

Al-Maktoum College of Higher Education

Ethics Policy

Non-clinical research involving human participants

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1. Introduction:

All research undertaken at Al-Maktoum College is non-clinical research involving human participants across its academic disciplines, including Islamic Finance, Islamic studies, entrepreneurship, and management. Throughout our teaching and research, Al-Maktoum College is committed to upholding the highest ethical standards. This policy establishes a comprehensive ethical framework to guide all research activities within the institution. It is designed to ensure that research is conducted with integrity, and respect for persons. These principles, we believe, are essential to scholarly excellence and the advancement of knowledge. The policy reflects our commitment to ethical responsibility and adherence to applicable requirements. We are committed to ensuring that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards.

2. Scope:

This policy is applicable to the following parties within Al-Maktoum College:

- All faculty members, researchers, and students who are involved in the design, conduct, or reporting of non-clinical research that includes human participants.
- Supervisors, advisors, and mentors who provide oversight or guidance on such research projects.
- The College's Research Committee is responsible for the review, oversight, and approval of research proposals. It ensures that they meet the established ethical standards and regulatory requirements.

These provisions are in place to promote ethical research practices and to safeguard the dignity, rights (legal and ethical)¹, and welfare of all human participants involved in research under the College's purview.

3. Policy Objectives:

The objectives of this policy are to:

¹ BSA Statement of Ethical Practice: [bsa_statement_of_ethical_practice.pdf \(britsoc.co.uk\)](https://www.britishecologicalsociety.org/ethical-practice)

- Protect the intrinsic dignity, rights, and welfare of all individuals participating in research associated with Al-Maktoum College.
- Guarantee that all researchers affiliated with the College adhere to the utmost ethical standards in both the planning and execution of research.
- Cultivate an academic research environment that prioritizes integrity, responsibility, and a strong sense of accountability among all stakeholders.

These objectives are integral to fostering an ethical research culture and maintaining the trust of the research community and the general public.

4. Defining Research:

For the purposes of REF: Research' is defined as: 'a process of investigation leading to new insights, effectively shared. It includes work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors; scholarship; the invention and generation of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction'².

5. Ethical Principles Underpinning Research:

The ethical conduct of research is fundamental to the pursuit of knowledge. Al-Maktoum College is dedicated to adhering to the following core ethical principles in all research activities:

- **Respect for Persons:** This principle necessitates the recognition of the personal dignity and autonomy of individuals. It demands that participants enter into research voluntarily and with adequate information. Thus it ensures informed consent. Furthermore, it calls for additional safeguards for those in vulnerable positions to ensure they are not subject to coercion or undue influence.

² Drawing on the UK funding bodies' definition used in the Research Excellence Framework, as described in Assessment framework and guidance on submissions (2011)

- **Beneficence:** Researchers have an obligation to maximize the benefits of the research while minimizing the risks to participants. This involves a careful assessment of the potential risks and benefits associated with the research.
- **Justice:** Equity must prevail in the selection of research subjects, ensuring that the benefits and burdens of research are distributed fairly. This principle seeks to prevent the exploitation of vulnerable people and the exclusion of groups from research benefits without good reason. Researchers must avoid discrimination and bias in the selection and treatment of subjects.
- **Autonomy, avoidance of harm :** All participants in research must take part voluntarily, free from any coercion or undue influence, and their rights, dignity and autonomy should be respected and appropriately protected. An autonomous person is capable of deliberation about personal goals and of acting under the direction of such deliberation. To respect autonomy is to give weight to autonomous persons' considered opinions and choices while refraining from obstructing their actions unless they are clearly detrimental to others. By contrast, when a potential research participant may lack capacity to make autonomous decisions, respect for persons requires that they be protected against harm. The capacity for self-determination matures during an individual's life, and some individuals lose this capacity wholly or in part because of illness, mental disability, or circumstances that severely restrict liberty. Respect for the immature and the incapacitated may require protecting them as they mature or while they are incapacitated. Some persons are in need of extensive protection, even to the point of excluding them from research that has a risk of harm.
- **Promotion of Welfare or wellbeing:** The obligation to bring about the benefits for the persons, balancing against risks of harm.

