

DETERMINATION OF RISK FOR PROJECTS/RESEARCH

Student Projects/Research at WITT

Many programmes at WITT have student projects.

1. Does the project/course include research?

Research is:

Research is an intellectually controlled investigation which leads to advances in knowledge through the discovery and codification of new information or the development of further understanding about existing information and practice.

ITPQ Accreditation and Approval of Courses leading to Degrees 1 June 2006

It is important to distinguish between research practice and research. Discovering what is already known is part of the process of research practice and often in a form of a literature review. Being analytical and critical of the information being reviewed is part of research processes – it does not in itself constitute as “discovery of new information” as the information is already published and hence, discovered. However, contribution to the development of further understanding on a particular topic may be constituted as research. But in general, this must be significant and unique information or codification, and must be subjected to peer review (publication).

In general, student projects at WITT are not RESEARCH projects but more students using the research process to gain researching skills and essentially, learn via inquiry based learning techniques. Some projects are directed to be practical, often mimicking the workplace to allow students to function in a role that is more like the workplace.

My students are researching!

If the project work that the student is doing does constitute as research, then we are required to have the following:

- *Any research undertaken by students as part of their programme/course requirements must be supervised by an academic staff member.*
- *The supervisor or, if there is more than one, the senior supervisor, is responsible for:
The welfare of students, human volunteers and animals involved in the research
Ensuring that appropriate research methodologies are employed, and any ethical considerations are addressed, before research is begun
Ensuring that any property belonging to WITT that is employed in the course of research, is used appropriately and safely*
- *Ensuring that there are clear guidelines in place setting out the responsibilities and roles of supervisor and student.*

WITT Policy and Procedure Research

Hence, in programmes where student is engaged in research, you need to document who is the appropriately qualified supervisor for the student project, and have a code of practice. It is expected that projects that involve research are registered with the research committee to ensure that any ethical considerations are identified. If there are ethical implications, the committee will recommend the appropriate process.

My students are not researching but engaging in a project!

If this project involves gathering information from other people (or animals) then that project will require consideration of ethical implications. This may be by talking to other students or conducting a survey for example. This type of activity also needs to be processed through the research committee to ensure that participants are not subjected to harm, and that procedures exist that enable the participant to decline involvement at any time, and that the results are handled in an appropriate manner.

If there are activities that are done as a class group for example, this may be submitted to the Research Committee for recommendations.

Courses that use other students as demonstration models/participants.

This activity also has ethical implications. In general, students have the right to refuse to be part of a demonstration or teaching method that makes them feel at risk or subjects them to discomfort or embarrassment. Assessment methodologies, for example, must NOT be used that cause students to fail if they do not participate in an activity that makes them feel uncomfortable or embarrassed.

If your programme has courses that rely on student involvement you may need to gain advice from the Research Committee.

Where to go from here?

To ascertain risk – complete the “Screening Questionnaire – Self-Assessment” form to determine if risk is involved. If the questionnaire shows that your project has no risk or low risk, prepare a brief synopsis of the activity (and include any questions that you would use or explain any data that you may intend to collect), and submit to the research committee to register and have the activity approved.

**Student/Staff Research
SCREENING QUESTIONNAIRE SELF-ASSESSMENT**



DETERMINATION OF RISK

Does your project/course involve any of the following?

RISK OF HARM

1. Any teaching or assessment which involves participation of students for the demonstration of procedures or phenomena which have a potential to cause discomfort, embarrassment or psychological or spiritual harm to participants, or cross cultural boundaries.	YES	NO
2. Use of questionnaire/survey or interview, whether or not it is anonymous, that might cause discomfort, embarrassment or psychological or spiritual harm to participants, or cross cultural boundaries.	YES	NO
3. Processes that are potentially disadvantageous to a person/group, such as collection of information that may expose a person/group to discrimination.	YES	NO
4. Collection of information of illegal behaviour(s) gained during research which could place participants at legal risks or damage their financial standing, employability, professional or personal relationships.	YES	NO
5. Any form of exercise regime, physical examination, deprivation (e.g. sleep, dietary).	YES	NO
6. Collection of blood, body fluid, tissue samples and other samples.	YES	NO
7. The administration of any form of drug or medicine including placebo.	YES	NO
8. Physical pain beyond mild discomfort for the participant.	YES	NO
9. Situations in which the researcher may be at risk of harm or be subject to a conflict of interest / crossing a boundary.	YES	NO
10. Conflict of interest exists where the researcher is also the lecturer/teacher/colleague/ employer of research participants.	YES	NO

