



The Mico University College

Protocol for Researcher External to The Mico requesting permission to conduct Research at The Mico

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CHANGE HISTORY

DATE OF CHANGE	NATURE OF CHANGE	REVIEWER(S)
May, 2018	Version 01 accepted	S. Dowding
Nov. 2020	Edit	S. Dowding

For more information about policy development, consult the Policy Formulation and Management Policy on The Mico website at themico.edu.jm/policies.



PROTOCOL FOR A RESEARCHER EXTERNAL TO THE MICO REQUESTING PREMISSION TO CONDUCT RESEARCH AT THE MICO

Preamble

The Mico a leader in the field of education and the oldest teacher education institution in the Western Hemisphere has amassed a wealth of information and experiences over time that is often sought out by Researchers, who are facilitated by The Mico.

Application

However, any Researcher, external to The Mico University College, desirous of conducting any research study at the institution must apply in writing to the Registrar for permission to conduct the research at least six weeks prior to the desired start date.

To ensure that the applicant is a legitimate Researcher, who wants to investigate a particular aspect within the organisation, the application for permission must enclose:

- A letter from the Researcher's institution, indicating the authenticity of the application (i.e. the Researcher is a bona fide member of the institution, and the research being conducted has been sanctioned by their institution)
- A research plan approved by the researcher's supervisor of the study or the researcher's director of research.

The research plan attached to the application should include:

- An Abstract
- The rationale for the Study
- The methodology including
 - How the research material is to be collected, (copy of any of the Researcher's data collection instruments to be used),
 - Who collects the material,
 - How the material is to be used,
 - Where and how the material is to be stored during and after the research, and
 - How the material will be destroyed,
- The Funding and Financial Details (to include details or research sponsor)



- How confidentiality will be ensured.
- A report dissemination plan (How and where the findings will be published).
- A declaration of any Conflict of Interest

The plan should also include any other information regarding the ethical handling of data derived at The Mico.

The Application Process

The University College Registrar shall forward all applications to ITER (within one week). ITER in turn shall review the application and make a recommendation to the Deans' Meeting (within two weeks). ITER shall also maintain a log of the research requests (including the nature and type of research). The Deans' meeting chaired by the VP Academic Affairs shall consider the Research request and the recommendation from ITER to grant or deny permission for the Researcher to conduct the Research. The Deanship shall include a Quality Assurance Officer to channel the Research request to the appropriate Faculty / Administrative Department. On the approval of the Deans' meeting, the University College shall respond in writing through the Registrar, to the Researcher.

Should permission be granted, the Researcher shall be required to sign an undertaking (as allowed by any sponsorship agreement) to –

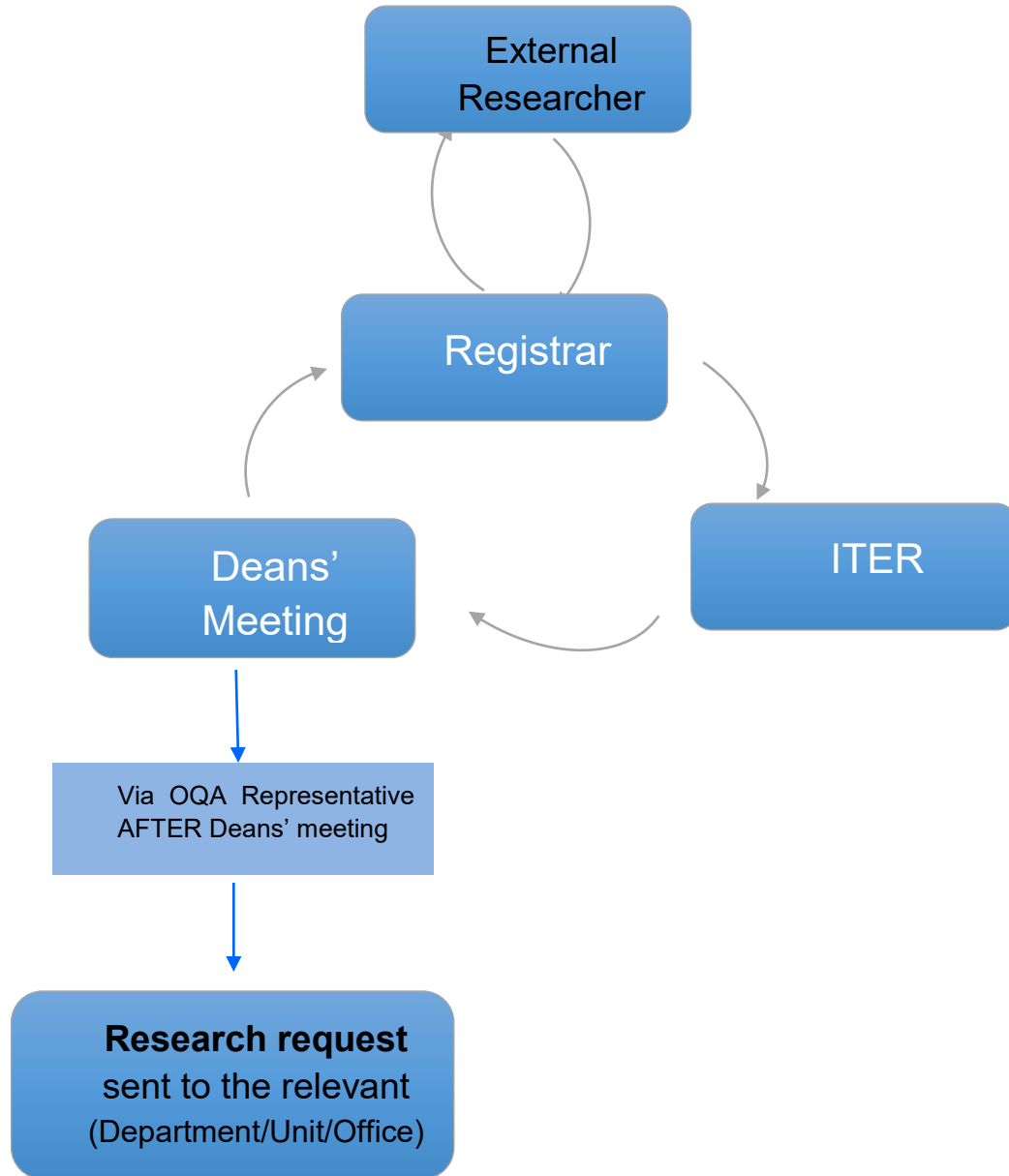
- Share information gleaned with ITER, prior to the publication of the Research Report, to allow ITER to review (within 4 weeks) and determine whether there will be any objection to the release of the said information. The Mico reserves the right to withdraw the permission for use of any information gleaned from its staff, students, or on its premises, if it is dissatisfied with the treatment or representation of said information.
- Provide ITER, on request, a copy of any aspect of the research in whole or in part, prior to the completion or on completion of the research.

