Taught Masters Research Ethics Committee – School of Education TMREC-EDU
Meeting Schedule and Ethics Process Document: 2024-25

TMREC-EDU Meetings 2024-25

PROVISIONAL DATES --- Subject to Change

TMREC-EDU Meeting dates	Students Submit applications by
AUTUMN:	
Wed, 9th October,2024	4th October, 2024
SPRING:	
Wed, 8th January, 2025	3rd January, 2025
Wed, 22nd January, 2025	17th January, 2025
Wed, 19th February, 2025	14th February, 2025
Wed, 19th March, 2025	14th March, 2025

NOTES:

1: All correspondence with TMREC-EDU by students and supervisors must go through this point of contact:

    education.ethics@ucd.ie

2: **TMREC-EDU Forms and Guidance can be found here:**

    https://www.ucd.ie/education/ethics/

[Updated annually: please check that your students are aware of this resource page and use the most up to date Forms.]

Dr Áine Mahon

Chair, TMREC-EDU 2024/25

August 2024

Obtaining Ethical Approval for a Master's Thesis Research Project

Every **taught Master's thesis research project** - other than purely literature-based desk-studies - must be approved by the **TMREC-EDU** before fieldwork (data gathering) can commence.

There are two variations on the approvals process.

1. The first is **Full Review**, where the TMREC-EDU (the School of Education Taught Masters Research Ethics Committee) discusses the proposal and all supporting documentation. Students submitting for Full Review need in the first instance to fill out an Application for Full Review and email it to their supervisor. Once approved by their supervisor, it then goes for review at the next meeting of the TMREC-EDU. Meeting dates for 2024/25 are given below:

TMREC-EDU Meeting dates	Students Submit applications by
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SPRING:	
Wed, 8th January, 2025	3rd January, 2025
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2. The second is by **Low Risk Study Review** where the supervisor and/or course director adjudges that a full review is NOT required given the low-risk nature and approach proposed in the work. If your study meets these criteria, you need to fill out the Low Risk Study Review Form. Once approved by your supervisor, the student then submits this form by email to education.ethics@ucd.ie. **No signatures are required**. On successful application, students will then be given a reference number for their study. This reference number is added to the top of their form by the student and then emailed to their supervisor for their records.

   INSURANCE REQUIREMENTS: TMREC-EDU is no longer responsible for overseeing insurance requirements. (In the old process, 'exemption from review' forms were emailed to safety@ucd.ie). This process is now managed online. Students applying *either* for Full Review or for Low Risk Study Review need to complete a mandatory *self-assessment* via the SIRC office at the following link:

   https://www.ucd.ie/sirc/insurance/humanresearchinsurance/.

With reference to updated Covid-19 guidance, students and supervisors should also consult the Human Research Risk Assessment webpage: https://www.ucd.ie/sirc/coronavirus/returntocampusworking/

Some example conditions for Full Review v. Low Risk Study Review are given below:

Requiring Full Review	**Requiring Low Risk Study Review**
• Vulnerable groups • Sensitive topics (e.g. sexual behaviour, illegal activities, Use of drugs) • Invasive procedures (e.g. blood sampling) • Physical stress/distress, discomfort • Deception of/or withholding information from participants • Access to data by individuals or organisations other than the investigators • Conflict of interest issues • Known Ethical dilemmas • Any work involving UCD students	• Already reviewed and approved by a recognised Research Ethics Committee • Standard educational practices • Standard educational tests • Anonymous surveys or interviews that do not involve collection of identifiable data • Public observations (e.g. of a large group of people in a public space – not a classroom) • Research involving persons elected to or candidates for public office • Research which uses only existing data which is publicly available

Useful Sources for Ethical Guidance

Below is a list of web links where students can find ethical guidelines for conducting research with human subjects. You are asked to direct your students to these and also to familiarize yourself with the UCD guidelines and with relevant additional guidelines according to students' topic of interest.

UCD Research Ethics Office
http://www.ucd.ie/researchethics/policies_guidelines/

The Psychological Society of Ireland
http://www.psychologicalsociety.ie/find-a-psychologist/code-of-ethics.html

The British Educational Research Association
https://www.bera.ac.uk/researchers-resources/resources-for-researchers