Research Ethics Approval in the Language Pedagogy PhD Programme has to be sought in cases where the programme participant intends to collect data from people for their research. [Detailed instructions](#Instructions) can be found after the application form.

|  |  |
| --- | --- |
| **Researcher’s name:** |  |
| e-mail address: |  |
| Title of the research: |  |
| Co-researchers (if any): |  |
| Expected dates of the beginning and the end of the research: |  |
| Research funder (if any): |  |
| Date of the submission of the application: |  |
| Research goal (100-200 words): |  |
| Age of the research participants (underline): | Under 3 years Between 3-14 years Between 14-18 years Over 18 years |
| How many research participants will be involved? |  |
| Method of the selection of the participants. Please, attach the appropriate documentation: text of the advertising, invitation letter, etc. |  |
| Location of the study |  |
| Short description of the study  (The research protocol should be described in details. The theoretical background of the research is not relevant from the ethical point of view.) |  |
| What kind of equipment, instruments, tools will you use? Please, attach the appropriate documentation. |  |
| What kind of questionnaires, tests, and interview techniques are you planning to use?  Please, attach the questionnaires, interview guides and tests. |  |
| Explain the short and long term handling and archiving of the recorded data and what measures will be taken to ensure that the participants’ anonymity is preserved. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| A “YES” answer to any of the following questions does not imply that the study is not feasible. | | | If you have answered YES to any of these questions, explain how the physical and emotional safety of the participants will be guaranteed. |
| Does the study involve the application of unpleasant stimuli? | NO | YES |  |
| Does the study involve the application of unpleasant (data acquisition) conditions? | NO | YES |  |
| Does the study involve the participation of mentally handicapped people? | NO | YES |  |
| Does the study involve the participation of people with special educational needs? | NO | YES |  |
| Does the study involve deception of the participants? | NO | YES |  |
| Does the study involve concealment of the nature or purpose of the research? | NO | YES |  |
| Does the study involve a procedure (procedures) which may even unintentionally induce anxiety or suffering (e.g. in-depth interview)? | NO | YES |  |

|  |  |
| --- | --- |
| Are there any other ethical aspects of the study not mentioned above? (E.g., giving rewards to encourage participation[[1]](#footnote-1), keeping record of and archiving data, etc.)  If yes, please provide a brief description. |  |

In my view, the proposed research is consistent with the ethical standards of education research. I ask for approval for the study to be carried out.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Researcher

To be filled in by the Ethics Committee[[2]](#footnote-2):

The Research Ethics Committee has examined the research plan and proposes the following changes:

Date:………………………

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signature of the chair of the committee

(or signature of the acting member)

Or:

The Research Ethics Committee has examined the research plan and approves of the proposed research methods and procedures.

Date:………………………

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signature of the chair of the committee

(or signature of the acting member)

**INSTRUCTIONS**

1., The Research Ethics Committee of the Language Pedagogy PhD Programme consists of the Programme Director, the Director of Studies and the tutors of all the compulsory courses of the Programme. The committee (chaired by the Programme Director) may co-opt other members in case the need arises.

2., Applications must be handed in electronically as a Word document in the following manner:

|  |  |  |
| --- | --- | --- |
| Purpose | Submit to / to be approved by | Submit by (date) |
| Seminar paper | Seminar tutor & Consultant | As agreed with the tutor |
| A study to be published – if different from any other study that approval has already been granted for | Consultant & Director of Studies | One month prior to starting the research |
| Dissertation research proposal | Research Proposal Committee & Consultant | As an appendix to the proposal (If parts of the proposed research had already been granted ethical approval, this must be made clear in the proposal and in the application, too.) |
| Dissertation research or parts thereof if not approved of earlier or if they have been altered in terms of data collection from people[[3]](#footnote-3) | Programme Director and Director of Studies | One month prior to starting the research |

3., The application package must contain:

* the application form,
* the text of any documents used to request participation, seek for consent and collect data

