

## **GUIDELINES FOR THE ETHICAL REVIEW OF STUDENT RESEARCH**

The De La Salle University Research Ethics Office (REO) is tasked with the supervision of procedures that ensure the ethical conduct of research by students. The Department chairpersons are responsible for seeing to it that appropriate processes are in place within the department to monitor and ethically approve relevant student projects. They are also in charge of promoting the De La Salle University Code of Ethics and Guidelines for the Responsible Conduct of Research, as well as other relevant ethical guidelines. Research ethics universal and disciplinary guidelines are to be integral components of the students' coursework. The REO provides the guidance and resources to assist in facilitating the review procedures through materials (such as checklists and guidelines), and/or needed advice on possible measures in order for students to conduct ethically sound researches.

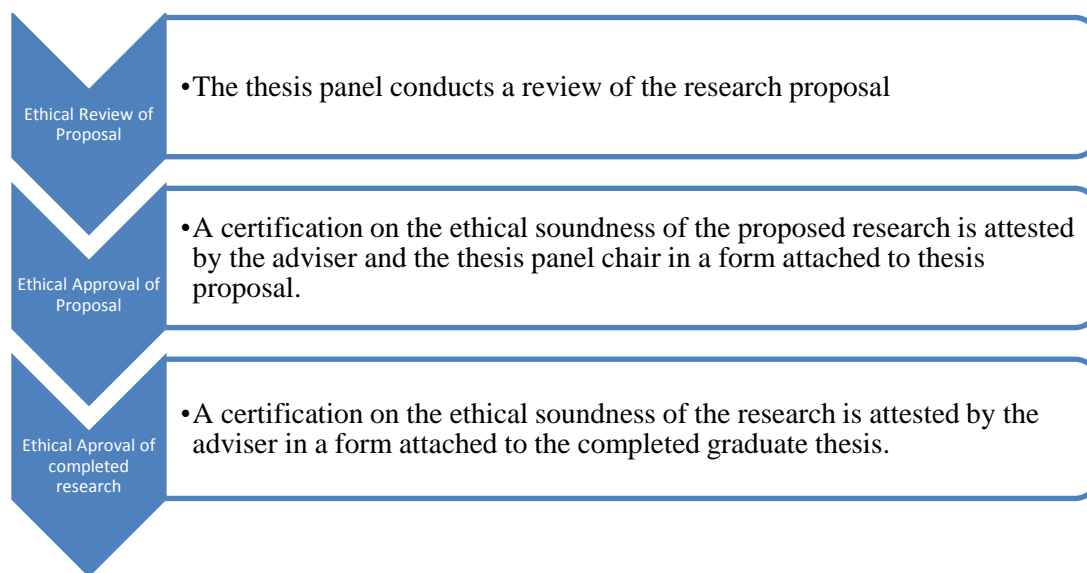
As a rule, the University Research Ethics Review Committee (RERC) does not conduct reviews of student projects. However, the RERC may do so under the following applicable cases:

- The funding agency providing support for the student project requires an RERC ethics review.
- The student project poses more than minimal risk and ethical expertise to propose measures for ethical adherence cannot be provided by the department. In such cases, the faculty adviser or the department head can request for an RERC ethics review. The application for review will be submitted to the REO by the student(s).

### **Graduate Research**

Graduate students are expected to have their work ethically approved by the department. The ethical review must take place before the student recruits or selects participants/subjects and before the student collects data. The ethics review of the thesis proposal is conducted by the thesis panel. An ethical approval form is attached to the proposal, and is signed by the adviser and the thesis panel chair attesting to the ethical soundness of the proposed research. This form is used to formally record the ethical review process. After completion of the thesis project, a certification on the ethical soundness of the research attested by the adviser is likewise attached to the completed graduate thesis. A post-research ethics review certification is needed to guarantee the ethical soundness of the research after data collection and analysis.

Figure 1 below shows the flow of ethical review process for graduate research:



The above procedure may not be appropriate for some student projects or departments. The department can then employ an alternative procedure to ensure that ethical approval is obtained prior to the selection of participants/subjects and the commencement of data collection.

### **Undergraduate Research and Theses**

Undergraduate courses that require students to undertake an element of research involving the participation of human respondents or the use of animal subjects shall also engage students in a deliberation on the ethical implications when they obtain approval for their projects from faculty handling their courses.

Ethical review for undergraduate theses is conducted through a similar procedure for graduate theses. That is, the thesis panel or the thesis reader undertakes the research ethics review of the student thesis proposal, and then at the completion of the thesis project. A confirmation that the thesis project was ethically sound is accomplished by the adviser and thesis panel chair or thesis reader through a form attached to the completed thesis report.