(See the Flow Chart of the process below)

Attached as Appendices to this document are the Researcher's Undertaking, and outline letters granting/denying permission.



Flow Diagram of Process





Appendix I

**UNDERTAKING OF RESEACHER EXTERNAL TO THE MICO,
SEEKING TO DO RESEARCH AT THE MICO**

Permission for a Researcher external to The Mico to conduct Research at the institution requires the Researcher to give an Undertaking, by completing and signing this Form. The Mico however, reserves the right to withdraw the permission for use of any information gleaned from its staff, students, or on its premises, if it is dissatisfied with the treatment or representation of said information.

Please note that in addition to this Undertaking, the Researcher must submit a letter from the Researcher’s institution, indicating the authenticity of the application, as well as a Research Plan approved by the supervisor of the study or the director of the research group / project.

I _____
Name of Researcher

From _____
Name of the Institution

Name of Department / Unit at the Institution

Address of Institution

Conducting research with the title

Title of Research

Undertake the following:

1. To conduct and handle all interviews, questionnaires, surveys, observations around the campus, and information gathering exercises with the utmost probity, ethics and confidentiality.
2. To share with The Mico through its Institute of Technological and Educational Research (ITER), prior to the publication of the Research Report the information gleaned, from any data gathering exercise.

I understand that The Mico has the right to withdraw the permission for the use of any information gleaned from its staff, students or on its premises, if dissatisfied with the treatment or representation of the said information.

3. To provide The Mico through its Institute of Technological and Educational Research (ITER), on request, a copy of any aspect of the Research as a whole or in part, prior to the completion or on completion of the research.

Signature _____ *Date*

Undertaking accepted by The Mico

Name of Mico Officer _____ *Signature of Mico Officer* _____ *Date*



Appendix II: Form Letter approving the application of a Researcher external to The Mico

<Date>

<Title> <Firstname> <Lastname>

<Address1>

<Address2>

<Address3>

Dear <Title> <Lastname>

Re: Authorization to conduct research / gather information, at The Mico

Your application with respect to the caption matter has been reviewed and approved. This letter therefore serves as authorization for you to conduct research (gather information) in relation to the research project entitled “<Name of Research Study>”, which has been sanctioned by <Name of the home institution>, for a period of <state period>, commencing <state start date>.

It is expected that all interviews, surveys, observations around the campus, and all information gathered from any questionnaires, or data provided will be conducted and handled by you with the utmost probity, ethics and confidentiality. You shall be required to share the information gleaned with The Mico through its Institute of Technological and Educational Research (ITER), prior to the publication of the Research Report. The Mico reserves the right to withdraw the permission for use of any information gleaned from its staff, students, or on its premises, if it is dissatisfied with the treatment or representation of said information. In addition you shall be required to provide ITER, on request, with a copy of any aspect of the Research as a whole or in part, prior to the completion or on completion of the Research.

We wish you all the best.

Yours sincerely,

Registrar

Copy: The President, The Mico University College
VP, Academic Affairs
Director of ITER



Appendix III: Form Letter denying the application of a Researcher external to The Mico

<Date>

<Title> <Firstname> <Lastname>

<Address1>

<Address2>

<Address3>

Dear <Title> <Lastname>

Re: Request to conduct research / gather information,. at The Mico

Your application with respect to the caption matter has been reviewed and regrettably it has been declined. You will therefore not be allowed to conduct research (gather information) at The Mico University College at this time.

Yours sincerely,

Registrar

Copy: The President, The Mico University College
VP, Academic Affairs
Director of ITER