**STAFF-STUDENT COLLABORATION AND CO-AUTHORING**

On occasion you may have a student (sometimes a final year undergraduate, but more commonly a final year postgraduate) who produces an exceptional piece of work such as a dissertation which you have supervised and which with some significant help from you and/or colleagues could be developed into a publishable piece of work. Given the potential conflict of interests great care must be taken to ensure we do not take advantage of the student or coerce them into such a course of action. To help guide you through this particular ethical issue a number of overarching principles and guidelines are presented below.

**Overarching Principles**

1. The output must be a genuinely collaborative effort involving you in significant editorial help e.g. converting dissertation findings into a format appropriate for peer review journals; linking their research to your existing body of work e.g. if they have replicated work you have previously undertaken in a different context or through a different theoretical lens.
2. Giving a student minor editorial help to enable them to submit to a journal is **not** sufficient for joint authorship.
3. Students must **not** be asked if they wish to engage in joint authored work until all their work has gone through the Final Assessment Board. The only exception to this may be PhD students who may publish work as they progress. However, again great care must be taken by their DoS and other supervisors not to abuse their position.

**Guidelines**

1. There should be an open and transparent discussion with the student regarding the potential of joint authored outputs emerging from their work e.g. dissertation.
2. The student and academic/s should submit a joint Student-Staff Collaboration form to their Ethics Committee departmental representative confirming that the student is happy to engage in this activity. Students should also be advised that they can talk to their departmental Ethics Committee representative if they are unsure of anything.
3. Express permission must be sought from any sponsoring organisation e.g. a part-time student’s employer or an organisation providing access to a full-time students if their organisation’s name is to be used in the submitted output. If this is not possible then the submitted output must be sufficiently anonymised so that the organisation cannot be identified. In cases like this the student’s affiliation should be the university. The original ethics approval for the student regarding the likes of respondents’ anonymity etc must continue to be observed. Also if prior to the student undertaking their project it was agreed, e.g. due to commercial sensitivity, that only examiners would see the final output this should not be converted into a published output.

Your departmental representative, if you wish, will of course be happy to discuss the opportunities and challenges associated with such joint publishing activity prior to you approaching the student.