Department of Computer Science
12-Point Ethics Checklist for UG and MSc Projects

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Academic Year or Project Title	2023
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Does your project involve people for the collection of data other than you and your supervisor(s)?   YES / <mark>NO</mark>

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. Replace the text beneath each question with a statement of how you address the issue in your project.

1. *Will you prepare a Participant Information Sheet for volunteers?*   YES / NO
    This means telling someone enough in advance so that they can understand what is involved and why – it is what makes informed consent informed.

2. *Will the participants be informed that they could withdraw at any time?*   YES / NO
    All participants have the right to withdraw at any time during the investigation, and to withdraw their data up to the point at which it is anonymised. They should be told this in the briefing script.

3. *Will there be any intentional deception of the participants?*   YES / NO
    Withholding information or misleading participants is unacceptable if participants are likely to object or show unease when debriefed.

4. *Will participants be de-briefed?*   YES / NO
    The investigator must provide the participants with sufficient information in the debriefing to enable them to understand the nature

of the investigation. This phase might wait until after the study is completed where this is necessary to protect the integrity of the study.

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

Participants MUST consent before taking part in the study, informed by the   briefing sheet. Participants should give their consent explicitly and in a form that is persistent –e.g. signing a form or sending an email. Signed consent forms should be kept by the supervisor after the study is complete. If your data collection is entirely anonymous and does not include collection of personal data you do not need to collect a signature. Instead, you should include a checkbox, which must be checked by the participant to indicate that informed consent has been given.

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

Investigators 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.

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

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.

8. *Will you be in a position of authority or influence over any of your participants?*   YES / NO

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. *Will any of your participants be under the age of 16?*   YES / NO

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

10. *Will any of your participants have an impairment that will limit Their understanding or communication?*   YES / NO

Additional consent is required for participants with impairments.

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

All participants must be able to contact the investigator after the investigation. They should be given the details of the Supervisor as part of the debriefing.

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

Personal data is anything which could be used to identify a person, or which can be related to an identifiable person. All personal data (hard copy and/or soft copy) should be anonymized (with the exception of consent forms) and stored securely on university servers (not the cloud).