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**Faculty of Arts and Humanities**

**Student Research Project Ethics Checklist**

**This checklist should be completed by the student (with the advice of their thesis/ dissertation supervisor) for all research projects.**

**Student name: Student ID:**

**Supervisor name: Discipline:**

**Programme of study:**

**Project title:**

**YES NO**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Will your study involve living human participants?** |  |  |
| **2** | **Does the study involve children under 18?** |  |  |
| **3** | **Does the study involve adults who are specially vulnerable and/or unable to give informed consent?(e.g. people with learning difficulties, adults with dementia)** |  |  |
| **4** | **Will the study require the cooperation of a third party/ an advocate for access to possible participants? (e.g. students at school, residents of nursing home)** |  |  |
| **5** | **Does your research require collection and/ or storage of sensitive and/or personal data on any individual? (e.g. date of birth, criminal offences)** |  |  |
| **6** | **Could your research induce psychological stress or anxiety, or have negative consequences for participants, beyond the risks of everyday life?** |  |  |
| **7** | **Will it be necessary for participants to take part in the study without their knowledge and consent at the time? (e.g. covert observation of people)** |  |  |
| **8** | **Will the study involve discussion with participants of sensitive topics? (e.g. sexual activity, drug use)** |  |  |
| **9** | **Will financial inducements (other than reasonable expenses or compensation of time) be offered to participants?** |  |  |
| **10** | **Are there any problems with participants’ rights to remain anonymous, and/or ensuring that the information they provide is non-identifiable?** |  |  |
| **11** | **Will you have any difficulty communicating and assuring the right of participants to freely withdraw from the project at any time?** |  |  |
| **12** | **If you are working in a cross cultural setting, will you need to gain additional knowledge about the setting to work effectively? (e.g. gender roles, language use)** |  |  |
| **13** | **Are there potential risks to your own health and safety in conducting the study? (e.g. lone interviewing in other than public spaces)** |  |  |
| **14** | **Will the study involve recruitment of patients or staff through the NHS?** |  |  |
| **15** | **Does the research project involve working with human tissue, organs, bones etc that are less than 100 years old?** |  |  |
| **16.** | **Will your study involve intrusive or destructive intervention in cultural heritage[[1]](#endnote-1).**  **(This might include archaeological excavation, surface collection of cultural artefacts, destructive analysis of cultural artefacts or materials, or activities leading to a loss of artefact provenance information.)** |  |  |
| **17** | **Will your study involve work with historic artefacts or materials that may be ethically or legally sensitive?**  **(This might include artefacts of uncertain provenance where there is the possibility that they have been illegally excavated and/or exported from their country of origin, artefacts of uncertain ownership, artefacts or materials of particular significance to indigenous people.)** |  |  |
| **18** | **Will your study involve gathering of information leading to the commercial exploitation of cultural heritage, specifically activities that facilitate treasure hunting, pillaging or commercial salvage operations, usually with the aim of financial gain by putting artefacts from a heritage site up for sale?** |  |  |
| **19** | **Will your study involve work with human remains dating from more than 100 years ago?** |  |  |

**If you have answered NO to all of the above questions, discussed the form with your supervisor and had it signed and dated by both parties (see over), you may proceed with your research. A copy of the Checklist should be included in your eventual report/dissertation/ thesis.**

**If you have answered YES to any of the questions, i.e. if your research involves human participants, or potentially ethically sensitive engagement with cultural heritage, in any way, you will need to provide further information for consideration by the Humanities Ethics Committee and/or the university Research Governance Office. This information needs to be provided via the Electronic Research Governance Online (ERGO) system, available at** [**https://ergo2.soton.ac.uk/**](https://ergo2.soton.ac.uk/)

**[Please bear in mind that if your research project changes significantly, you may need to reapply for ERGO approval in light of such subsequent changes. Similarly, projects that did not initially require such approval may come to require it if they change significantly.]**

**CHOOSE ONE STATEMENT:**

|  |  |
| --- | --- |
| **🞏** | **I have completed the Ethics Checklist and confirm that my research does not involve human participants (nor human tissues etc) or potentially ethically sensitive engagement with tangible cultural heritage.** |
| **🞏** | **I have completed the Ethics Checklist and confirm that my research will involve human participants or potentially ethically sensitive engagement with tangible cultural heritage. I understand that this research needs to be reported and approved through the ERGO system, before the research commences. I understand that the Ethics Committee will need at least two weeks to complete review; and, if there are revisions required, the process is likely to take longer.** |

**Signature of student: ………………………………………………….. Date: ……………………………..**

**Signature of supervisor: ……………………………………………… Date: ……………………………..**

1. According to the University’s Policy tangible cultural heritage comprises:

   Movable cultural heritage, including artefacts and other archaeological materials of cultural value, works of art, and artefacts of historic importance such as rare books and manuscripts.

   Immovable cultural heritage including archaeological sites, heritage structures, and cultural landscapes both urban and rural.

   Human remains more than 100 years old. [↑](#endnote-ref-1)