These principles are not merely aspirational but are actionable directives that underpin all research methodologies and practices endorsed by the College.

6. Research Governance:

The Research Committee serves as the guardian of ethical integrity in all research endeavours at Al-Maktoum College. The Committee is charged with the following responsibilities:

- **Reviewing and Approving Proposals:** All research proposals must be submitted to the Committee for ethical review. The Committee evaluates each proposal to ensure that the

research plan adheres to the established ethical guidelines and principles before granting approval to proceed.

- **Monitoring Research Conduct:** The Committee is responsible for the ongoing oversight of approved research projects. This includes regular assessments (twice yearly meetings with supervisors that confirms the student research is progressing as per the initially agreed research ethics approval) to confirm that research activities remain in compliance with the ethical framework established at the outset and that any new ethical concerns are promptly addressed.
- **Educational Outreach and Support:** Recognizing the importance of a well-informed research community, the Committee provides resources, training, and support to College affiliates. This ensures that researchers, supervisors, and students are knowledgeable about ethical standards and the responsible conduct of research.

By fulfilling these roles, the Research Committee ensures that the College's commitment to ethical research is actualized in practice, thereby upholding the integrity of the institution's scholarly work.

7. Ethical Approval Process:

Prior to the initiation of any research involving human participants, formal written authorization must be secured from the Research Committee. The procedure to obtain such approval is articulated below:

- **Proposal Submission:** Researchers must submit a comprehensive research proposal that includes an exhaustive description of the research methodology, strategies for participant recruitment, copies of informed consent documents, and detailed data management plans that outline how the data will be handled, stored, and protected.
- **Ethical Review:** Each submission will undergo a stringent review process conducted by the Committee to ensure the research is aligned with the ethical principles of the College, as well as broader ethical standards in academic research. This review is designed to assess the potential risks and benefits of the proposed research, the protection of participants' rights, and the overall ethical implications.
- **Decision and Feedback:** Upon conclusion of the review, the Research Committee will either grant approval or provide a set of recommendations for modifications to the research plan.

The decision, along with any pertinent feedback, will be conveyed to the researcher in written form.

Unfavourable Decisions: If the student receives an unfavourable ethical opinion, this does not necessarily mean that the research can never go ahead. The letter will provide detailed reasons as to why an unfavourable opinion was issued, and you can submit a revised application to take account of the ethical issues raised and to demonstrate how the points highlighted have been addressed.

No further scope for modifying the proposed work – Unfortunately If your application has received an unfavourable opinion and you do not feel it is possible to make all of the changes required by the reviewing committee, your research will not be given approval to continue.

This process is central to the College’s commitment to ethical research and is mandatory for all research projects involving human subjects, irrespective of the scale of the study or the level of perceived risk.

8. Categories of Research Requiring Special Consideration:

In recognition of the complex ethical landscapes certain research projects may navigate, the following categories have been identified as necessitating additional ethical oversight:

- **Research Involving Vulnerable Persons or Sensitive Topics:** Studies that focus on individuals who may be limited in their ability to give informed consent (such as children, individuals with cognitive impairments, or socio-economically disadvantaged groups) or those that explore sensitive subjects (such as sexual behaviour, illegal conduct, or stigmatized illnesses) must be approached with heightened ethical awareness and protective measures.
- **International Studies:** Research activities carried out beyond local jurisdictions must comply not only with the ethical standards of Al-Maktoum College but also with those of the host community, including its legal norms and cultural sensitivities.
- **Research Using Internet-Based or Secondary Data³:** Investigations that rely on data gathered from internet sources or secondary databases must navigate issues surrounding consent, especially where individual data subjects are not directly engaged by researchers. Additionally, such research must be attentive to intellectual property rights and data protection laws, ensuring that privacy concerns are rigorously addressed.

