reputation of the institution in matters of academic and professional practice.
- 4.6.2. It is the responsibility of every student and member of staff to ensure that the work they carry out, both academic activity and professional practice, complies with the College Ethical Guidelines.
- 4.6.3. A record of all decisions is maintained by the Student Registry and the Chair will sign off clearance following committee meetings.
- 4.6.4. Academic Sub Committee's must lodge all recommendations at the full Ethics Committee and use a cross-college sampling methodology to ensure externality to the work of academic departmental ethics sub committees.
- 4.6.5. To assist in this process, the College has established an Ethics Committee with the following Terms of Reference:
- To consider for approval (or not) applications by both staff and students to undertake research.

Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document "uncontrolled" when printed.*


- To act in an advisory capacity on ethical matters pertaining to student projects, work placements and any other relevant dimensions of academic activity and professional practice in higher education courses
- To ensure that academic department ethics subcommittee decisions are scrutinised and subject to a process of sampling and verification
- To advise on ethical matters pertaining to the conduct of research, both individual and collaborative.
- To ensure that student research activities are in line with the guidelines and practices on ethical issues of the relevant validating universities or awarding bodies.

#### 4.7. Loughborough College Group Ethical Guidelines:

- 4.7.1. The following ethical guidelines should be read in conjunction with College policies on Health and Safety, Equal Opportunities and Safeguarding, in relation to individual contracts of employment, and the Data Protection Act 2018.
- 4.7.2. All academic activity or professional practice should be conducted within an ethical framework comprising of aspects such as respect for persons, respect for knowledge, and respect for inclusive values.
- 4.7.3. For legal reasons, care must be taken when carrying out professional projects or research with anyone under 16 years of age. In the case of any proposed participants who are in a situation or condition of vulnerability, permission must be obtained from the relevant institution and/or, as appropriate, from the parents or guardians of such participants.
- 4.7.4. Practitioners, teachers, researchers and students have a responsibility to avoid discrimination against any individual, directly or indirectly, in the planning, conduct and reporting of their academic and professional activities on grounds of gender, race, disability, colour, sexuality, age, nationality, ethnic or national origins, marital status, family or other care responsibility, socio-economic background, trade union activity, political or religious belief.
- 4.7.5. All undertakings given to participants in academic activity or professional practice concerning confidentiality and informed consent should be respected.
- 4.7.6. Any academic activity or professional practice undertaken at or under the auspices of the Loughborough College Group should be carried out in such a way that it does not put at risk the current or future reputation or legal responsibility of the College.

Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document “uncontrolled” when printed.*



#### 4.8. Research Involving Animals:

- 4.8.1. The Loughborough College Group follows the Animals (Scientific Procedures) Act 1986 in defining 'animal' as any living vertebrate other than man and any invertebrate of the species *Octopus vulgaris* from the stage of its development when it becomes capable of independent feeding.
- 4.8.2. As a matter of current practice, invasive animal research and research requiring a Home Office Licence is not conducted on college premises. Members of staff who conduct animal testing which is deemed invasive or requires a Home Office Licence will do so in collaboration with another institution / organisation.
- 4.8.3. The Loughborough College Group acknowledges that members of staff and students observe animals on the premises of the College, but that this research is non- invasive and does not require a Home Office Licence.
- 4.8.4. When members of college undertake animal research in collaboration with another institution / organisation, such experiments will be subject to ethical procedures of that institution / organisation. In the case of research undertaken by staff in collaboration with another institution, the college Research Ethics and Committee will make a judgement as to the appropriateness of that institution's ethical procedures and give guidance to staff and students. Documents relating to the ethical approval of the research must be submitted to the College Ethics Committee for ratification prior to commencement of the research.
- 4.8.5. All non-invasive research involving animals and carried out on the College's premises should be subject to the usual ethical approval procedures.
- 4.8.6. Staff and students are given the opportunity to opt out of research conducted on animals.

#### 4.9. Loughborough College Group Ethics Committee Membership:

- Dean or Head of Higher Education (Chair)
- Minimum of one and a maximum of two representatives from each curriculum team undertaking activities on Higher Education courses which fall within the terms of the College Ethical Guidelines
- Minimum of 2 staff representative must be qualified to undertake and teach research at level 6.
- External experts from professional and or industry partners (where required.)

Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document “uncontrolled” when printed.*



- Validating University partners (where required.)
- Higher Education Administrator/Registrar (Secretary)
- Safeguarding and Learning Welfare Manager and Equality, Diversity and Inclusion Manager when required.)

4.10. Loughborough College Group Academic Departmental Ethics Sub-Committee Membership:

- Curriculum Manager (Chair)
- Minimum of 2 (no maximum) academic staff, two of which must be qualified and experienced at teaching and research at Level 6.
- Staff must be qualified generally to undertake activities on Higher Education courses which fall within the terms of the College Ethical Guidelines.
- Staff may be invited and included where they are leading projects on HND level awards.

## 5. Location and Access

5.1. This document can be found here:

- The Loughborough College Group's Website
- The Loughborough College Group's SharePoint

## 6. Linked Policies and Procedures

6.1. You may wish to view the following policies:

- HE Assessment and Malpractice Policy

## 7. Change Log

Date	Version	Details of Change	Reviewer	Reviewer Title

Name:	HE Research & Ethics Policy	Owner:	Higher Education
Document Reference:	HE-PCG-015	Last Review:	September 2025
Version:	1.0	Next Review:	September 2026

*This document is the property of the Loughborough College Group.  
Any reproduction, even partial, is prohibited without prior written agreement.  
Document "uncontrolled" when printed.*