



UG-01 | Undergraduate Research Rules

A learning-oriented pathway for regular courses, capstone projects, and other undergraduate activities

Document	UG-01
Status	Draft for internal approval
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Owner	BEER Lab Leadership
Review cycle	At least annually
Applies to	Undergraduate students, faculty sponsors, and BEER personnel supporting these activities

Behavioral & Experimental Economics Research Lab · Tecnológico de Monterrey

Entry rule. Work completed in a regular course is covered by this policy when it involves human participants, collection of non-public data, incentives, BEER infrastructure, or possible later dissemination. Calling an activity a “class project” does not replace the applicable review.

1. Purpose

Establish a clear and proportionate pathway for undergraduate activities without requiring students to navigate the full governance framework for regular research. The policy protects participants, students, faculty, and shared resources, and identifies when an activity may use simplified review or must enter the general research process.

2. Scope

This policy applies to assignments, practical exercises, final projects, capstone projects, and other activities in regular courses, as well as undergraduate research projects requesting BEER participants, facilities, recruitment systems, servers, equipment, payments, staff support, or institutional identity.

An activity does not require submission to BEER when it uses only simulated, public, or previously anonymized data; involves no participant interaction; uses no lab resources; and is not intended to produce evidence for external dissemination. The faculty sponsor remains responsible for confirming this classification.

3. Activity classification

Pathway	Main criterion	Treatment
Teaching exercise	No participants or non-public data; the output is used only for learning.	No BEER submission unless lab resources are requested.
Course project with participants	Responses or decisions are collected for academic assessment and the project remains within this policy.	Simplified registration with a faculty sponsor and authorization before recruitment.
Regular research	The project is intended for a thesis, conference, publication, repository, public dissemination, or reuse, or an escalation factor is present.	General research process plus undergraduate safeguards.

The initial classification is not final. BEER may reassign the pathway when the submitted information shows risk, complexity, or resource use beyond the simplified scope.

4. Responsibilities

4.1 Students

- Submit complete and accurate information, complete required training, and follow the authorized version of the project.
- Do not recruit, collect data, promise payments, or use BEER infrastructure before receiving the applicable authorization.
- Immediately report deviations, incidents, data loss, or design changes to the faculty sponsor.

4.2 Faculty sponsor or responsible instructor

- Assume responsibility for supervision, ethics determination, consent, recruitment, budget, data protection, operations, and closeout.
- Confirm that participation does not unfairly affect grades and that an equivalent alternative exists when course credit is offered.
- Remain operationally available during data collection and answer for projects registered under the course.

4.3 BEER Lab

- Classify submissions, review completeness and readiness when lab resources are used, and control institutional access.
- Escalate activities that exceed this policy. BEER review does not replace a determination by the competent ethics committee or institutional authority.

5. Minimum conditions for simplified review

The activity must have an identified faculty sponsor, adult participants able to consent, low operational risk, voluntary recruitment, understandable materials, non-sensitive or adequately protected data, confirmed funding, and a schedule compatible with lab review and operations.

In addition:

- Participation may not determine grades, academic benefits, or access to opportunities.
- Compensation must be approved and funded; informal payments from a student's personal funds are not allowed.
- The design, instruments, and technical version must be tested before any session.
- Collection must be limited to what is necessary for the stated learning objective.

6. Mandatory escalation to the general process

The activity enters the general research process when it includes one or more of the following:

- minors, vulnerable populations, or relevant relationships of authority;
- deception, incomplete disclosure, stress, or physical, psychological, academic, economic, or reputational risk;
- personal, sensitive, identifiable, biometric, or health data, or linkage to external records;

- field interventions, partner organizations, external access, special devices, or complex procedures;
- potentially undue incentives, unfunded payments, or effects on third parties;
- intended use in a thesis, publication, conference, repository, public dissemination, or future reuse;
- any requirement for formal ethics review or reasonable uncertainty about classification.

7. Procedure for regular courses

1. The instructor registers the course, schedule, expected number of teams, shared modality, supervision plan, and requested resources.
2. Each team submits a short project record covering purpose, participants, recruitment, data, incentives, risks, and materials.
3. BEER classifies each record as a teaching exercise, simplified review, general process, or outside lab scope.
4. When applicable, the team provides consent materials, instrument, budget, and final build for readiness review.
5. Recruitment or data collection begins only after authorization.
6. At the end, the instructor confirms closeout, payments, data location, and termination of access.

A course registration does not automatically approve every project. It allows shared information to be entered once and reduces duplication, while each team retains its own classification.

8. Recruitment, consent, and participation

Students do not receive contact databases or administrative access to the participant pool. BEER or another authorized person manages invitations when the institutional pool is used. Participation must be free of pressure, especially among classmates, students in the same course, or people connected to the instructor.

Consent must state the academic nature of the activity, responsible instructor, duration, risks, compensation, data handling, voluntary nature, and contact channel. When course credit is offered, an equivalent alternative in time and effort must be available.

9. Data, systems, and payments

- Identifiable data may not be stored on personal devices, private email accounts, or unapproved services.
- Access follows minimum necessity and expires when the course or project ends.
- Students may program and test but do not receive production, ORSEE, or shared-infrastructure administrative credentials.
- BEER controls deployments, backups, and exports when its servers are used.
- The faculty sponsor reconciles payments and confirms the funding source before sessions are scheduled.

10. Changes, incidents, and closeout

Material changes must be reported before implementation. Collection stops when an unforeseen risk, participant-impacting technical failure, confidentiality breach, incorrect payment, or material deviation occurs. The faculty sponsor and BEER determine corrective action and any required escalation.

Closeout records the final date, participant count, payments, incidents, authorized data location, deletion of personal copies, removal of access, and retention owner. Data collected as a teaching exercise may not be converted retrospectively into research unless the original ethics authorization and consent expressly permit that use.

11. Records and exceptions

BEER retains course registrations, team records, classification decisions, authorizations, final versions, incident references, and closeout confirmations. Lab Leadership decides operational exceptions; no exception may waive applicable ethics or institutional obligations.