

SECTION: 12 Academic Affairs

AREA: Research

SUBJECT: Student Research & Scholarly Activity Policy

## I. Purpose and Scope

- A. This policy aims to promote research as an integral part of medical education while ensuring students participate in research in an ethical, responsible manner consistent with their academic and clinical responsibilities. This policy ensures all medical students adhere to institutional regulations, upholds accountability, and facilitates the longitudinal tracking of student progress. It strengthens networking connections to benefit future cohorts of medical students. Compulsory reporting is necessary to maintain uniformity, accountability, and in the integrity of research activities across the college.
- B. This policy applies to all medical students enrolled at the College of Medicine and university faculty who engage in research with medical students.

## II. Policy

- A. All medical student research and scholarly activities will be monitored by the Office of Student Research to ensure compliance with university and institutional regulations.
- B. Faculty mentors of medical student research will comply with procedures established for the conduct of student research.

## III. Definitions

- A. Research is the production of new knowledge intended to be externally generalizable and applicable beyond a specific context.
- B. Medical Student Research Portal: Online database for students and faculty for reporting.

## IV. Supporting Policy Information

- A. Office of Student Research: Responsible for tracking and reporting, maintaining records and ensuring compliance.
- B. Faculty Mentor: Provides guidance, oversight and support to students conducting research.

## V. Procedures

- A. Faculty mentors are required to document and review medical student compliance to ethical standards and approved research protocols throughout the project.
- B. Medical students may participate in research and scholarly activities with external institutions. All policies and procedures at the University of Houston and College of Medicine must be followed.
  - a. For research and scholarly activity within the University of Houston that requires IRB approval:
    - i. Students may be added to an existing approved protocol through the UH IRB or
    - ii. Students may work with a PI to create a new protocol for submission to the UH IRB.
  - b. For research and scholarly activity external to the University of Houston:
    - i. Students may seek approval through the External Student Research Process for research or scholarly work approved by an external IRB.
- C. Medical students must obtain an ORCID identifier, affiliate with the University of Houston, and use this ORCID identifier whenever possible in the context of submitting and presenting scholarly work.
- D. Medical students must complete an attestation agreeing to follow all rules and regulations annually through the Medical Student Research Portal if involved in research activities.
- E. Medical students must register any research or scholarly activity with the Office of Student Research through the Medical Student Research Portal no less than two weeks prior to beginning the activity.
- F. Medical students must inform the Office of Student Research through the Medical Student Research Portal of any dissemination activities such as conference presentations, abstracts, funding awards, posters, etc.
- G. While enrolled as medical students at the College of Medicine, students are required to list the University of Houston as their primary affiliation for all products.
- H. Students seeking elective credit for research activities during Phase 3 of the curriculum must also complete any documentation required by the leadership of the Advanced Clerkships and Electives (ACE), as documented in the ACE handbook, prior to the start of the research activity.

## I. Disciplinary Action for Non-Compliance

- A. Medical students who violate the policies and procedures related to research activities will be required to meet with the Student Performance and Advancement Committee for determination of a sanction (in accordance with the Grading Policy of the College of Medicine) in the Medical Student Performance Evaluation (MSPE). If verified the student violated the policies and procedures for student research, a statement will be added to the Academic History section of the MSPE stating that the student violated the policy.

## J. Review and Responsibility

Responsible Party: Office of Student Research

Review: Every 2 years

*Date Issued:* July 15, 2025

*Date Approved:* July 15, 2025

*Next Review Date:* July 15, 2027

*Responsible Office(s):* Office of Student Research

### *Revision and Approval History:*

Dean's Cabinet Approval July 15, 2025

Dean's Cabinet Approval November 4, 2024