

## **ETHICAL FRAMEWORK**

### **1. Introduction**

1.1 Craven College has a responsibility to maintain suitable standards of propriety whilst carrying out academic and other activities in a respectful and ethical manner. This document sets out a framework which allows staff and students of Craven College to give due consideration to the ethical implications of any academic activities taking place and to ensure that such ethical considerations are reviewed and progressed in an appropriate manner.

1.2 This framework has been informed by existing internal process and practices and based upon principles and requirements of external bodies.

1.3 The framework sets out clear guidelines which all students should be aware of and be compliant with. The framework intends to make staff and students aware of the ethical obligations that may arise in their academic activity, and to encourage ethical behaviour. The framework does not set out to provide answers to specific ethical issues and all decisions made regarding ethical matters should be on the basis of careful consideration of all contributing factors.

### **2. Ethical Statement**

Craven College aims to be professional and ethical in all academic activities and requires that students engaged in academic activities are aware of the ethical implications of such activities and are committed to undertaking these in an ethical manner and demonstrating good practice which meets a high professional standard of conduct. That commitment to this ethical practice is supportive and not to act as a barrier to any academic activity.

- Projects that would be deemed eligible for ethical consideration include:
  - Any projects involving human subjects
  - Any projects which raise any questions of legality
  - Any projects analysing sensitive data

### **3. Definitions of Terms**

In the context of this framework the following definitions of terms apply:

#### 3.1 Academic Activity

Research, project, investigation, enquiry, survey, placement, or any other interaction with human participants, including the use of data derived from that interaction.

#### 3.2 Researcher

A student engaged in academic activity.

#### 3.3 Tutor

Tutor or other staff member responsible for supporting and mentoring student undertaking academic activity

#### 3.4 Participant

Individuals or organisations contacted as a result of academic activity.

#### **4. Principles for the Consideration of Ethical Issues**

4.1 Students must be made aware of their responsibility to consider any ethical issues that may arise from academic activities undertaken as part of their studies at Craven College.

4.2 The review of ethical implications of academic activities shall be based upon the consideration of criteria including but not exclusive to:

- I. Sensitive data that may be collected, with particular regard to matters such as age, colour, race/ethnicity, nationality, disablement, religion, sex, gender, sexual orientation, personal medical records and political beliefs;
- II. Arrangements for the security of data, participants and confidentiality;
- III. Arrangements for ensuring the anonymity of participants;

4.3 In addition to the criteria being considered it is essential that activities being undertaken are eligible to comply with the following requirements:

- I. Sample size proposed is appropriate to study being undertaken;
- II. Relevant and appropriate lines of enquiry undertaken;
- III. "Participants" must be fully informed of the true purpose of the study except where there is satisfactory justification (e.g. end results being affected) for withholding that information;
- IV. "Participants" must give their explicit consent (where applicable in writing) except where there is satisfactory justification for not obtaining this consent;
- V. "Participants" must be informed of their right to withdraw themselves and their data from the academic activity at any time without any pressure to continue;
- VI. Any potential risks to the "researcher"(s), the "participant"(s) or Craven College must be assessed;
- VII. Any Legal considerations for academic activity must be accompanied by definitive rationale demonstrating that:
  - Any risk to Craven College has been assessed and deemed acceptable;
  - Safeguarding arrangements are in place to protect researcher(s) and participants;
  - Security measures can be put in place to protect documentation and artefacts.

#### **5. Procedures for the Consideration of Ethical Issues**

5.1 Evidence of Ethical Approval to be available to present, as required, to Board of Examiners to demonstrate that ethical issues have been satisfactorily addressed.

5.2 Students must complete a Research Ethics Approval Request Form to their Module Tutor/Research Supervisor prior to commencement of all research activities

5.3 All Ethical Approval Forms (available on the VLE) to be considered by the Scholarly Activity Group.

#### **6. The Approval Process**

6.1 The completed Ethical Approval Request forms will be submitted by the Course Tutor and presented to the Scholarly activity Group for discussion.

6.2 The Ethics Approval Request forms will be returned to the Course Tutor and then to the student. Requests will be approved or rejected.