INFORMED CONSENT

11. Participants whose identity is known to the researcher give oral consent, but not written consent (or answer NO if participants are anonymous).	YES	NO
12. Participants who are unable to give informed consent.	YES	NO
13. Research on own students.	YES	NO
14. The participation of children seven years old or younger.	YES	NO
15. Participation of children under 16 years old where parental consent is not being sought.	YES	NO
16. Participants who are in a dependent situation, such as people with a disability, residents of a hospital, nursing home or prison, or people highly dependent on medical care.	YES	NO
17. Participants who are members of vulnerable groups within society.	YES	NO
18. Deception of participants, including concealment and covert observations.	YES	NO

PRIVACY/CONFIDENTIALITY

19. Any evaluation of WITT services or organisational practices where information of a personal nature may be collected and where participants may be identified.	YES	NO
20. Payments or other financial inducements (other than reasonable reimbursements for travel, time) to participants.	YES	NO
21. The use of staff or facilities of a health provider.	YES	NO
22. Support, directly or indirectly, in full or in part, by public health funds.	YES	NO
23. Participants who are patients/clients of, or information about an identifiable individual held by an organisation.	YES	NO
24. A clinical trial or research undertaken overseas.	YES	NO

KEY:

If you answer **"YES"** to any of these questions – refer your project to WITT Research Committee.

If you answer is **"NO"** to all questions – prepare a brief synopsis of project or activity and forward to WITT Research Committee.

DETERMINATION OF RISK FOR PROJECTS/RESEARCH GUIDELINES

If you have completed the "SCREENING QUESTIONNAIRE SELF-ASSESSMENT" sheet and has answered "**NO**" to all of the questions then prepare a brief synopsis of project or activity and forward to WITT Research Committee. The Research Committee will review the project, register the activity and provide procedural advice (Low Risk).

Types of activity at WITT that may constitute low risk would probably need a procedure such as:

- Students/staff need to be clearly identified (wear ID cards for example).
- Students/staff should introduce themselves to the participant.
- Students/staff should use an "introduction sheet" that could be used for consistency that would contain intro blurb, brief explanation of the activity and allow proposed participant to decline.
- Participant should not be identifiable in the data that is collected.

Examples of low risk WITT activity

WITT Activity	Suggested Requirement
<p>If my students are designing a range of t-shirts and they are then showing them to students on campus to get feedback on to see if they are right for that target market, does this have to be approved in advance by the research committee?</p>	<p>If all the questions are answered "NO" then this would constitute as low risk.</p> <p>A review of the project (including types of information being asked and "intro sheet" needs to be registered with research committee). Low Risk procedure should be followed.</p> <p>If project does not alter, then once "approved" and registered, the department should not have to regain approval each time this activity is undertaken, but this should occur in advance of the activity.</p>
<p>A course requires students to research a resource-based problem with a firm in industry. The first part of the assessment criteria requires that they prepare a research/project proposal for approval. This may take up to three weeks for me to teach them how to do prepare a proposal, and for them to prepare a proposal. It might then take some time for it to be reviewed by me and approved for implementation.</p>	<p>If all the questions are answered "NO" in the screening questionnaire then this would constitute as low risk activity.</p> <p>A review of the project (including types of information being sought needs to be registered with research committee). Low Risk procedure should be followed.</p> <p>If project does not alter, then once "approved" and registered, the department should not have to regain approval each time this activity is undertaken, but this should occur in advance of the activity.</p>

If you have completed the "SCREENING QUESTIONNAIRE SELF-ASSESSMENT" sheet and has answered "**YES**" to any of the questions then refer your project to WITT Research Committee.

Use of Students for Demonstrations in Teaching

If the applicant has completed the "SCREENING QUESTIONNAIRE SELF-ASSESSMENT" sheet and has answered "NO" to all of the questions then the Research Committee should review the teaching method, and provide procedural advice on ways of managing the risk.

Types of activity that may constitute risk to a student:

WITT Activity	Suggested Requirement
Participating in activity that involves undressing/ physical examination of any kind/ critiquing of body structure or other personal details.	If all the questions are answered "NO" then this would constitute as low risk. If any questions are answered "YES" then student has to right to decline being part of teaching demonstration. The demonstration therefore continues with volunteers who understand what the activity involves, are over 16 years old and have given fully informed consent. Parental consent will have to be given for participants under 16.

NOTE: this is not to be confused with activities that a student MUST do to pass a course – that is, do physical examinations. A student does not have to be the student who is examined.

<http://www.rangahau.co.nz/ethics/>

Not all methodologies are based on the same ethical code, it is therefore important that any researcher undertaking research with Māori consider the ethical and cultural implications of their methodology, methods and analysis. Research with Maori therefore, must take into consideration tikanga and kawa in addition to institutional ethical standards, and your own personal beliefs. Māori ethics are inherent in Kaupapa Māori methodology, as it is based on culturally appropriate engagement and research specifically targeted at Māori.