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|  | |  | | --- | | **Department of Computer Science** | | **12-Point Ethics Checklist for UG and MSc Projects** | | |  | | --- | |  |   **Student** | | |  | | --- | |  |   **Academic Year or Project Title** | | |  | | --- | |  |   **Supervisor** | |

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| **This form must be attached to the dissertation as an appendix.** |

*Does your project involve people* *for the collection of data other*

*than you and your supervisor(s)?* YES / NO

If the answer to the previous question is YES, you need to answer the following questions, otherwise you can ignore them.

This document describes the 12 issues that need to be considered carefully before students or staff involve other people (‘participants’ or ‘volunteers’) for the collection of information as part of their project or research. Each answer must be affirmative. Replace the text beneath each question with a statement of how you address the issue in your project.

1. *Have you prepared a briefing script for volunteers?* YES / NO

Yes, we have prepared a briefing script explaining how the gathered data will be used and stored, and what the purpose of gathering data is in our project. The volunteers will be given a brief description of the project and be asked for consent for using specific information for the development and testing of our project. We will assure the participants that their data will be as secure as possible.

*2. Will the participants be informed that they could withdraw*

*at any time?* YES / NO

Yes, the briefing script mentions that any participant can withdraw at any time and their data will not be used anymore. The already stored data and any links to it will be deleted and we will stop requesting and storing future data.

*3. Is there any intentional deception of the participants?* YES / NO

No, the participants will be told everything they need to know about the project and their role, as well as the terms and conditions of participating in the project. They will be asked to sign that they accept these terms and that they have read the briefing. Every participant will be well-informed about the use of their data, obligations and rights.

*4. Will participants be de-briefed?* YES / NO

Once the participants are interviewed and have answered all the questions, they will be told exactly what the information will be used for. They will know the investigators are conveying a study about music preferences but they will not be aware of the type of conclusions that will be drawn from this before taking part in the interview and answering the questionnaire, so that their answers to the questions are not biased.

*5. Will participants voluntarily give informed consent?* YES / NO

As said previously, participants will be required to sign a form that explains the terms and conditions to be able to participate in the study. The volunteers will not be able to participate in the study without signing that they understand how their information will be used and their role and rights during their participation in the project.

*6. Will the participants be exposed to any risks greater than those*

*encountered in their normal work life (e.g., through the use*

*of non-standard equipment)?* YES / NO

The participants will not be exposed to any health threatening environments or equipment and their life will not be put in danger. The risks are only ordinary, normal work risks. The health and life of the participants will be a main priority of the investigators and the project will not expose anyone at any highly possible life-threatening risks. The investigators will comply with the Health and Safety regulations and will be responsible for the safety of the participants.

*7. Are you offering any incentive to the participants?* YES / NO

The participants will not receive payments in any way, only volunteers will be recruited and they will not be paid or otherwise convinced to participate in dangerous activities for the project, that expose the participants to any higher risks than any of those encountered in their normal work life.

*8. Are you in a position of authority or influence over any of your*

*participants?* YES / NO

The participants will not be influenced by any of the investigators or people participating in the project. No person participating in the study will be under the authority of any of the investigators and they will be able to make their own decision related to the study. They will be able to withdraw at any time and request to view the data held about them or for it to be deleted and not used any further.

*9. Are any of your participants under the age of 16?* YES / NO

No participant will be under the age of 16. For a person to start participating in the study they will need to verify and prove that they are above the required age.

*10. Do any of your participants have an impairment that will limit*

*Their understanding or communication?* YES / NO

We do not require people with any impairment to take part in the study, as our study is not based on any disability or health issue. If any person with an impairment that affects their understanding of the study and terms and conditions shows interest in participating, they will not be allowed to unless their lawful guardian signs a document saying that they have read the terms and conditions and they agree to them and take responsibility of the actions of the volunteer.

*11. Will the participants be informed of your contact details?* YES / NO

All participants will be given the contact details of the supervisor and will be able to contact them during and after the study has finished regarding any concern related to the investigation.

*12. Do you have a data management plan for all recorded data?* YES / NO

All the data will be stored securely on university servers. There will not be any copy of it on any other machine so a management plan for the recorded data is not necessary. The investigators will only be able to access the data through university servers.