

POLICY ON ACCESS TO SUNWAY UNIVERSITY FOR EXTERNAL RESEARCHERS	Effective Date: 14/05/2013
	Amended:

Purpose

The purpose of this policy is to ensure a consistent response when Sunway University receives requests from external researchers to access participants.

Scope of this Policy

This policy applies to any request from an outside organisation or individual for permission to approach Sunway University staff or students for the purpose of taking part in research.

This policy also applies to Sunway University staff or students who wish to conduct research at Sunway University for external organisations. For example, Sunway staff who are enrolled in a PhD at another university and wish to recruit research participants at Sunway University.

General Principles

Generally, Sunway University will be cooperative with such requests for access as such cooperation demonstrates collegiality and is consistent with our good reputation in the wider academic community.

Permission to access Sunway University personal for the purpose of recruiting participants/subjects for research will only be considered for research that does not have any commercial (profit) intent.

The usual expectation is that any outside person or organisation that wishes to conduct research at Sunway University would have received ethical approval for the research from their own organisation. They are required to provide proof that the research project has received ethical approval from a suitable research ethics committee.

Specific Requirements

When the University is approached to provide access for an outside party to recruit subjects for research projects they are required to provide the following before permission is given:

- Copy of the Letter of Approval from the relevant Research Ethics Committee
- Copy of Participant Information Sheet
- Copy of Participant Consent Form (for data collection that is not anonymous)

This information will also allow the University to determine the extent to which Sunway University may be identified in any publication of the results from the research project.

Administration of this Policy

This policy will be administered by the DVC (Research) through the Sunway University Research Office.