³ Secondary Data: Published sources, online sources, commercial sources, academic sources and government sources. This can be numeric, textual, transactional geospatial or social media data.

All research falling into these categories is subject to more stringent review processes to ensure that ethical considerations are fully accounted for and managed appropriately.

9. Responsibilities of Researchers:

Researcher is defined as any person involved in research including, students or staff, honorary staff, affiliate academics and visiting researchers. This definition includes anyone performing activities that support the 'disciplined inquiry that aims to contribute to a body of knowledge or theory' and would include technical or other professional staff directly engaged in the research activity themselves or on behalf of the academic staff. Researchers bear the profound responsibility of maintaining ethical integrity throughout the research process. Specific responsibilities include:

- **Adherence to Regulations:** Researchers must fully comply with all relevant data protection legislation and institutional policies. This includes, but is not limited to, secure data handling, storage, and disposal to protect confidential information.
- **Respect for Participants:** Participants must be treated with the highest regard for their dignity and privacy. Confidentiality of participant information is paramount, as is the assurance that participants may withdraw from the study at any point without any form of detriment.
- **Participant Safety and Risk Management:** The safety and physical, mental, and emotional well-being of participants should always be a primary consideration.
- **Conflict of Interest Mitigation:** It is imperative for researchers to acknowledge and manage any potential conflicts of interest that may compromise the research's integrity or objectivity. Transparency in declaring such conflicts is necessary to uphold the trustworthiness of the research.

The principal investigator has primary responsibility for the ethical conduct of research.

Responsibilities should be agreed and assigned from the outset of the project. This includes agreements with co-investigators and researchers, non-academic partners, collaborative academic research teams and gatekeepers.

The principal investigator should support ethical reflection within a team, even when this involves some appropriate delegation and review the ethics issues of the research before it commences.

All researchers on a project should be able to demonstrate commitment to the ethics approach and ongoing ethics reflection. Where needed, the principal investigator and research team should engage with their Research Committee throughout the lifecycle of the project. By fulfilling these responsibilities, researchers uphold the ethical standards of Al-Maktoum College and contribute to the trust and safety of the research ecosystem.

10. Data Protection and Confidentiality:

General Data Protection Regulation & Research Ethics

The EU General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 [Data Protection Act 2018 \(legislation.gov.uk\)](#) govern the processing (acquiring, holding, using, etc.) of personal data in the UK. Although the new legislation has not been designed specifically for research, it is important that you, as researcher understand what GDPR means for you and the personal data that's processed during your research. The Information Commissioner's Office (ICO) is the regulator and provides guidance for compliance with the new legislation in their GDPR guide [UK GDPR guidance and resources | ICO](#), which applies to all types of sectors and is not research-specific. Organisations that process personal data, or control its processing, are accountable for compliance with the new legislation through their Data Protection Officers and research management functions. In the case of academic researchers, these organisations will be universities. For researchers in Independent Research Organisations (IROs), these will be the organisations to seek advice from. Data Protection Officers and research management teams are a good, local source of advice for you. by the appropriate institutional bodies and who require access for research purposes.

All data protection practices must be in accordance with the General Data Protection Regulation (GDPR) or any relevant national or regional legislation, and researchers are required to remain conversant with and responsive to any changes in these laws.

11. Informed Consent:

Securing voluntary informed consent from every participant is a non-negotiable requirement for all research conducted under the auspices of Al-Maktoum College. To this end, researchers are obliged to:

- **Communication of Information:** Present all relevant aspects of the research in a clear and transparent manner. This includes the purpose of the research, procedures to be followed, potential risks and benefits, and the participant's rights, including the right to withdraw from the study at any stage without penalty.
- **Comprehension:** Ensure that the information is provided in a format and language that is accessible and understandable to the participant, taking into account literacy levels, language proficiency, and cultural context. Researchers may need to use translated materials or involve interpreters when necessary.
- **Documentation:** Obtain consent through a written form that outlines the above details and requires the participant's signature as a record of agreement. Where written consent is not culturally appropriate or feasible, alternative methods of documenting consent must be pursued, with justification and approval from the Research Committee.
- **Capacity and Voluntariness:** Ascertain that participants have the capacity to consent and are doing so voluntarily, free from coercion, undue influence, or expectation of a reward.