(e.g., recruiting poster, advertisement, request to participants, consent form, questionnaire, interview questions, etc.),

Please remember that:

* The participants should give their consent before taking part in the study voluntarily and in possession of all essential information. It must be made clear that the participant has the right to withdraw from the study at any time.
* The procedure should begin by informing the participant in detail about the study itself (reading the Description of the Research) followed by filling out the Consent Form. The fact that participation is anonymous, voluntary and can be withdrawn at any time must be emphasized in the attached Description of the Research and in the Consent Form.
* Just like in the case of questionnaires and interviews, if the researcher and the participants have a common mother tongue, the consent form should be administered in the participants’ mother tongue to avoid any language problems. An English translation of the form must be attached.
* In case of an online survey the participant should state their consent by choosing a “yes” reply (or a “check”) before filling in the questionnaire.
* In case of research studies involving foreign institutions, the approval of the competent Research Ethics Committee of the countries involved is necessary. If individuals’ views are sought abroad, there is no need to have consent from any institution.
* Please specify by all means (1) that the Consent Form which contains personal data will be stored securely so that no unauthorised person can have access to it; (2) that a coded identifier will be assigned to the rest of the documents; (3) the digital format of data storage; (4) for how long and where the raw data (filled-out questionnaires, recordings) and the processed data (digitalized, content analysed, etc.) and the Consent Forms will be stored.

4., The way to seek consent from the participants depends on their age:

* If the age of the participating children is ***under 3 years***, the description of the research must be shown to a parent or guardian of the child and only they can give their consent in writing. Please, attach the description of the research and the consent form. If the research or the recruitment takes place in an institute (typically in a nursery school), the ethical approval is only valid with the written consent of the head of the host institute.
* If the age of the participating children is ***between 3-14 years****,* a parent or guardian gives approval in writing and oral approval is expected from the children taking part in the study. Please, attach the description of the research and the consent form as well as the content of the information to be given to the children. If the research or the recruitment takes place in an institution (typically in a kindergarten or a school), the ethical approval is only valid with the written consent of the head of the host institute.
* If the age of the young participants is ***between 14-18 years***, the description of the research must be given both to a parent or guardian and to the persons participating in the study and both of them must sign the consent form. If the name of the young participants is not shown in the research, the passive consent of a parent or guardian may be acceptable (i.e., they do not object to the participation of the young person in the research.) Please attach the description of the research and the consent form. If the research or the recruitment takes place in an institution (typically in a school), the ethical approval is only valid with the written consent of the head of the host institute (school).
* If the age of the participant is ***over 18 years***, the research must be explained to the persons taking part in the study in sufficient detail and they must give their consent in writing. Please, attach the description of the research and the consent.
* If the research relies only on the participants’ products/learning outcomes in the form of tests, compositions, recorded oral productions, and the participants’ views directly related to these products/learning outcomes so that the participants remain anonymous and no sensitive issues are raised, it is enough to seek consent from the head of the host institute (school).

5., The body of tutors approving the applications can take up to a month to evaluate the applications. They may propose changes to the procedures. In that case the applicant must implement the necessary changes (written into the original application in blue).

6., The approved applications must be archived electronically by both the researcher and the tutors approving the application. A signed hard copy of the approved application must be stored by both the head of the research ethics committee and the researcher. (i.e., Two copies of the application must be printed.)

1. Remember that giving rewards to participants may seriously threaten the integrity of the research. However, if an incentive is deemed suitable, consider any harmful effects of e.g., sweets. If in doubt, ask for expert advice.

   (c.f. <https://www.bera.ac.uk/wp-content/uploads/2014/02/BERA-Ethical-Guidelines-2011.pdf?noredirect=1> ) [↑](#footnote-ref-1)
2. Please cross the option not used and sign the relevant section. [↑](#footnote-ref-2)
3. It may save time for the final research to propose alternatives in the research proposal to pre-empt possible problems. [↑](#footnote-ref-3)