

Procedures for Ethical Review of Student Projects  
Criminology Department, Malaspina University-College

Students are encouraged to participate in conducting original research as part of their education at Malaspina University-College, subject to certain conditions. We have outlined student responsibilities as follows:

**1. Application for Ethical Review**

- A. Applications for ethical approval for research projects which involve people must be reviewed and accepted by the Course Instructor and one other faculty member who will act as a departmental reviewer.
1. No proposal may exceed “minimal risk” to research participants (see the definition of minimal risk at the Science and Engineering Research Canada website at: <http://www.nserc.ca/programs/ethics.htm>, specifically Article 1.4 (C.1)).
  2. Students who wish to take on research with captive populations (e.g., prisoners or detainees) must abide by Malaspina’s guidelines for conducting research with human subjects. Policies and procedures are available on our website.  
[\[http://research.mala.bc.ca/committees/index.asp?document=crihshome\]](http://research.mala.bc.ca/committees/index.asp?document=crihshome).  
See Article 2.2 of the Tri-Council Policy Statement for Ethical Conduct for Research Involving Humans  
[\[http://www.nserc.ca/programs/ethics.htm\]](http://www.nserc.ca/programs/ethics.htm).
- B. Students must provide the Instructor with two copies of their research proposal (which will be retained on file for one year). One copy will be given to another faculty member for an independent review. The two page proposal must include:
1. the name of the student(s) carrying out the project and the faculty research supervisor (including phone numbers and email addresses);
  2. the title of the proposed research project
  3. the purpose of the research
  4. the intended research participants
  5. how participants will be recruited and, if applicable, compensated for their participation
  6. the method(s) used for gathering information (using deception is not allowed);
  7. the formal training he/she has received (or is receiving) for conducting ethical research in the social sciences;
  8. when, how, and to what extent the nature, purposes and results of the research will be explained to subjects;
  9. the anticipated risks and benefits for research participants
  10. a description of how informed consent will be obtained;
  11. as an attachment, copies of research instruments which will be used to gather information (e.g., questionnaires, test items, sample tasks, interview questions, etc.).
- C. Students must provide, where necessary, a one-page consent form with the following information:

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1. a brief overview of the research goals and objectives
2. why participants are being asked to participate in the research;
3. how much of their time will be required;
4. that the research is voluntary, and the participant may withdraw at any time without reason or penalty;
5. a statement which promises anonymity and confidentiality, and that all data will be encoded for their protection;
6. how respondent information will be used, who has access to it, how it will be stored, and when it will eventually be destroyed;
7. a statement of the possible risks and benefits for participating in the research (e.g., physical, psychological, social, economic, and legal);
8. a place for signature of the student and research participant
9. contact numbers of student, faculty research supervisor, and the Dean of Social Sciences and Management.

**2. Process of Ethical Review**

Our departmental review process conforms to “Research Involving Human Subjects” (Policy 31.03) at Malaspina University-College.

**A. Departmental Reviewer(s)**

1. Departmental Reviewers must have graduate level training in advanced research methods. They may be either full or part-time employees in Criminology or Sociology.

**B. Scheduling Reviews of Student Research Proposals**

Instructors who require authorization for student research projects are expected to notify other departmental members early in the semester about the probable workload involved. Every effort will be made to coordinate the process so that students receive timely feedback.

**C. Instructor Responsibilities**

1. The Instructor supervising original research by students will assess student research proposals.
2. Projects which require additional work will be negotiated between the Instructor and student.
3. The Departmental Reviewer will assess proposals forwarded by the Instructor.
4. Revisions recommended by the departmental reviewer are the responsibility of the course instructor.
5. The Chair of Criminology will help resolve any differences between assessments done by the Instructor and the Departmental Reviewer. If it is not resolved at this level, qualified faculty in the Sociology Department may be asked for a resolution.
6. Any data from research participants and held by the Instructor will be destroyed within one month of the course in which the raw data was received.

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**3. Ethical Review for Course Assignments**

From time to time, faculty may have students do research which does not exceed “minimal risk” (see above). Rather than have all students submit individual proposals for ethical review, this streamlined process will be followed:

1. Students in the course will be educated about their responsibilities regarding ethical research;
2. Faculty will prepare a template for the project/assignment, including consent forms where necessary;
3. The template will be reviewed by Criminology and/or Sociology faculty;
4. Each semester, faculty will notify the Chair of their intention to use the same (approved) research exercise(s).