The process of obtaining informed consent is iterative and should be viewed as an ongoing dialogue between the researcher and the participant. Researchers must also be prepared to revisit the consent process if there are changes in the research protocol or new information arises that may affect participant welfare.

12. Deception and Covert Research:

The use of deception in research is generally inconsistent with the principle of informed consent; however, there are instances where such methods may be deemed necessary for the validity of the research findings. In such exceptional cases, the following stipulations apply:

- **Justification:** Researchers must provide a compelling and ethically sound rationale for the use of deception, clearly demonstrating that the research goals cannot be achieved through other means.
- **Minimal Risk:** The deception employed must not cause harm or significant distress to participants. It must be as minimal as possible and justifiable by the potential scientific, educational, or applied value of the research.

- **Debriefing:** Where possible⁴ participants must be debriefed as soon as practicable after their participation has concluded. During debriefing, researchers must explain the nature of the deception and the reasons for its use, ensuring that any misconceptions are corrected.
- **Committee Approval:** All research proposals involving deception must be subject to rigorous scrutiny and expressly approved by the Research Committee. The Committee will weigh the potential knowledge to be gained against the ethical considerations of deceiving participants.
- **Alternative Measures:** Wherever possible, researchers should seek alternative, non-deceptive methods to achieve the research objectives. If deception is found to be the only viable method, it should be constructed in a way that maximizes respect for the participant and preserves the integrity of the research.

Researchers proposing the use of covert methods or deception must submit a detailed protocol outlining how they plan to address the ethical implications of their approach. This protocol must include strategies for debriefing and managing any distress caused by the deception.

13. Recruitment and Social Media:

The recruitment of research participants is a critical stage of the research process and must be approached with care, particularly when utilizing social media platforms. Researchers must adhere to the following guidelines:

- **Transparency:** Clearly disclose the intent, nature, and purpose of the research to potential participants. Recruitment materials should include the researcher's contact information and affiliation with Al-Maktoum College.
- **Consent:** Ensure that potential participants are aware that their involvement is voluntary and that they have the right to withdraw at any time without repercussion. Informed consent procedures must be adapted to the specificities of social media platforms, ensuring that they are understandable and accessible.
- **Privacy:** Respect the privacy settings and terms of use of social media platforms. Recruitment strategies must not involve the collection of personal data beyond what is publicly available or what has been consented to by the participants.

⁴ We recognise that it's not always possible to debrief research participants with respect to covert research e.g. covert observation within a public setting

- **Targeting:** Be mindful of the power of social media to target specific individuals or groups. Recruitment should avoid methods that could be seen as coercive or intrusive. The use of algorithms and advertising tools must be justified ethically and approved by the Research Committee.
- **Diversity and Inclusivity:** Ensure that recruitment methods are inclusive and non-discriminatory, providing equal opportunity for participation across demographic groups, unless specific inclusion or exclusion criteria are justified and approved by the Research Committee.
- **Data Security:** When using social media for recruitment, take appropriate measures to secure any data obtained from these platforms, adhering to both the platform’s policies and data protection laws.

Researchers should also be aware of the dynamic nature of social media and the ongoing changes in digital ethics, and they must remain adaptable to these changes. Any recruitment strategy involving social media must receive prior approval from the Research Committee, which will consider the ethical implications of the proposed methods.

