

## INTERNATIONAL BUSINESS UNIVERSITY (IBU)

### POLICY CONTROL

<b>Policy Number</b>	3016 (previously 60)
<b>Policy Title</b>	Policy on Ethical Research
<b>Policy Owner / Responsible Offices</b>	Vice President, Academic
<b>Approval Authority</b>	Academic Council
<b>Applies To</b>	All domestic and international students and all research activities conducted under the auspices of IBU
<b>Approval Date</b>	September 2022
<b>Effective Date</b>	September 2022
<b>Review Date/s</b>	August 30, 2024 (1st review)
<b>Revision Date/s</b>	-
<b>Revision Implementation Date/s</b>	-

### 1. INTRODUCTION AND BACKGROUND

International Business University (IBU) is a teaching-first institution whose faculty pursue ethical, high-impact academic and applied research. All research conducted at IBU must meet recognized ethical standards and protect the rights, dignity, and welfare of research participants.

The President and the Executive Dean and Vice-President Academic, have the authority to enforce and interpret this policy and to recommend alterations or additions, as necessary, to the Academic Council.

All research at IBU must comply with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2022). It is the responsibility of faculty and students to ensure compliance.

## 2. PURPOSE

The purpose of this policy is to ensure that all research conducted at IBU adheres to the highest ethical standards and complies with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2022).

## 3. POLICY STATEMENT

IBU requires that all research activities involving human participants or animals be conducted ethically, responsibly, and in compliance with applicable ethical standards, institutional requirements, and governing policies.

## 4. APPLICABILITY

This policy applies to:

- All domestic and international students registered in any program offered by IBU
- All past, current, and prospective domestic and international students of IBU
- All research projects initiated as part of a course or research project, including capstone and thesis work
- Research conducted in which IBU students are participants

In the event of any discrepancy or confusion between this policy and the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, the Tri-Council policy shall prevail.

All research projects must be submitted for review and approval by the Research Advisory and Ethics Committee prior to commencement.

## 5. DEFINITIONS

### **Research Ethics**

According to the Resources for Research Ethics Education, research ethics is the protection of human and animal subjects in the planning, conduct, and reporting of research.

## 6. POLICY

### 6.1 RESPONSIBILITIES

- All faculty and research administrators are responsible for being familiar with and complying with this policy.
- All student research must be conducted under the direction of a faculty member, who bears overall project responsibility for research standards.
- The President and the Executive Dean and Vice-President are responsible for monitoring and enforcing ethical research standards.
- Faculty and staff must report any suspected research ethics violations to the Executive Dean and Vice-President.

### 6.2 OBJECTIVES

This policy recognizes and advocates the following principles:

- **Prevention of Harm**  
Researchers must protect participants from physical or psychological harm during the research project.
- **Respect for Human Dignity**  
Researchers must respect the dignity of participants, including their physical, psychological, and cultural welfare.
- **Respect for Free and Informed Consent**  
Participants must have the capacity and right to make free and informed decisions regarding participation, including the right to withdraw consent.
- **Respect for Privacy and Confidentiality**  
Research must respect and protect privacy, confidentiality, and the access, control, and dissemination of personal information.

- **Respect for Vulnerable Persons**

Researchers must demonstrate ethical consideration for vulnerable persons, including individuals with diminished competence or decision-making capacity, and ensure special protections are in place.

While these principles are core requirements, researchers are expected to study, understand, and uphold the highest ethical research standards applicable to their discipline or profession.

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### 6.3 ETHICAL CONDUCT

Researchers must adhere to the following ethical conduct principles:

- **Integrity**

Researchers must not distort research findings.

- **Informed Consent**

Researchers must ensure participants formally consent with full knowledge of risks and benefits.

- **Safe and Secure Data Management**

Researchers must take reasonable precautions to securely store data. Personal data must be encrypted and password-protected. Participants must be informed of data retention periods.

- **Ethics and Law**

Researchers must comply with all applicable legal requirements. Where ethical and legal obligations conflict, legal obligations shall prevail.

## 7. ROLES AND RESPONSIBILITIES

Role	Responsibilities
<b>Faculty and Research Administrators</b>	Comply with ethical research standards and institutional policy
<b>Faculty Supervisors</b>	Assume responsibility for student research conduct
<b>President</b>	Enforce and interpret the Ethical Research Policy

<b>Executive Dean and Vice-President</b>	Monitor compliance and investigate reported violations
<b>Research Advisory and Ethics Committee (RAEC)</b>	Review, approve, monitor, and evaluate research ethics compliance

## 8. REVIEW

This policy shall be reviewed two (2) years after its initial approval, or as required by Academic Council.

## 9. COMPLIANCE PROCEDURES

All research must receive approval from the Research Advisory and Ethics Committee prior to commencement. Non-compliance with this policy may result in institutional action consistent with Academic Council authority.

## 10. EVALUATION AND QUALITY ASSURANCE

The Research Advisory and Ethics Committee (RAEC) is responsible for monitoring and evaluating the effectiveness of this policy.

## 11. RELATED DOCUMENTS

1. Policy on the Research Advisory and Ethics Committee
2. Research Advisory and Ethics Committee Terms of Reference
3. Research Ethics Application Form (for projects involving human participants)
4. IBU Research Ethics Amendment Application Form
5. Quick Guide to Research Ethics
6. Research Ethics Review Process (Human Participants Research) Flowchart

7. Research Ethics Review Checklist (Human Participants Research)
8. Research Advisory and Ethics Committee Decision Notification Form
9. Conflict of Interest Statement
10. Informed Consent Form
11. Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2022)