



# ALHAMD ISLAMIC UNIVERSITY

ALHAMD RESEARCH CENTRE (ARC)

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## NOTIFICATION

### Research Ethics Policy

The policy is subject to oversight by the Alhamd Research Ethics Committee (REC), which will be accountable to BASR. It will be reviewed periodically and made freely available to public on the website of the University.

The policy shall come into force since the day of its approval.

#### 1. Scope of the Policy This policy is applicable to:

- a. All faculty members (whether permanent, contracted or visiting) employed by the University as well as other individuals engaged in research within or on behalf of the University.
- b. Students (graduate and undergraduate) undertaking research and their supervisors.
- c. Other researchers conducting research in collaboration with the university.
- d. All types of research, funded or unfunded, involving:
  - i. human participants
  - ii. data confidentiality
  - iii. other research specific ethical judgments

#### 2. Ethical Principles

The Policy recognizes and advocates the use of the following ethical principles:

##### 2.1 Principles of Research Involving Human Subjects

- i. Researchers must ensure protection of participants from physical and psychological harm during the research process including protection of their own physical and psychological well-being.
- ii. Researchers must attain full informed consent from participants before involving them into the research process unless there is a strong rationale for no or partial consent. Consent should be attained only after informing participants of all necessary information expected to influence willingness to take part in the study also allowing them to clarify any ambiguity. Participants have the right to refuse participation in the research.
- iii. At any given point, participants have the right to withdraw their consent for participation. However, researcher can indicate up till what point in the study participants can withdraw consent or request data deletion.
- iv. In cases where the area of research is sensitive, written informed consent should be obtained from all participants.
- v. Extra safeguards and consent procedures must be designed and followed when involving vulnerable participants (e.g. young children, patients, etc.) in the research project.
- vi. For research involving covert observation, current legislation on privacy must be followed. In cases of covert research in non-public settings if



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informed consent has not been obtained prior to the research it should be obtained post hoc wherever possible.

- vii. Researchers shall ensure that no part of their research offends any group of the society.
- viii. Researchers are allowed to incentivize participation in research projects only to attract participation for the research, not to force participation or influence their responses.

### 2.2 Principles of Data Confidentiality, Storage and Access

- i. The University expects that primary research data is kept securely for a period of five years after the completion of a research project, or for such longer period as may be required by a research funder.
- ii. Data relating to identifiable individuals must be held in accordance with the principles of data confidentiality and all other assurances given to participants before receiving consent to participate must also be met.
- iii. Researchers are expected to protect the confidentiality of the participant's identity and data throughout the research project. Data collected from identifiable individuals must be anonymized before it is made publicly available.
- iv. Researchers are required to keep complete, clear and accurate records of the data generated, the research procedures followed and results obtained either in paper or electronic form. This is not only necessary for demonstrating proper research practice, but also to justify the conduct of the research or the validity of the results obtained.
- v. It remains the responsibility of the researcher to ensure that arrangements are in place to maintain the integrity and security of research data.

### 2.3 General Ethical Principles of Research

- i. All research should be conducted in conformity with national and international laws.
- ii. Researchers are to be honest in respect of their own actions in research and in their responses to the actions of other researchers.
- iii. Researchers must refrain from plagiarism, piracy or the fabrication of results and any instances of such acts will be taken seriously. All acceptable standards set by the HEC should be met.
- iv. The University expects anyone listed as an author on a paper to accept personal responsibility for ensuring that they are familiar with the contents of the paper, and that they can identify their contributions to it.
- v. The practice of honorary authorship should be avoided.
- vi. The contributions of formal collaborators and all others who directly assist or indirectly support the research must be properly acknowledged.
- vii. Principal Investigators and other research supervisors should take all reasonable measures to ensure compliance with sponsor, institutional, legal, ethical and moral obligations in managing research projects.
- viii. The University expects researchers to observe any appropriate standards of practice set out in guidelines published by funding bodies, scientific societies and other relevant professional bodies.



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## 3. Research Ethics Committee

### 3.1 Roles and Responsibilities

Although it is the prime responsibility of the researcher to follow the highest standards of conducting research and ensuring that his/her work conforms to the acceptable ethical standards set forth in the university policy; the deans and departmental heads are responsible for spreading the information of ethical research standards within their departments and among researchers and also to ensure compliance of this policy. Each researcher would be required to attach a research ethics clearance certificate with his/her research proposal for it to be accepted. In cases where self-certification does not suffice, Alhamd Research Ethics Committee (REC) will issue a certificate after partial or full review of the research proposal. For the following cases, the researcher will have to seek review of Research Ethical Compliance from Research Ethics Committee:

- i. If a clear petition is submitted to Rector office against the ethical standards of a research conducted at Alhamd Islamic University
- ii. Significant ethical issues are raised by the research and self-certification of the measures taken to address them would not be sufficient.
- iii. The researcher is bound to meet some external obligations (e.g. requirements of funding agency, etc.)

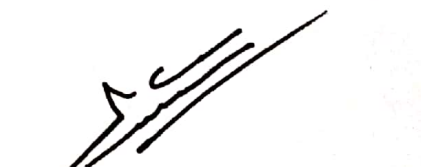
In the above mentioned cases, as per the directive of Rector Alhamd Islamic University, the REC would be formed to conduct the review of Research Ethics and issue its report.

### 3.2 Committee Structure

The following structure will be followed for REC:

- Faculty Dean
- Head of Department
- Program Coordinator
- Director ORIC
- Director QEC
- Subject Expert
- External Subject Expert
- Legal Advisor

  
Deputy Director ORIC  
Alhamd Islamic University

  
Registrar  
Alhamd Islamic University