14. Data Management:

Data management is a critical component of research that directly impacts the integrity, reproducibility, and trustworthiness of scholarly work. Researchers at Al-Maktoum College are required to adhere to the following guidelines for responsible data management:

- **Data Collection:** Employ robust and reliable data collection methods. Ensure the accuracy and authenticity of the data collected.
- **Data Storage:** Securely store data using encrypted devices and protected servers. Access to data should be restricted to authorized team members, and data storage devices should be stored in a secure location to prevent unauthorized access, loss, or theft.
- **Data Retention:** Retain data for a period as stipulated by college policy and relevant legislation, typically for a minimum of five years post-publication. Make provisions for the long-term preservation of data in a format that will ensure its usability in the future.
- **Data Sharing and Transfer:** When data is to be shared with external collaborators or transferred to another institution, ensure that all data protection regulations are strictly

followed. Obtain the necessary consents for data sharing and execute appropriate data sharing agreements that respect the confidentiality and privacy of the data.

- **Data Disposal:** Dispose of data securely when it is no longer required, in accordance with data protection legislation and college policies. Ensure that the disposal method (e.g., shredding physical documents, securely deleting electronic files) is appropriate for the sensitivity of the data.
- **Data Documentation and Metadata:** Maintain comprehensive documentation and metadata to enable other researchers to understand the data, replicate the study if required, and ensure transparency. This documentation should include details about data collection methods, data processing, and analysis procedures.
- **Data Integrity and Auditing:** Implement checks and audits to ensure the ongoing integrity of the data throughout the research process. Any alterations to the data set must be clearly documented, with justifications provided.
- **Legal Compliance:** Comply with all legal obligations, including those related to personal data under GDPR or other applicable data protection laws, and any specific legal requirements pertaining to the type of data collected.

Researchers are also encouraged to consider the potential benefits of making their data available for future research, where appropriate and with proper anonymization, to foster an environment of open scholarship and collaboration. All data management plans must be reviewed and approved by the Research Committee to ensure they meet the high standards required by the College and the broader research community.

15. Record Keeping:

Accurate and systematic record keeping is a fundamental aspect of responsible research conduct. At Al-Maktoum College, all researchers are required to maintain comprehensive records of their research activities, adhering to the following guidelines:

- **Detail and Accuracy:** Ensure that research records are detailed enough to allow another competent professional to understand and verify the research activities and outcomes. This includes maintaining records of hypotheses, methodologies, data collection, statistical analyses, interpretations, and conclusions.

- **Accessibility:** Keep records in a manner that they are easily accessible to authorized personnel within the College. Records should be organized in a logical and structured format.
- **Protection of Confidential Information:** Handle and store records containing confidential or sensitive information with a high level of security. Ensure that any confidential information is adequately redacted or anonymized when sharing or presenting records for verification purposes.
- **Digital and Physical Records:** Maintain both digital and physical records as appropriate. Digital records should be backed up regularly on secure College servers, while physical records should be kept in a secure and locked location.
- **Retention Period:** Retain all research records for a duration as required by the College's policies and relevant legal and regulatory requirements, typically for a period that is sufficient to support patent applications, resolve questions about the conduct or data related to the research, or to comply with requests from journals or funders.
- **Transfer of Records:** In the event of a researcher leaving the College or transferring to another department or institution, ensure that research records remain accessible. Make arrangements for the transfer of responsibilities for data stewardship where appropriate.
- **Audits and Monitoring:** Submit research records for periodic audits or monitoring as required by the College or its designated authorities. This is to ensure ongoing compliance with these guidelines and to support internal and external inquiries, should they arise.
- **Training and Supervision:** Provide adequate training and supervision to research staff and students in proper record-keeping practices. Ensure that everyone involved in the research project understands their responsibilities with respect to maintaining accurate and secure records.

The Research Committee reserves the right to request access to research records as part of its oversight function. Failure to maintain appropriate research records may be considered a breach of the College's research conduct policy and may result in disciplinary action.

