



Policy on Students' Rights in Research

Introduction

Conestoga College Institute of Technology and Advanced Learning is committed to provide a polytechnic environment conducive to the pursuit of currency, scholarship, applied research and creative activity for its faculty, staff and students. This policy governs the rights and responsibilities of Conestoga students while involved in research activities.

The Executive Dean of Academic Administration (*or designate assigned by the President*) has responsibility for the interpretation and implementation of this policy.

Definitions

Applied Research includes any original investigation, undertaken to acquire new knowledge, or to apply existing knowledge in a novel way, directed primarily towards a specific practical aim or objective. Ideas are developed into operational form to produce new prototype products, devices, processes, systems, and services or to improve substantially those already produced or installed. With respect to this policy, Conestoga includes clinical research, survey-based research, and experimental development within our definition of applied research.

An *applied research project* shall include any project involving an external company or organization, with or without funding, and/or using Conestoga resources (e.g. people, equipment, space) to conduct the project activities. Applied research projects can be further categorized as student projects (capstone or final year), curriculum based projects (i.e. project occurring within certain courses for academic marks), independent projects (i.e. projects done outside of normal academic activities with signed research agreements), or special event projects (i.e. projects undertaken outside of normal academic activities with specified focus for students and/or faculty).

Institutional Research is a special classification of research that involves the surveys and data analysis of information that is focused on program quality improvement and evaluation. Other classifications of research are experimental, basic, discovery, survey and clinical to name a few. All research at Conestoga, not classified as institutional research, will be referred to as applied research.

The word *research*, referenced by itself within this document, may refer to either institutional or applied research. And, a *research project* may refer either an institutional or applied research project.

A *partner* refers to an external business, institution, research hospital, or organization that is engaged in a research project with Conestoga. The partner may be providing full, partial, or no funding towards the research project. In most situations, there is normally a contractual agreement between Conestoga and the partner to stipulate the roles and responsibilities of the participants.

The phrase *Conestoga staff members* refers to all staff whether employed full-time, part-time, or on contract basis (e.g. faculty, researchers, support staff, administrators). The phrase *Conestoga students* refers to all students working with or without monetary compensation on any project under the direction and control of Conestoga.

Consulting Service activities are similar to the activities within an applied research project but are not normally viewed by Conestoga as applied research. There are two types of consulting services for research purposes; "*internal*", using Conestoga resources, and "*external*", not using Conestoga resources. For both types, an individual wanting to engage in consulting services with a company requires prior written approval from Conestoga; consulting services cannot conflict with the employee's responsibilities to Conestoga, constitute economic competition with Conestoga, or negatively impact the reputation of Conestoga.

External consulting service activities are the sole responsibility of the individual. The individual cannot use Conestoga resources and does not represent Conestoga for the consulting service provided. Legal agreements between the individual, the company, or any other third-party are signed without the involvement, endorsement or warrantee of Conestoga. External consulting service activities by faculty members can potentially be viewed as scholarly activities.

Internal consulting service activities require review and approval by one of Conestoga's Academic Chairs prior to engagement. When a particular internal consulting service activity requires the use of Conestoga resources, the activity must be reviewed to ensure it does not interfere with Conestoga's academic processes and legal obligations (i.e. software license agreements, use of donated hardware, etc.) and does not unnecessarily put Conestoga in a potential liability situation. Upon approval, the individual is responsible for conducting the activities in adherence to all Conestoga policies and procedures. Legal agreements between the individual, the company, and Conestoga may need to be entered into and are at the discretion of Conestoga. Internal consulting service activities by faculty members, with prior approval of the Academic Chair, can be viewed as scholarly activities.

If an internal consulting service requires both Conestoga resources and the participation of Conestoga students, then it will be classified as an applied research project and processed accordingly.

Exclusions

This policy does not cover Conestoga students' rights on research projects not conducted with Conestoga. Conestoga students working with individuals under a *consulting service* agreement while using Conestoga facilities or resources are subject to this policy unless otherwise stated in the signed agreement.

Policy Elaboration

Conestoga students may be involved in research activities at or under the auspices of Conestoga under the supervision of a faculty member or staff, or an individual designated as a principal investigator for a research project. While the Conestoga staff member is responsible for supervision of students, it is also the student's responsibility to follow all of the research policies established by Conestoga.

1. The principal investigator or supervisor is responsible for the supervision of students conducting research, including supervision of data collection, analysis and interpretation, and storage of information. Similarly, the student must assist with this responsibility during the research activity.
2. The principal investigator or supervisor is responsible for ensuring all Conestoga research and other policies are followed in the conduct of research. Students are responsible to adhere to Conestoga policies and procedures as it applies to them.
3. It is the responsibility of the principal investigator to implement measures that will ensure the health and safety of student researchers. The principal investigator shall inform students of measures to be implemented such as the proper use of equipment and materials and adherence to Conestoga, Provincial, and Federal Occupational Health and Safety policies. Students are responsible to adhere to these policies and procedures as it applies to them.
4. Hiring of students to work on research projects will be conducted in accordance with the appropriate Human Resources Policies and Procedures.
5. Students engaged in research projects shall follow appropriate Conestoga policies and procedures. Whether or not a student is assigned a salary, a written agreement shall be made as to the duties expected of the student and the extent to which the work will contribute to the student's academic program.
6. In cases where there is an agreement that the student may use the results of his or her research on the project toward an academic program, the work completed in the research must be clearly identified as that of the contribution of the student, and the criteria for shared authorship explained to the research team in advance.
7. When a student begins working with a principal investigator or research group that is funded in whole or in part by contracts, consulting agreements, or grants from outside agencies, a clear agreement should be made at the outset as to the accessibility of

research findings for publication. Research work contributing to the student's academic requirements, the final presentation of the project work shall not be subject to publication restrictions by the partner. The partner may request reasonable delays in the publication and/or presentation by the student of any intellectual property to which the partner has ownership rights in order to allow the partner to protect their rights in such intellectual property. Conestoga will work with the partner to permit reasonable delays as determined by Conestoga at its sole discretion. No delays, under any circumstance, will be approved that would negatively affect the academic progress or career of the student.

Related Documents

- Policy on Applied Research
- Policy on Conflict of Interest in Research
- Policy on Research Integrity
- Policy on Intellectual Property
- Policy on Research Involving Animals
- Policy on Research Involving Chemical, Biological, or Radioactive Hazards
- Policy on Research in the Yukon, Northwest Territories, or Nunavut
- Policy on Confidentiality of Information in Research
- Policy on Financial Management of Research Projects
- Policy on the Protection of the Environment within Research
- Ethical Conduct in Research Involving Humans
- Procedure for Applied Research Activities
- Procedure for Reporting Concerns within Research

Revision Log

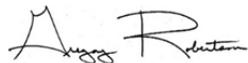
Version Number	Release Date	Notes
AR5 V3	September 2014	Minor updates to texts and additions for clarification to definitions.
AR5 V2	March 2013	First release of a completely updated policy.
NA	August 2007	Updated
NA	March 2006	Initial release for policy

Acknowledgements

This policy has been developed based upon policies and documentation from the Tri-Council of Canada and previous Conestoga documents.

Review Log

As Policy Owners, we certify that the Policy on Applied Research is appropriate and provides an up-to-date framework in which decisions can be made and implemented



Greg Robertson, Director Applied Research

2014-09-04

Date