



## Research Policy 2023-24

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07	Data Protection Policy		

# Research Policy 2023-24

## 1. Statement

ForMission College is committed to:

- 1.1 its responsibility to develop an ethically sound research culture for college staff and students alike, as well as a robust process to monitor and facilitate sound ethical research;
- 1.2 ensure that all of its learning materials, as well as all research carried out in the name of the college, conforms with UK Research Integrity Office's Code of Practice for Research; and the Policy and Code of Conduct on the Governance of Good Research Conduct from Research Councils UK;
- 1.3 conform to the validating university's research ethics procedures as appropriate to the field of study and constraints of the disciplines.

## 2. Purpose

- This policy sets out the approach which the college will take to all of its research.

## 3. Scope

- This policy applies to all who are associated with ForMission College, and who engage in some form of recognised research, academic or non-academic.

## 4. Definitions

- 4.1 Research is defined as any use of data, whether from the written works of others (of any type, e.g., archives, official and unofficial records, books, journal articles, diaries, etc.), or from any data obtained through empirical research (of any type, e.g., interviews, questionnaires, focus groups, participant observation etc.).
- 4.2 A researcher is defined as any person, student or staff member, engaged in formal or informal research which is to be represented in writing, or through media such as Facebook, Twitter, YouTube etc., and which is to be done in the name of the college in terms of its programmes, or other activities.

## 5. Policy

- 5.1 A primary responsibility of the college is to disseminate intellectual capital through the medium of research to equip the body of Christ to discern and participate in the *missio Dei* (Mission of God);
- 5.2 The college particularly concentrates on research that has missiological and practical applications in the field of the missional life of the body of Christ.

Hence, research of this kind is encouraged so that the college might fulfil its perceived role to equip God's people 'for works of service';

- 5.3 It is incumbent that the college cultivates and promotes a culture of research that is based on clear ethical guidelines, by encouraging staff and students to responsibly and intentionally apply to the college's Research Ethics Committee for ethical clearance of all research done in the name of the college;
- 5.4 The Research Ethics Committee is responsible for enforcing this Research Policy when it meets, as well as fulfilling its responsibilities outlined in the 'Research Ethics Committee (Terms of Reference)' document;
- 5.5 The research carried out by staff and students alike must be conducted in a manner that is congruent with the college's 'Code of Conduct', as well as being consistent with the key beliefs, values and practices of the historic orthodox Christian faith;
- 5.6 It is incumbent for the college, its staff and students to congruently meet all ethical requirements in research, that are consistent with the Christian faith, and required by the validating university and other bodies to which the college is ethically accountable;
- 5.7 All staff and students engaged in academic / non-academic research to be communicated to a second, or third party, must seek ethics clearance from the college's Research Ethics Committee:
  - 5.7.1 applications must be made in writing with a proposal and the completion of a research ethics checklist;
  - 5.7.2 all conditions must be met by the researcher before they conduct research, especially ethnographic fieldwork;
  - 5.7.3 any later changes (of significance) to the approach to research, or its concentration, must be signed off by the Research Ethics Committee;
  - 5.7.4 informed consent in writing must be obtained from any person, or group to be engaged in fieldwork research prior to research being undertaken;
  - 5.7.5 a risk assessment process must be carried where necessary for any research to be carried out;
  - 5.7.6 all research data must be kept secure and conform with the various requirements of data protection (and in line with the college's Data Protection Policy).
- 5.8 All staff and students agree to adhere to this Research Policy when they engage in any type of research in the name of the college;
- 5.9 The QAA Quality Code chapter 10 should also be referred to so that the college can ensure that it conforms to best practice guidelines.

## **6. Review**

- 6.1 This policy will be reviewed annually, and will be updated and amended in the light of the implementation of the policy in practice over the period of the college year;
- 6.2 This policy may be amended prior to an annual review if a matter of major concern warrants inclusion within this policy, subject to the approval of the Senior Management Team (but this would be considered an extraordinary procedure).