

Unit Course-Based Research Ethics Committee Policy (August 2026)

Research Ethics Board Policy Concerning Review of Minimum Risk Undergraduate and Graduate Research that is part of Undergraduate or Graduate Course Requirements

Individual units within the University of Regina (e.g., departments and faculties that are not departmentalized) may apply to the REB to form their own Unit Course-Based Research Ethics Committee to review graduate and undergraduate research that is part of course requirements and that involves minimum risk to participants. The REB will consider and approve or reject the request. To be compliant with the TCPS2, the following conditions must be met:

1. The Unit Course-Based Research Ethics Committee will be comprised of three (3) unit members including a current member of the University of Regina Research Ethics Board. In the case of a conflict of interest (e.g., an instructor submitting an application for course-based research who is also a member of the committee), that member shall recuse themselves from the decision process.
2. The unit shall inform the University of Regina Research Ethics Board of their intention to form a Unit Course-Based Research Ethics Committee in a timely manner and before any review of course-based research ethics applications begins. (Please see below for the proposal the REB requires to approve a Unit Course Based Research Ethics Committee)
3. Tri-Council guidelines for research ethics review and monitoring of research must be followed. Unit Course-Based Research Ethics Committee Members and Instructors applying for course-based research ethics approval are required to have TCPS2 CORE-2022 Tutorial Certification. It is strongly recommended that Instructors require their students to also have TCPS2 CORE-2022 Tutorial Certification. For example, instructors may choose to include the TCPS2 CORE-2022 Tutorial Certification as a course assignment. If student researchers will be interacting with vulnerable participants, the TCPS2 CORE-2022 Tutorial Certification is required.
4. Tri-Council guidelines for research ethics review and monitoring of research must be followed. Please see the Course-Based Guidelines and Application Process document.
5. The REB's Course-Based Ethics Application form and the appropriate REB Course Based Consent Form Template must be used .
6. Approvals for course-based research ethics applications will be valid for one year but can be renewed for up to five years with the submission of a satisfactory annual report to the Unit Course-Based Research Ethics Committee. The REB's annual report form can be used for this purpose.
7. If a course is taught by multiple instructors using a similar course-based research project, all instructors should be listed on the application form. If an instructor uses a different course-based research assignment, even within the same course, then either a new application or an amendment must be submitted to assure that differences in processes are documented. Changes to approved methods will be shared with the Unit Course-Based Research Ethics Review Committee and approved by the committee. The committee can determine if this will require a new application or if the REB amendment process would suffice.

8. The committee will submit the approved Course-Based Ethics application and all relevant documents (e.g., recruitment materials, consent form) to the REB office in a timely manner for filing and record keeping (research.ethics@uregina.ca). Note that the REB is currently assessing whether Unit Course-Based Research Ethics Committees can be added to Converis to review online but will update this document with further information should that be possible otherwise the REB will provide Unit Course-Based Research Ethics Committees with fillable Course-Based Applications that would need to be submitted to REB with Annual report outlining approvals and issues if any. Given the workflow in Converis this would require Unit Course-Based Research Ethics Committees to have a Chair who submits final approvals.

9. The committee must provide a written annual report to the REB about the activities of their Unit Course-Based Research Ethics Committee and the nature of the projects that have been approved. A representative of the committee will attend a regular meeting of the REB to present the annual report and to answer any questions from the REB.

Note that Independent projects and honours and graduate theses as well as independent research projects such as Capstone projects must be approved by the University of Regina REB and cannot be approved by Unit Course-Based Research Ethics Committees.

The REB has the right to terminate the ethics review privileges of any Unit Course-Based Research Ethics Committee that has been approved to review graduate and undergraduate minimum risk research at any time.

These policies may be changed by the REB at any time.

How to Apply for Course-Based Unit Ethics Committee Approval from REB

Please submit a proposal outlining the membership for the proposed Unit Course-Based Research Ethics Committee and all proposed members' TCPS2 (2022) CORE certificates. The REB must be notified of any changes to committee membership.

For further information to help determine whether course-based research activities require ethics approval or not, please see the Course-Based Research Ethics Guidelines.

To access the application form and the consent form templates, please see the Course-Based Ethics Application form and the Course-Based Consent Form Templates:
<https://www.uregina.ca/research/office-research-services/human-research/ethics-forms.html>.

If an instructor has any questions, they should contact their Unit Course-Based Research Ethics Committee. They can also contact the REB office at research.ethics@uregina.ca