

Ethics Application for a 499 Student Introduction

Waikato Management School

Te Raupapa



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Applying for ethical approval of research is a very important process that all researchers must adhere to at the University of Waikato. To apply for ethical approval of your 499 Report of an Investigation, you must submit 5 forms. You need to complete a Cover Sheet and the Ethics Application Form, plus include copies of your Participant Information Sheet, your questionnaire, and a Consent Form. All information that you provide must accurately describe your research intentions.

These forms must be completed and once your supervisor has approved and signed your Ethics Application form, you are then ready to submit all 5 forms to the Waikato Ethics Committee coordinator Amanda Sircombe, room MSB2.34. These forms will then be sent to members of the WMS Ethics Committee for review. The review process will at least up to two weeks to complete, so you must plan for this. You will be notified of whether your application has been approved, or whether any amendments/modifications are required. Once ethical approval has been granted, you may commence your empirical research for your 499 investigation. PLEASE NOTE: Empirical work cannot commence prior to getting ethical approval, failure to observe this regulation means that your supervisor has the right not to grade your 499 report and may result in disciplinary action.

The ethical approval process is designed to ensure the safety of respondents and the researcher, as well as to safeguard the reputation of the Waikato Management School and the University of Waikato. If for any reason you are unable to follow through on your intentions, you may need to amend your application forms, and forward these amendments to the Ethics Committee co-ordinator.

Things you may not do in research:

1. You must not research your sponsor's competitor with the purpose of revealing findings to your sponsor (this is industrial espionage).
2. You must not include respondents who do not want to participate (e.g. respondents cannot be required to participate by an employer or any other person).
3. You must not reveal to friends, or anyone else, any sensitive or compromising information from your report. You may discuss such information only with the provider of that information and/or your supervisor. Such information may include the content of an interview, the identity of a respondent, or information given by the organisation for the purposes of the report. All information of this nature must be presented in the report in such a way as to maintain confidentiality.
If the sponsor provides sensitive information to enable you to complete the report (e.g. sales figures, turnover rates etc) and the supervisor is the only one to see your final report, then disguising the information may not be as crucial.
4. You must store any sensitive information in a secure place during the research phase, and dispose of it in a proper manner at the end of the research.
5. You must not reveal the identity of respondents in any way including in the final report or through discussion without their express permission. This means you need to keep records of the respondents' identity separate from their transcripts. It also means that you may need to disguise respondents within your reports by giving respondents coded names and ensuring you do not provide obviously identifying information (e.g. job titles).

6. You must not discuss your findings with your sponsor before your supervisor has reviewed your work. This will help you to manage how you disclose information to your sponsor to ensure the confidentiality of participants is maintained and that participants are not put at risk.