

ETHICAL APPROVAL FOR STUDENT RESEARCH

Section	Research		
Approval Date	16.07.08	Approved by	Academic Board
Next Review	April 2010	Responsibility	Director of Teaching and Learning
Key Evaluation Question	4	ITPNZ Quality Standard	11

PURPOSE

To ensure that research activities conducted by Nelson Marlborough Institute of Technology (NMIT) students meets accepted professional and ethical standards.

SCOPE

All research activities, as described in *Approval and Publication of Research*, conducted by NMIT students under the supervision of, or required in assignments by, NMIT staff.

POLICY

PREAMBLE

Nelson Marlborough Institute of Technology encourages the use of student research projects as valuable learning and self-development opportunities.

However, any research undertaken by students at NMIT that involves human subjects (e.g. members of Nelson Marlborough Institute of Technology through to members of business organisations and the general public) or animals, must obtain prior approval. There is a clear need to ensure that student research is always conducted in a manner that preserves and enhances the reputation and credibility of the student, the course, the School and Nelson Marlborough Institute of Technology. Staff members responsible for supervising or coordinating student research projects are also responsible for ensuring that ethical standards are met. Staff are encouraged to contact the NMIT Research Leader for advice.

Students may also, as part of a course assignment, undertake research type activities which are required to meet NMIT ethical principles. Course supervising staff members are responsible for ensuring that ethical standards are met and are encouraged to contact the Research & Ethics Committee for advice.

GENERAL PRINCIPLES

The following principles will guide students undertaking research which requires ethical approval.

There must be:

- a) informed consent free of coercion
- b) respect for rights of privacy and confidentiality and in particular, conformity with the Privacy Act 1993 and any Code issues under that Act;
- c) minimisation of risk of harm to the participant or potential participant;
- d) no deception;

- e) social sensitivity;
- f) cultural sensitivity, including adherence to articles of Te Tiriti o Waitangi;
- g) research merit;
- h) avoidance of conflicts of interest;
- i) respect for property rights;
- j) no discrimination which breaches the Human Rights Act 1993 or the New Zealand Bill of Rights Act 1990;
- k) special care taken of vulnerable participants (eg children);
- l) adherence to NMIT's *Code of Ethical Conduct – Animal Welfare*, where research involves animals.

PRIOR APPROVAL

All research projects undertaken by students at Nelson Marlborough Institute of Technology must use **Form SR1 (Application for Approval of Student Research Projects)**.

QUALITY CONTROL

All documentation going to research participants must be submitted with Form SR1.

RESEARCH INVOLVING QUESTIONNAIRES

THE QUESTIONNAIRE MUST:

- a) be totally anonymous (responses should be returned anonymously and there must be no coding or other means of identifying respondents from the response);
- b) not contain questions on sensitive subjects (eg: sexual practices, drug taking, illegal activities);
- c) be designed to meet the research goals set;
- d) be overseen by the subject co-ordinator or research supervisor;
- e) normally state the purpose of the questionnaire, the use to which the results will be put, the disposal of the questionnaire forms, and the fact that the questionnaire is anonymous.

INFORMED CONSENT

Informed consent from participants is required for all research involving human subjects.

IT IS IMPORTANT THAT:

- a) The research project is described in unambiguous terms that participants can understand.
- b) Participants are given a full opportunity to discuss the nature and scope of the project so that they understand clearly who the researcher is, why they are doing the research, how the research will be used and what will happen to their responses.
- c) Participants have the right to decline to participate - their involvement must be entirely voluntary.
- d) Participants have the right to withdraw consent at any time during the project. Their refusal to participate or withdrawal must in no way prejudice them (e.g. not drawing the attention of other parties to the fact that a particular participant refused to participate).
- e) Participants should be informed of how the research will be disseminated.

HANDLING RESEARCH INFORMATION

If confidentiality is assured, then information must be handled in a way which protects the confidentiality of subjects, institutions and communities. And an explanation must be given as to how this will be achieved.

No information gathered during research may be used for personal or commercial advantage, except with the specific consent of the person or agency providing the information.

The Privacy Act 1993 must be upheld when working with personal information in research.

Wherever possible the findings should be conveyed in a comprehensible form to those who participated in the research.

ETHICAL STANDARDS

All projects must be guided by the NMIT *Ethical Considerations for Research*, and, in particular must:

- a) Regard the welfare and rights of participants in the project as paramount.
- b) Behave in a professional manner and maintain adequate contact with their supervisor to ensure competent work.
- c) Disclose any conflict of interest before beginning the project.
- d) Carry out and report their work objectively and honestly, not making unjustifiable claims that are not supported by evidence.
- e) Conduct the project in the spirit of open inquiry and report findings in a manner which is readily understood.
- f) Acknowledge the cooperative contribution to the project of others and give credit to contributions of other authors and researchers.
- g) Not publish as their own, any work to which they have not made a major contribution.
- h) State clearly, in any published form, that the opinions expressed are those of the researcher(s) and do not necessarily represent or reflect those of NMIT.

Misconduct in research is considered to be a very serious matter. If any of these ethical guidelines are not met, the Nelson Marlborough Institute of Technology Misconduct Procedures will apply.

APPENDICES

Appendix One: Application for Approval of Student Research Projects (Form SR1)

REFERENCES

Ethical Considerations for Research
Approval and Publication of Research
Te Tiriti O Waitangi Academic Standards

SR1

APPLICATION FOR APPROVAL OF STUDENT RESEARCH PROJECTS

1 Applicant Details			
1.1	Name of Applicant(s):		
1.2	Contact details (email or phone):		
2 Project Outline			
2.1	Proposed Title:		
2.2	Please provide the following information:		
	The programme this project is associated with:		
	The name(s) of your supervisor(s):		
Please complete 2.3 to 2.6 OR attach your research proposal			
2.3	Brief Outline (include objectives):		
2.4	Expected Outcomes of the Project (eg dissertation, project, other):		
2.5	Expected start date:		
	Expected date of completion:		
2.6	Expected research methodology:		
2.7	Does your research project require the participation of: (tick)		
	Human subjects? (if yes, NMIT's Research & Ethics Committee must be notified. See bottom of page)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Animal subjects? (If yes, NMIT's Animal Ethics Committee and the Research & Ethics Committee must be notified. See bottom of page)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4 Quality Control			
	4.1	List all documents (e.g. mail questionnaires, interviews), letters or other communication with research participants or potential research participants, attach them to this form and tick that they are included.	Item attached
			Yes <input type="checkbox"/>
			Yes <input type="checkbox"/>
			Yes <input type="checkbox"/>
			Yes <input type="checkbox"/>
			Yes <input type="checkbox"/>
			Yes <input type="checkbox"/>
			Yes <input type="checkbox"/>
			Yes <input type="checkbox"/>
Signature(s) of student(s)			
Date:			
5 Approval by supervising staff member			
Signature of supervising staff member			
Date:			
Referred to Research & Ethics Committee (<i>tick</i>)		Yes <input type="checkbox"/>	
Date:			
(Note: Notifications should be sent to David Mitchell in the School of Health, Te Tari Māori and Social Sciences, who will review them on behalf of the Research & Ethics Committee)			
Referred to Animal Ethics Committee (<i>tick</i>)		Yes <input type="checkbox"/>	
Date:			

Please note that research may not commence until signed approval has been given
by your supervising staff member.