16. Publication and Sharing of Research Findings:

In the dissemination of research findings, including publication and sharing of data, researchers at Al-Maktoum College are required to adhere to the following protocols:

- **Anonymity and Confidentiality:** Prioritize the anonymity of research participants. Remove any and all identifying information from published datasets to prevent the identification of individual participants, unless explicit consent has been obtained for the disclosure of such information.
- **Consent for Publication:** Obtain consent from participants for the use of their data in publications and ensure that they are aware of the scope of the dissemination of research findings.
- **Data Sharing:** When sharing research data with other researchers or institutions, or when depositing data in public repositories, ensure that the datasets are de-identified and that sensitive information is securely redacted. Data sharing agreements must reflect the commitment to uphold participant confidentiality and comply with all ethical and legal standards.
- **Reporting Standards:** Adhere to recognized reporting standards and guidelines relevant to the field of study, which promote complete and transparent reporting of research and data.
- **Authorship and Acknowledgment:** Assign authorship fairly and appropriately, according to the intellectual contributions made by members of the research team, and provide acknowledgment for any contributions from research participants as warranted.
- **Avoidance of Harm:** Carefully assess research findings for any potential harm that could result from publication, particularly in cases where the data might be misinterpreted or misused.
- **Intellectual Property:** Respect the intellectual property rights of others when publishing or sharing research data. This includes the proper citation of sources and the acquisition of permissions as required.
- **Open Access:** Consider the benefits of open access publication to enhance the visibility and impact of research findings, where possible and in line with College policies and funders' mandates.
- **Rectification of Errors:** Take prompt action to correct the record in the event of discovery of errors or inaccuracies in published work.

The Research Committee provides oversight to ensure that the sharing and publication of research findings align with these standards. Any deviation from these guidelines must be reported to and evaluated by the Committee to determine the appropriate course of action.

17. Researcher Competence:

Maintaining high standards of researcher competence is imperative to the integrity and quality of research at Al-Maktoum College. To uphold these standards, the following requirements have been established:

- **Qualification and Expertise:** Researchers must possess the appropriate qualifications and expertise relevant to their field of study. This includes a sound understanding of the methodology, theoretical framework, and ethical considerations pertinent to the research.
- **Continuous Professional Development:** Engage in ongoing professional development to keep up-to-date with the latest research techniques, ethical standards, and advancements within their discipline. The College encourages and facilitates such development through workshops, seminars, and training courses.
- **Supervision for Junior Researchers:** Junior researchers, including students and early-career faculty, must operate under the supervision of experienced and competent senior researchers who will provide guidance and mentorship.
- **Skill Assessment and Enhancement:** Researchers must critically assess their own skills and seek additional training or qualifications where gaps are identified. This may include statistical training, ethical training, or specific technical skills related to the research project.
- **Collaboration and Delegation:** Where a project requires expertise beyond a researcher's current scope, collaboration with or delegation to other qualified individuals is encouraged. It is the researcher's responsibility to ensure that all collaborators meet the necessary competence requirements.
- **Ethical Training:** Mandatory ethical training for all researchers is required to familiarize them with the ethical standards and policies of the College, as well as with applicable laws and regulations.
- **Research Proposals:** Researchers are responsible for demonstrating their competence in the research proposals submitted to the Research Committee. The proposal must clearly articulate how the research team's qualifications and skills align with the demands of the project.
- **Responsibility and Accountability:** Researchers are accountable for their professional conduct and must not undertake tasks for which they are not competent without disclosing this to the Research Committee and seeking appropriate support.

The Research Committee will assess the competence of researchers as part of the ethical review process and may require evidence of skills or knowledge, particularly for research involving vulnerable people or complex methodologies.

18. Insurance:

Al-Maktoum College acknowledges the importance of having robust insurance policies in place to mitigate risks associated with research involving human participants. To this end, the College adheres to the following insurance guidelines:

