Approving University Official(s): Academic Council
Responsible Unit: Director of Academic Research
Original Effective Date: June 24, 2020
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Institutional Approval to Conduct Research at Yorkville University - Policy

Purpose

This policy establishes a clear and consistent framework for the conditions under which researchers may be allowed to conduct research requiring participation by Yorkville faculty members, staff members, or students, or requiring access to Yorkville records or resources at Yorkville University ("Yorkville"). It provides guidance to ensure alignment with the institution's operational, academic, and regulatory obligations, and supports Yorkville's commitment to facilitate research by providing a single point of contact to manage institutional permissions to conduct research, fulfil Yorkville's ethical and legal obligations related to the personal privacy of members of the Yorkville community, provide Yorkville with insight into the volume and scope of research involving its community members, records, facilities, or resources, encourage research while preventing disruption of teaching and learning at Yorkville, and support the prudent management of Yorkville resources.

Scope

This policy and its procedures apply to anyone intending to conduct research requiring participation by Yorkville faculty, staff, or students, or that requires access to Yorkville records, facilities, or resources. Quality assurance or improvement studies, program evaluation activities, performance reviews, and testing conducted within normal educational requirements for internal purposes are not subject to the policy.

Definitions

Academic staff member – An employee in a department supporting the academic mission of Yorkville but not a faculty member.

Faculty member – An employee – sessional, full-time, or part-time - whose primary duties include teaching and advising students, participating in curriculum development, review and renewal, contributing to the governance of the academic program, campus, and university, and maintaining an active program of scholarly endeavours.

Facilities and Resources – refers to physical infrastructure (e.g., office space, equipment, Yorkville email systems, or institutional branding) provided to support research. It does not

include personal desk space, devices, or general supports used in the normal course of employment or study.

Members of the Yorkville Community – students, faculty members, academic staff members, academic administrators, and other employees, agents, and board members of Yorkville, Toronto Film School, and/or Yorkville Education LP.

Research – For purposes of this policy, research is synonymous with scholarly activity.

Researcher – Any faculty member, student, staff member conducting research and engaging in scholarly activities at Yorkville.

Resources – All resources, including, but not limited to premises, equipment, human resources, information systems, and non-public proprietary information.

Scholarly Activity – Yorkville has adopted the definition of scholarly activities that encompass the four domains defined by Boyer's (1990) Model of Scholarship:

- Scholarship of Discovery means the complex application of activities seeking to satisfy curiosity and the quest for new knowledge.
- Scholarship of Application means the deployment of knowledge and expertise to address real-world problems and benefit society.
- Scholarship of Integration means synthesizing and connecting knowledge across disciplines, fields, or time.
- Scholarship of Teaching and Learning means the systematic study of and development of methods to improve teaching effectiveness, curriculum development, and pedagogy.

Student – Any person who is: registered in one or more courses (whether in-person or remotely) as full-time, part-time, or special student status in a Yorkville program of study; and/or engaged in any academic work that leads to the assigning of a mark, grade, or statement of performance by the appropriate authority within Yorkville; and/or is between sessions or on an approved leave of absence from study.

External Researcher – An individual conducting research or intending to conduct research at Yorkville who is not a faculty member, student, or staff member at Yorkville.

Policy Statement

1. Any researcher at Yorkville and any external researcher planning to do research that involves any of the following must have written permission from Yorkville.
    a. Recruit research participants from among members of the Yorkville community.
    b. Use data about members of the Yorkville community that is under the care and control of Yorkville.
    c. Use Yorkville facilities, premises, or equipment.
    d. Access Yorkville resources.
2. The Provost is empowered to grant or refuse permission to conduct research requiring participation by Yorkville faculty members, staff members, or students or requiring access to Yorkville records, facilities, or resources.
3. The Provost will approve the research when satisfied that:

    a. It does not disrupt (or only minimally affects) the normal routines of students, faculty members, and staff members or the routine operations of Yorkville.
    b. Specific groups of Yorkville faculty members, staff members, and/or students are not subjected to an excessive number of requests to participate in research projects.
    c. It has scholarly merit.
    d. It has been reviewed by the Yorkville Research Ethics Board ("REB") and found either to be exempt from Yorkville's Research Ethics Policy or to meet the standards of the Tri-Council Policy Statement on Ethical Conduct of Research Involving Humans. REB approval ensures that: the rights of students, faculty members, or staff members who might participate in the research project are protected; participants will be exposed to only minimal risk (and where risk is identified, it is mitigated); confidentiality of records and personally identifiable information is protected.
4. In no circumstances will personal information of faculty members, staff members, or students be released to a researcher or external researcher. Anonymized data may be provided to a researcher, provided the REB has approved this aspect of the research project.
5. Decision of the Provost:
    a. The Provost may approve the research, deny approval, or require modifications to the design, methodology, or administration of the research.
    b. The Provost's decision will be provided in writing. When the decision is to deny or require modifications, reasons will be given for the decision.
    c. Approvals under this policy expire upon the expiry of the REB Certificate of Study Approval or, if the project was exempted from Research Ethics approval, after one year from the date of the Provost's approval. Application for extension or renewal of the Provost's approval must be made before the expiry date.
    d. Researchers have the right to request reconsideration of a decision, but the Provost's decision is not appealable.
6. Responsibilities of researchers: All researchers whose projects are approved will:
    a. Conduct the research in accordance with relevant Yorkville policies.
    b. Submit final reports upon completion of the research.
7. Administration of this policy: The Director of Academic Research is responsible for:
    a. Liaising with individuals wishing to conduct research covered by this policy.
    b. Receiving applications and supporting documentation, including proof of REB review (in the form of a certificate, exemption letter, or conditional approval pending institutional permission), and compiling files for the Provost's consideration.
    c. Communicating the Provost's decision to the researcher.
    d. Maintaining records of applications, decisions, extensions and renewals, and final reports.

Related Information

- Institutional Approval to Conduct Research at Yorkville – Procedures.
- Responsible Conduct of Research, Scholarly, and Creative Activities Policy. (In development.)
- Responsible Conduct of Research, Scholarly, and Creative Activities Procedures. (In development.)

- Conducting Research at Yorkville - Institutional Approval Policy.
- Conducting Research at Yorkville - Institutional Approval Procedures.
- Indigenous Knowledges Policy and Guidelines. (In development.)
- Support for Scholarly Activity Policy.
- Support for Scholarly Activity Procedures.
- Support for Scholarly Activities Committee Terms of Reference.
- ·Faculty Professional Development Policy.
- Faculty Professional Development Procedures.
- Ethical Conduct of Research Involving Humans Policy.
- Ethical Conduct of Research Involving Humans Procedures.
- Yorkville REB Terms of Reference.

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Dr. Thu Le, Director of Academic Research
Email: oar@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	June 24, 2020	Creation of President's Guidelines	President
1.1	August 28, 2025	Creation of standalone policy	Academic Council
1.2	September 25, 2025	Updated to new template	-