

KATHMANDU UNIVERSITY
SCHOOL OF EDUCATION

Guidelines for Ethical Approval

(Approved by the Research Committee on 21 January 2019)

January 2019

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GUIDELINES FOR ETHICAL APPROVAL

All the Masters, MPhil and PhD students, faculty members, and team leaders of different research projects of Kathmandu University School of Education (KUSOED) require to receive an ethical approval from the Research Committee before the data collection for their research. The students will take the approval immediately after their thesis/dissertation proposal defense, and faculties will do so before starting their research work. For the approval, the students/faculties will submit a duly filled form (attached along with this guideline) to the respective Department. The Head of Department (HoD)/Coordinator will thoroughly review the application and suggest to the applicant if any modifications are needed. The HoD/Coordinator will submit application to the Chair of the Research Committee if found satisfactory from ethical perspective. The Research Committee will approve the proposal if the applicant meets the research ethics.

The following are the main functions of the Research Committee to ensure the ethic of the research conducted under KUSOED.

- Review the ethical approval form to ensure research ethics
- Review the resubmitted applications and make necessary decisions
- Assess the ethical approval forms submitted by students/faculties and make decisions
- Take necessary actions against the researcher if any unethical incidents are registered
- Provide guidance to students/faculties against possible ethical violence in the research

Working Modality of the Research Committee

The Chair of the Research Committee will call the meeting of the Committee as and when needed. The Committee, after discussion, will either accept or return for revision indicating where revisions are needed. The formal letter of the decision of the research committee will be provided to the researcher if their application is approved. The committee shall inform the researcher about the decision.

Conflict of Interest

To avoid the possible conflict of interest in the decision, the committee members are urged to be careful about their impartial and transparent role in the decision-making process. If there is any financial and/or personal interest in proposed research project, the member of the Research Committee must inform the Chair. The Chair of the committee has rights whether to provide the approval to member of the committee to participate in the decision-making process or not.

Office Use Only

Received on: Approved on:

Returned for revision on:

Ethical approval number:

Kathmandu University School of Education
Research Committee

Application for Ethical Approval

1: About research project and student/faculty

1.1 Title of the research project:

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1.2 Duration of the research project

Research activities start		Scheduled Completion date	
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1.3 About applicant/s:

Applicant's name and title:		
Department/Unit		
Email:		Phone:
Role in the research:		

1.4 Student project (to be filled up the student if it is undertaken for his/her studies)

If the project is to be undertaken by a research student as part of their studies, please indicate below.

Section 7 must also be completed.

Admitted year		Level of study		Department	
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1.5 Faculty research

Names of all researchers:	Area of Expertise

1.6 Has this project been submitted for ethical approval before? If so, when?

Section 2: About the research project

2.1 Introduce your research project (100 words)

2.2 State research questions.

2.3 Methods of study

Describe how the study will be undertaken and explain what interactions will occur between researchers and participants (100 words)

2.4 Location/s of the research (site/s where the research will be carried out)

2.5 Are you familiar with the local culture/context/professionals? If not, what do you do to adjust with the local culture/people/professions?

Section 3: Participants

3.1 Who will be the participants in this project?

3.2 What is the number of participants?

3.3 What is the age range of participants?

3.4 If this research involves children under 18 years of age, describe how do you comply the study?

3.5 What is the participant selection and exclusion criteria?

3.6 Will any personal information including names, contact details, email addresses of participants etc. be accessed for purposes of report writing?

**3.7 Do you provide the information of the participants to the other person/organization?
Explain**

Section 4: About ethical considerations

4.1 Describe the likely burden/s of participation and any risks to participants during this the research. If so, how will you minimize the risks?

4.2 Are you providing any reimbursement or pocket expenses to the participants? If so, justify.

4.3 Will you disclose about you and research process to the participants? How?

4.4 What risks can be there in the field? If so, how do you mitigate?

4.5 Please confirm by putting tick (✓) that you have ensured the following:

	Yes	No
Security of respondents during the research process		
Security of researchers during the research process		
Protection health hazards because of the research		
Avoidance of environmental hazards because of the research		
Maintaining where applicable the gender and other inclusion		
Avoidance of sexist and stereotypical language		

If explanations are needed in case of above points, please write here.

Section 5: About confidentiality issue

5.1 How do you protect the privacy and confidentiality of participant data and samples during the collection?

5.2 How do you protect the privacy and confidentiality of participant data and samples during the analysis and report writing?

5.3 Are you using photographs or recordings of participants using audio tape, film/video, or other electronic medium and how are these to be used? Will you take consent from the participants?

5.4 When the project is completed, for all the records and materials (written or electronic) used or collected during the project, outline how will the records be stored?

Section 6: Declaration of the researcher (s)

I/we, the researcher(s) agree to:

- conduct the project in accordance with ethical guidelines.
- start this research project only after obtaining final approval from the Research Committee
- submit final report to the Research Committee and get its approval before it is submitted to KUSOED or another agency.
- accept responsibility for the conduct of this research project remaining in ethical principles.

Name and signature of applicant/s.

Applicant's signature:		Name:		Date:	
Researcher's signature:		Name:		Date:	
Researcher's signature:		Name:		Date:	

HoD/Program Coordinator's signature for submitting
this application to the Research Committee for ethical approval.....
Date: