

Appendix B

THE INVOLVEMENT OF HUMAN SUBJECTS IN TEACHING ACTIVITIES

The following conditions apply to the participation in:

- teaching exercises,
- laboratory exercises,
- training sessions, or
- undergraduate projects,

of students or members of the community as:

- informants,
- subjects of observation, or
- participants in interventional studies.

1 Application for ethics approval

- 1.1 An application should be completed by the head of the school or group on the special HEC approval form for teaching activities (available from the Secretary of the Human Ethics Committee) to the Victoria University Human Ethics Committee. Sample participation information sheets and consent forms, where required, must be supplied.
- 1.2 It will often be appropriate to make only one application covering several exercises or classes, for example, all the exercises or students projects in a given paper that involve human subjects.
- 1.3 Heads of schools and groups are asked to make a recommendation to the Human Ethics Committee as to which exercises or projects require a consent form.
- 1.4 Exercises involving only anonymous questionnaires meeting the criteria outlined in sections 4.7(a) to (c) of the Human Ethics Policy may be approved by the head of the school. A copy of that approval **must** be sent to the Human Ethics Committee for noting.

2 Provisions governing exercises where students in the class are subjects

- 2.1 All exercises involving humans as subjects should be approached with care and common sense.
- 2.2 Each exercise involving human subjects must conform to the Policy and Guidelines as set out from time to time by the Human Ethics Committee and must have that Committee's approval.
- 2.3 Students must be informed in writing of:
 - (a) the existence of the current Human Ethics Policy; and
 - (b) where a copy of this policy is held for reference by the students.
- 2.4 Subject to 2.5 and 2.6 below, students must be informed in writing that:
 - (c) participation as a subject is voluntary;
 - (d) participation or non – participation will not be recorded or regarded by the school in either a positive or a negative way;
 - (e) if participating as a subject, the student has the right to withdraw at any time and does not have to state a reason.
- 2.5 A school may require students to gain an understanding of a relevant class for examination purposes, irrespective of their participation as subjects. The school's policy in this regard must be stated clearly in writing at enrolment.
- 2.6 If a school considers that participation as a subject is essential to the satisfactory completion of the paper and that withdrawal as a subject would constitute withdrawal from the paper, students must be informed of this in writing at enrolment.

3 Provisions governing student projects involving others as subjects

- 3.1 Students undertaking such projects must be informed in writing of:
 - (f) the existence of the current Human Ethics Policy; and

- (g) where a copy of this policy is held for reference by the students.
- 3.2 The lecturer in charge is responsible for ensuring that the ethical principles set out in the Human Ethics Policy are observed in these projects or exercises.

4 Consent

- 4.1 A consent form is not usually required where:
- (h) students are subjects of their own research, or participate as subjects in classroom situations, unless there is an element of physical or emotional risk;
 - (i) students interview or observe a small number of people with whom they have a pre-existing friendly or family relationship (section 4.8(a) of the Human Ethics Policy).
- 4.2 Students should obtain written consent when they wish to interview people outside their circle of family or friends (e.g. fellow employees).
- 4.3 Where a student is observing in an institution to which members of the public do not have automatic access (e.g. a school classroom), consent should be obtained from a person who has the authority to provide such consent on behalf of that institution. It is preferable that this consent should be given in writing. Where any report will involve the identification of individuals, their written consent and, where applicable, that of a parent or guardian should also be obtained.
- 4.4 A consent form is required for any interventional project and should include the statement regarding insurance cover set out in section 4.2 of the Policy.
- 4.5 Consent forms do not need to be elaborate. They should be appropriate to the disciplinary area, project and participants.

5 Duration of approval

- 5.1 Approval will normally be given for three years. If within this period there is any change in the procedure, a new application must be made by the head of the school concerned.