



HAMAD BIN KHALIFA UNIVERSITY

**AC-A-13.V01: ETHICAL REVIEW OF A
STUDENT'S RESEARCH POLICY**

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Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

The policy provides a framework to regulate the ethical review of research projects undertaken by students, which involve humans and human substances; animals; biohazards; and hazardous materials.

2. POLICY DESCRIPTION

HBKU is committed to the maintenance of the highest ethical standards in the preparation, implementation and dissemination of research.

2.1 DEFINITIONS

- **Research Ethics Committee:** A committee appointed by the VP Research or designee who shall be responsible for approval of all research protocols that involve human subjects, human substances, use of animals in research, biohazards agents and radioactive and hazardous safety. The committee shall have the following subcommittees:
- **Institutional Review Board (IRB):** A committee to review all research conducted at HBKU involving human subjects or human substances.
- **Animal Care and Use Committee (ACUC):** A committee to review all research, teaching or testing activities conducted at HBKU that involve live vertebrate animals.
- **Institutional Biosafety Committee (IBC):** A committee to review all research involving the use of biohazardous agents or recombinant DNA.
- **Hazardous and Radioactive Safety Committee (HRSC):** A committee to review all research involving the use of chemical hazards and radioactive materials.

2.2 POLICY STATEMENTS

1. All research protocols that involve humans or human substances; vertebrate animals; biohazardous or hazardous agents must be reviewed and approved by appropriate committee before the commencement of projects.
2. Students, in coordination with their supervisors, must submit an application for IRB approval when at least one of the following criteria is met:
 - The research is conducted by a student under the direction of a faculty member or a researcher at HBKU;
 - The research is conducted by an external organization with the participation of a faculty member, researcher or a student, or using HBKU's properties or facilities;
 - The research involves the use of HBKU's public or nonpublic information to identify or contact human research subjects.
3. Students, in coordination with their supervisors, must submit an application for ACUC approval when at least one of the following criteria is met:
 - The research is conducted by a student under the direction of a faculty member or a researcher at HBKU;
 - The research is conducted by an external organization with the participation of a faculty member, a researcher or a student or using HBKU's properties or facilities.
4. Students, in coordination with their supervisors, must submit an application for IBC approval if the research involves the use of biohazardous material including but not limited to fungi, viruses; bacteria; DNA; chlamydia; allergens; parasites; rickettsiae; cultured human or animal cells; and infectious agents these cells may contain. Students must also submit an application for IBC

approval if using infected clinical specimens; tissue from experimental animals; plant viruses; fungi; bacteria; toxins; unfixed human fluids; human tissues; or human cell lines.

5. Students, in coordination with their supervisors, must submit an application for HRSC approval if the research conducted involves the use of hazardous chemicals or radioactive material.
6. The TAD Office is responsible for verifying the relevant approvals which are obtained at the time of research proposal and upon clearing the dissertation/thesis/project.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the College Deans in collaboration with appropriate college committees.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE
