mmu Institute of Education

Continuing Professional Development
Professional Development Programme

Manchester
Metropolitan
University

Guidance 3

GUIDANCE ON ACADEMIC ETHICAL PROCEDURES (WebCT Resources)

2008 onwards

http://www.ioe.mmu.ac.uk/cpd/

Guidance on Academic Ethical Procedures (WebCT Resource)

This booklet provides a brief overview of the resources available for students on the PDP WebCT Site in the folder entitled "Guidance 3: Guidance on Academic Ethical Procedures".

The guidance in this booklet and the documents on the WebCT Site apply to all students within the Professional Development Programme. The guidance must be adhered to if, as part of their course, students carry out any investigative task which involves them gathering data from or about participants in their working environment or a working environment they have entered as part of their course. It is the responsibility of individual students to ensure that they understand the content of the University's Academic Ethical Framework. If a student is unsure about any point, they must seek clarification from their course leader, project/dissertation tutor or from the Programme Leader.

This WebCT site contains the following:

1. Ethics Checklist:

- A checklist which all students must submit at the following times:
    - Students undertaking research for their dissertation: a draft copy of the checklist must be submitted **with** your Research Proposal from approval by the Programme Committee. The checklist is considered a draft and subject to revision after consultation with a tutor who has responsibility for signing it.
    - Students undertaking an Independent Practitioner Study (PDP506) must submit a completed ethics checklist when submitting a IPS proposal. This checklist is considered a completed document and will be signed by the a tutor at the Programme Committee if the research proposal is approved. .
    - The checklist is available as both a Microsoft Word document and an Adobe PDF document. The checklist must be typed or word processed when submitted. Students must take care no to submit a checklist which has been altered in any way.
    - Where a student gathers data to fulfil part of a unit assessment requirement, but where research is not the main objective, they are **not** required to complete an ethics checklist. If they have any doubt on whether it is appropriate to complete a checklist, they should consult the unit tutor or their course leader.

2. Reading List on Research Ethics

- The reading list offers some suggestions of appropriate literature for students; it is not intended to be an exhaustive list, and it is assumed that students will

explore a wider range of pertinent to the specific area they are researching. It is particularly important for students to explore the debates and issues current in the area they are researching, and which are probably to be found in current journals. Students are reminded that it is worth looking at the guidance offered to other professionals in order to develop a critical understanding of the guidance they follow themselves.

3. <u>The University's Academic Ethical Framework</u>

- This is a key document which states clearly the way in which the University expects students to act ethically when undertaking research. The document is available on-line at http://www.rdu.mmu.ac.uk/ethics/mmuframework.htm .

4. <u>Guidance notes for applications for ethics approval</u>

- This is detailed guidance on the issues which arise when completing the Ethics Check Form (see section 6). Two points should be noted in particular: (1) The initial approval of research is carried out by a Programme Ethics Committee or the Faculty Ethics Committee and it is only in very unusual cases that the request for approval would be passed to the University Ethics Committee for approval. (2) Where the research involves staff or patients of the National Health Service, applications for approval must be made to **both** the Programme/Faculty ethics structure and the Local Ethics Committee of the National Health Service.

<u>Checklist for students submitting assessed work</u>

This list offers suggestions, and should not be considered exhaustive

1. Have all names (e.g. pupils, students, teachers, school LEA) been removed from the work? (including material in appendices)
2. Have you noted in the body of the work that the work has been anonymised?
3. If your work has involved gathering data, without the necessity of completing an Ethics Check Form, have you noted this in the text? It is essential to indicate you have considered the ethical dimension in your work even if there has not been a need to carry out a formal ethics checklist.
4. **If your work has involved completing an Ethics Check Form**
   a. **Is a copy of the completed form, indicating approval, with supporting papers included in the appendices of the work?**
      i. **This is a requirement for Individual Practitioner Studies (PDP506) and for all dissertations; failure to comply with this renders them "not in a fit state for assessment" and the work will be returned to you unmarked in order for this to be corrected.**
   b. Have you referred to any justifications outlined in the Ethics Check Form in the body of the text (See Ethics Check Form points 4 and 5)?
   c. Have you discussed ethical issues within the text and made explicit reference to literature concerning research ethics?