

Policy: Ethics

The purpose of this policy is to ensure that all research is carried out with regard to the highest standards of research integrity and the implementation of a culture that promotes robust and transparent ethical standards.

SCOPE

This policy applies to all students and staff at Yoobee colleges and all research including relevant teaching research activities, carried out at or in the name of Yoobee colleges including research at other locations or internationally

POLICY

Principles

- i. Yoobee Colleges is committed to supporting a community of learning on research ethics where good practice and learning can be shared to optimise research integrity.
- ii. Yoobee Colleges will be principled, considerate, and respectful in all research undertaken by staff and students
- iii. Yoobee Colleges is committed to the principle of academic freedom as defined in the Education Act 2020.
- iv. Research should be conducted according to established principles of research integrity and designed and conducted with openness and transparency.
- v. Researchers should avoid any actual or potential conflicts of interest.
- vi. Researchers should respect the rights, autonomy, privacy, interests and values of fellow researchers and research participants.
- vii. Researchers should ensure that participants are free to participate without coercion or penalty and that their right to withdraw from the research is clearly communicated.
- viii. Throughout the lifecycle of a research project and beyond data must be managed to maintain confidentiality, security, and adherence to legal and ethical obligations for all those who have access to the data.
- ix. Researchers should be accountable for the actions and decisions they make including promoting ethical conduct and guarding against research misconduct.
- x. Researchers must consider equality, diversity and inclusion in all research activities and promote an inclusive environment within challenges fairness and celebrates difference.

Research with people

1. All research in which people participate as subjects will be undertaken in accordance with Yoobee Colleges' Research Policy and strategy and have respect for human rights, resources, and intellectual property.
2. All research should be carried out with respect and care for persons. Researchers must:
 - a) ensure that participants can exercise their autonomy and provide free and fully informed consent.
 - b) take special care to protect potentially vulnerable participants.
 - c) respect the legal rights of participants and third parties.
3. Participants must be made aware of their right to decline to participate in the research and to withdraw from it at any time (including withdrawal of information they have provided).
4. Research should respect individuals' rights to privacy and confidentiality especially when dealing with highly sensitive information.
5. Researchers have a responsibility to ensure that research acknowledges the principles of the Treaty of Waitangi and conforms to Yoobee Colleges approach to implementation of the Treaty.

6. All research should minimise harm to participants, researchers and Yoobee Colleges and should not expose participants or third parties to unnecessary mental or physical harm or potential threats to their physical safety.

7. All research should be undertaken with respect and care for social and cultural contexts; researchers must be sensitive to significant social and/or cultural practices of the communities to which individual participants may belong.

8. Research should be of benefit to people and society.

Research with animals

9. All research in which animals are used as subjects will be undertaken in accordance with Yoobee Colleges' Research Policy and the Animal Welfare Act 1999.

Application and Approval Processes

10. All applications for ethics approval must be made through approved systems.

11. Researchers should complete the ethics screening form and submit to the Head of Research and Postgraduate Studies for assessment of the level of risk of the research.

12. An application may be considered low risk if it arises from:

- a) Masters theses or supervised projects undertaken as part of specific course requirements and where the theses or projects do not raise any issue of deception, threat, invasion of privacy, mental physical or cultural risk or stress and do not involve gathering personal information of a sensitive nature about or from individuals. **or**
- b) Undergraduate and Honours class research projects which do not raise any issue of deception; threat; invasion of privacy; mental; physical; or cultural risk or stress; and do not involve gathering personal information of a sensitive nature about or from individuals.

13. Applications considered high or medium risk must submit a formal application to the Ethics Committee.

14. Researchers are responsible for ensuring that that they receive formal notification of approval from the Ethics Committee before any formal research procedures commence (including for example, recruitment of participants and gathering of data).

15. The Ethics Committee has authority to approve, approve subject to conditions, or decline applications.

Appeals and Complaints

16. Where an applicant is dissatisfied with the decision of the Ethics Committee, they may appeal to Yoobee Colleges Research Committee for reconsideration.

17. Any complaints will be considered in accordance with Yoobee Colleges' Complaints Policy.

Sanctions

18. Where Yoobee Colleges staff fail to obtain ethical approval when such approval is required, or where they act in a way contrary to the decision of the Ethics Committee, this may be deemed as misconduct and will be dealt with under the UP Staff Conduct Policy.

TERMINOLOGY

Approval: Approval granted by the Ethics Committee to proceed with research.

Highly Sensitive Information: Research using secret, confidential, classified, trade sensitive, security sensitive, requiring security clearance or commissioned by military or security services, or similar material.

Human Research: Research conducted with or about people, their data or tissue.

Participant An individual, person or group of people subjected to experimental procedures or participating in research.

Relevant Teaching Activity: A teaching activity for the purpose of research, which is overseen by an employee or contractor of YooBee Colleges and requires the participation of students in teaching exercises, laboratory exercises, training sessions, or student projects that potentially affect the students' or other individuals' privacy, rights, and freedoms.

Research: any form of discipline inquiry undertaken by staff and students that aims to contribute to a body of knowledge or theory. Some consultancy and knowledge exchange, including public engagement, may also include activities that may be categorised as research.

Researcher: those who engage in the research activities and are employed by, or registered as a student of, YooBee Colleges. Researchers also include honorary staff, those who are visiting from other institutions and organisations, and those who are undertaking or supervising research at or for YooBee Colleges.

Research ethics: involves the application of ethical principles to research activities. These ethical principles are applied throughout the lifetime of a research project from conception and design, via data collection and analysis, to dissemination, archiving of research materials, and beyond. Researchers have a responsibility to undertake their research with due diligence of all relevant ethical considerations.

Research ethics review: the review of the ethics and trust issues associated with planned research activities, and how those ethics issues will be addressed by the researchers. All researchers should explicitly self-evaluate the ethical implications of all of their research.

RELATED POLICIES, PROCEDURES AND DOCUMENTS

- **POLICY** Research
- **PROCEDURE** Research
- **PROCEDURE** Ethics

Section	Academic
Version number	1
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Policy Owner	Academic Dean
Compliance	Animal Welfare Act 1999 https://www.legislation.govt.nz/act/public/1999/0142/latest/DLM49664.html