- **Comprehensive Coverage:** Maintain comprehensive insurance policies that provide coverage for potential claims arising from research activities. This includes, but is not limited to, professional indemnity insurance, public liability insurance, and any specific insurance required for certain types of research.
- **Insurance Scope:** Ensure that the insurance coverage is adequate to safeguard the interests of the researchers, the participants, and the College, covering potential risks and liabilities that may arise during the course of the research.
- **Verification of Coverage:** Researchers are responsible for verifying that their research activities are covered under the College's insurance policies. In cases where external funding is utilized, researchers must ensure that the terms of the funding do not infringe upon the insurance terms or expose the College to undue risk.
- **Risk Assessment:** Conduct thorough risk assessments for all research proposals to determine the level and extent of insurance required. This process should identify specific risks associated with the research activities and ensure that appropriate cover is in place to mitigate these risks.
- **Policy Updates:** Keep abreast of changes in insurance policy terms and research legislation to ensure continuous compliance and coverage. The College's administrative office will regularly review and update insurance policies to reflect new research activities and evolving risks.
- **Documentation:** Require researchers to maintain documentation of the insurance coverage as part of the research project records, and to provide evidence of insurance to the Research Committee upon request.
- **Reporting and Notification:** Establish clear procedures for reporting incidents that may give rise to a claim under the College's insurance policies. Researchers must notify the College immediately of any incidents or potential claims.

- **Ethical and Legal Compliance:** Confirm that all research activities are conducted ethically and legally, as the insurance cover may be voided by any activities that breach ethical or legal guidelines.
- **Insurance Education:** Offer researchers guidance and education on the importance of insurance in research, including information about the extent of coverage and procedures for dealing with potential claims.

By ensuring that all research activities are appropriately insured, the College protects its community members and upholds its commitment to conducting research in a responsible and protected environment.

19. Policy Review and Updates:

The landscape of research, particularly in areas involving human participants, is continuously evolving. To ensure that the Policy for Non-Clinical Research Involving Human Participants remains effective and up-to-date, Al-Maktoum College has established the following procedures for policy review and updates:

- **Regular Review Schedule:** The Research Committee will review the policy at regular intervals, not exceeding three years, or more frequently if significant changes in research practice, ethical standards, or legislation occur.
- **Stakeholder Engagement:** Engage a broad range of stakeholders in the review process, including faculty members, students, research participants, and administrative staff, to gather diverse perspectives and expertise.
- **Monitoring Changes:** Actively monitor developments in national and international research governance, ethical standards, and legal requirements to ensure that the policy reflects current practices.
- **Incorporating Feedback:** Collect and incorporate feedback from the research community at Al-Maktoum College, including challenges faced in the application of the policy and suggestions for improvement.
- **Impact Assessment:** Assess the impact of the policy on research activities and make adjustments to enhance its support for high-quality, ethical research.

- **Policy Revision Procedures:** Establish clear procedures for revising the policy, including drafting revisions, soliciting feedback, and obtaining necessary approvals before implementation.
- **Communication of Updates:** Ensure that all updates to the policy are communicated effectively to the research community, including clear explanations of any changes and their implications for ongoing and future research.
- **Training and Resources:** Provide training and resources to support the research community in understanding and implementing the updated policy requirements.
- **Documentation and Archiving:** Maintain thorough documentation of all policy reviews and updates, including the rationale for changes and the decision-making process.
- **Adaptive and Proactive Approach:** Maintain an adaptive and proactive approach to policy review, anticipating changes in research practices and ethics, and preparing the policy to address future challenges.

By adhering to these procedures, Al-Maktoum College ensures that its policy for non-clinical research involving human participants remains at the forefront of ethical and methodological research standards, adequately serving the needs of its researchers and participants while fulfilling its institutional responsibilities.

20. Conclusion:

Al-Maktoum College remains steadfast in its dedication to fostering an environment where scholarly inquiry flourishes alongside a profound commitment to ethical conduct. Our policy is a testament to our unwavering responsibility to carry out research that not only seeks to expand the horizons of knowledge but does so with the utmost respect for human dignity, rights, and welfare.

This document serves as more than a set of guidelines; it is a declaration of our ethos and principles that guide our interaction with research participants, the academic community, and the society at large. We acknowledge the trust our research participants bestow upon us and reciprocate with rigorous standards of integrity and transparency.

We trust that our researchers will embody the spirit of this policy, ensuring that Al-Maktoum College continues to be a place where academic excellence and ethical responsibility are inextricably linked.

In this way, we honour our role as a contributor to the global pursuit of knowledge and as a custodian of the ethical tenets that this pursuit entails.