

Ethics Checklist for Student Projects

If your project uses other people ('participants') for the collection of information (typically in getting comments about a system or a system design, getting information about how a system could be used, or evaluating a working system) then you need to read through the checklist in Section A below before completing the declaration in Section B.

If your project does **not** make use of other people then you can skip Section A and directly complete the declaration in Section B by marking box '1' with an X.

Section A

1. Participants will not be exposed to any risks greater than those encountered in their normal working life.

Researchers have a responsibility to protect participants from physical and mental harm during the investigation. The risk of harm must be no greater than in ordinary life. Areas of potential risk that require ethical approval include, but are not limited to, investigations that occur outside usual laboratory areas, or that require participant mobility (e.g. walking, running, use of public transport), unusual or repetitive activity or movement, that use sensory deprivation (e.g. ear plugs or blindfolds), bright or flashing lights, loud or disorienting noises, smell, taste, vibration, or force feedback

2. The experimental materials will be paper-based, or comprised software running on standard hardware.

Participants should not be exposed to any risks associated with the use of non-standard equipment: anything other than pen-and-paper, standard PCs, mobile phones, and PDAs is considered non-standard.

3. All participants will explicitly state that they agree to take part, and that their data could be used in the project.

If the results of the evaluation are likely to be used beyond the term of the project (for example, the software is to be deployed, or the data is to be published), then signed consent is necessary. A separate consent form should be signed by each participant.

Otherwise, verbal consent is sufficient, and should be explicitly requested in the introductory script.

4. No incentives will be offered to the participants.

The payment of participants must not be used to induce them to risk harm beyond that which they risk without payment in their normal lifestyle.

5. No information about the evaluation or materials will intentionally be withheld from the participants.

Withholding information or misleading participants is unacceptable if participants are likely to object or show unease when debriefed.

6. No participant will be under the age of 16.

Parental consent is required for participants under the age of 16.

7. No participant will have an impairment that may limit their understanding or communication.

Additional consent is required for participants with impairments.

8. Neither I nor my supervisor is in a position of authority or influence over any of the participants.

A position of authority or influence over any participant must not be allowed to pressurise participants to take part in, or remain in, any experiment.

9. All participants will be informed that they can withdraw at any time.

All participants have the right to withdraw at any time during the investigation. They should be told this in the introductory script.

10. All participants will be informed of my contact details.

All participants must be able to contact the investigator after the investigation. They should be given the details of both student and module coordinator or supervisor as part of the debriefing.

11. The evaluation will be discussed with all the participants at the end of the session, and all participants will have the opportunity to ask questions.

The student must provide the participants with sufficient information in the debriefing to enable them to understand the nature of the investigation.

12. All the data collected from the participants will be stored in an anonymous form.

All participant data (hard-copy and soft-copy) should be stored securely, and in anonymous form.

If your evaluation does comply with all the twelve points above, please mark box '2' in Section B.

If your evaluation does not comply with one or more of the twelve points above, please mark box '3' in Section B unless you **know** that your supervisor already has ethical approval for the project (in which case mark box '4'). If you are unsure mark box '3'.

[adapted from Department of Computing Science University of Glasgow Ethics checklist form for 3rd/4th/5th year, MSc IT/CS/ACS projects 2007]

Section B

Student Name	Alexander C Whitehead
Project Title	Capture the Campus!
Supervisor Name	David Parker

This is a declaration that the ethical concerns for above project have been considered (in particular with regards to the 12 point checklist above) with the following outcome:

Please mark only ONE box with an X

1	This project does not involve other people in the collection of information and therefore does not require an ethical review	X
2	This project complies with the entire twelve point ethical checklist and therefore does not require ethical review.	
3	This project does not comply with all of the twelve points above and therefore does require ethical review and the completion and submission of an ethical approval form.	
4	This project does not comply with all of the twelve points above, however the supervisor already has ethical approval for this research	

If you have marked box '3' you will be expected to apply for ethical approval. Further advice is available from both your project supervisor and the Department's Ethical Officer, as well as by reading and completing [this form](#).