

Research Ethics Standards and Guidelines

1. Introduction

EAPTI-GPTIM strives to maintain and promote high ethical standards of research involving living human participants (involved in research directly or indirectly in any way). More specifically our goal is to protect the dignity, rights and welfare of all human participants involved in any research conducted by EAPTI-GPTIM staff or students. In this context ethical approval is needed for all research undertaken by EAPTI-GPTIM staff and students wherever research and related activities involve human participants or raises ethical issues. For further information you may also refer to the *EAPTI-GPTIM Code of Ethics and Professional Practice* in Appendix 3.

2. Accepted Ethical Standards

- 2.1 **Informed consent.** All participants must be fully informed of the study and what is being asked of them, in order to make a fully informed decision as to whether or not to participate in the research. Informing the participant considers: 1) Description of the study and its aims; 2) Explanation that participation is voluntary; 3) Possibility to withdraw at any time without any penalty; 4) Procedures regarding confidentiality need to be explained; 5) Data collection procedures need to be explained in detail (types of data collection, collection at multiple times etc.); 6) Use of data which includes research, publication, sharing and archiving has to be explained; 7) Other persons that will see data during research have to be mentioned. Informed consent is required of all participants in a research study. They need to agree with all previously stated terms.
- 2.2 **Confidentiality.** All participants have the right for their participation to remain confidential in that only the researcher will be aware of who has participated. Generally all data will also be anonymous in the final report so that nothing can be attributed back to an individual participant. If the participants wish to be identified or cannot realistically have their identities kept confidential, written informed consent must be obtained from the individual participant in advance.

3. Application for a research ethics approval

- 3.1 EAPTI-GPTIM students have to get ethics approval from the Ethics Committee following feedback and assent by their tutor/s, when research involves human participants. In the case of EAPTI-GPTIM staff who are undertaking such research, approval from the Ethics Committee is required.
- 3.2 In order to apply for a research ethics approval applicants should complete the EAPTI-GPTIM application form for research ethics approval.
- 3.3 All applicants have to attach their research proposals. Students' research proposals have to be approved and signed by their mentors/tutors.

4. Applicants right to appeal

- 4.1 Student will be informed about the Committee's decision in writing within 14 days of the decision taken.
- 4.2 Should a request be declined by the Committee the student has the right to appeal to the Complaints and Appeals Committee.
- 4.3 This appeal must be submitted within 7 days after receipt of the decision made by the Research Ethics Committee.

APPLICATION FORM FOR RESEARCH ETHICS APPROVAL

Prior to completing this form, please confirm the following:

I have read the EAPTI-GPTIM Research ethics standards and guidelines.	Yes/No
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PART A - PERSONAL DETAILS (please complete in block capitals)

Student No.	
Title:	Mr/Mrs/Miss/Ms/Other (please specify)
Forenames:	
Surname:	
ID Number:	

Address <i>[all correspondence relating to this request will be sent to this address]:</i> Postcode:	Tel: Mobile: Email <i>[all correspondence relating to this request will be sent to this email]:</i>
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PART B - INFORMATION ABOUT STUDIES (at which you are enrolled)

Title of Programme:	
Year of studies:	

PART C - PROVIDE THE TITLE AND SHORT DESCRIPTION OF YOUR RESEARCH

TITLE:

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SHORT DESCRIPTION OF THE RESEARCH:

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I have attached following:

- 1) Detail research proposal
- 2) Other, please specify: _____

Signed: _____ Date: _____
(Applicant)

Signed: _____ Date: _____
(Mentor/Tutor)

Please submit this form in two copies together with supporting evidence to EAPTI-GPTIM

One copy with fulfilled Section D will be returned to student with Research Ethics Committee answer.

For official use only

Date received: _____ Signature: _____

PART D - APPROVAL (To be completed by Research Ethics Committee)

Name of the student/applicant:

Student No.:

Approved:

YES / NO (Circle one)

SHORT DESCRIPTION OF THE DECISION:

NEEDED CHANGES (if applicable):

For the Research Ethics Committee:

Signed: _____

Signed: _____

Signed: _____

Date: _____