**Macao Polytechnic University  
Faculty of Applied Sciences, Computing Programme**

**Ethics Checklist for Student Projects**

|  |  |
| --- | --- |
| **Name of student:**  *(leader of the team, if applicable)* |  |
| **Student number:** |  |
| **Ethics training completed:**  *(please specify)* |  |
| **Programme:** | 🞏 BSc in Computing 🞏 MSc in Big Data and IoT 🞏 PhD in Computer Applied Technology |
| **Module:** |  |
| **Title of project:** |  |
| **Supervisor:** |  |

**Instructions**

Answer the following questions honestly. If your answer falls into a shaded box, you must provide additional information on how you will handle the related ethics issues on the last page of this form.

**Project summary**

|  |
| --- |
| Please provide more information on your project/dissertation proposal below (100-200 words). |

**Participants (Consent procedures and possible harm)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Yes** | **No** | **N/A** |
| 1 | Does your project include human participants?  If no, you can skip the rest of this section. |  |  |  |
| 2 | Will any of the participants be from vulnerable groups, e.g. children under 18, people with communication difficulties, patients in hospital?  If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 3 | Will you tell participants that their participation is voluntary? |  |  |  |
| 4 | Will you obtain written consent for participation? |  |  |  |
| 5 | Will you tell participants that they may withdraw from the research at any time and for any reasons without penalty? |  |  |  |
| 6 | Is there any realistic risk that any participants could experience either physical or psychological distress or discomfort? |  |  |  |

**Data Protection**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Yes** | **No** | **N/A** |
| 7 | Will any non-anonymised and/or personalized data be generated and/or stored? |  |  |  |
| 8 | Will you have access to documents containing sensitive data about living individuals? |  |  |  |

**Researcher Safety**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Yes** | **No** | **N/A** |
| 9 | Will you be exposed to any risks greater than those encountered in their normal study/working life? E.g. operation of non-standard equipment or extended |  |  |  |
| 10 | Will you be exposed to highly addictive or illegal activities (e.g. gambling, drugs) during the research? |  |  |  |

|  |
| --- |
| Please explain how the identified potential research ethics issue will be handled. |
| Any other issues? |

**Declaration**

|  |  |
| --- | --- |
| **Student**  I have read the instruction carefully and reported honestly the potential ethics issues about the project.  ─────────────  Date: | **Supervisor**  To the best of my knowledge, the student has reported honestly the potential ethics issues about his/her project.  ─────────────  Date: |

This form is largely based on the ethical approval documents from Cardiff University <https://www.cs.cf.ac.uk/ethics/> and University of Glasgow <http://www.dcs.gla.ac.uk/ethics/>