'Engaging Student and Staff Voices'

Ethical Checklist

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| 1 | Have you used the Student Voice Typology to define the parameters of the data collection as either service evaluation or research?  This will determine your intended audience, any restriction on data sharing and dissemination, and the need for formal ethical approval. |  |
| 2 | Do you have clear aims and objectives for the research/evaluation?  A clearly defined proposal will ensure that you make the best use of student time and avoid exploiting and over-researching student samples. |  |
| 3 | Have you scoped previous research and existing data within the institution?  It may be that the research has been conducted before in another Programme and some existing data can be used without the need to conduct further work. |  |
| 4 | Have you considered methods which are innovative, inclusive and empowering for students?  It is important to ask - do we really need another survey or focus group? |  |
| 5 | Have you consulted and applied British Educational Research Association (BERA) guidelines?  <https://www.bera.ac.uk/researchers-resources/publications/ethical-guidelines-for-educational-research-2018>  Discounting the need for formal ethical approval does not mean that the work is conducted unethically. |  |
| 6 | Have you consulted students and built in co-designed methodologies?  Participatory research/action research can be more effective and insightful and shifts the dynamic from student as data source to co-researcher. |  |
| 7 | Are you looking to explore voices you might not want to hear, you don’t normally hear, or have a tendency to exclude?  Student voices do not need to be representative, but be mindful of the power of a single story. Also, consider the impact on small cohorts or over-targeted samples where students may be identifiable or over-researched. |  |
| 8 | Have you used well-crafted consent forms and information sheets (GDPR compliant) which are free from academic jargon?  This should be a necessity for all evaluation and research, even if you are not seeking formal ethical approval from the institution. |  |
| 9 | Have you considered where the data will be stored and for how long?  More innovative approaches (audio/visual) will require sufficient data storage. A Data Management Plan is recommended for all collected data. |  |
| 10 | Do you have a clear plan for the use of the data?  It is also unethical to collect data and then not share or action change based on the findings. Building in dissemination to the participants is also important. |  |



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