

# Ongoing Ethical Monitoring Guidelines for Student Projects

## 1. Introduction

These guidelines are designed to ensure that student research projects adhere to ethical standards throughout their duration. Ongoing monitoring helps identify and address any ethical issues that may arise during the course of the research.

## 2. Initial Approval

- **Ethical Approval:** All student projects must receive initial ethical approval from the Research Ethics Committee (REC) before commencing.
- **Documentation:** Students must submit a detailed research proposal, including ethical considerations, for review.

## 3. Monitoring Plan

- **Monitoring Schedule:** Establish a monitoring schedule based on the risk level of the project (e.g., monthly for high-risk projects, quarterly for low-risk projects).
- **Checkpoints:** Define specific checkpoints for monitoring progress and compliance with ethical standards.

## 4. Roles and Responsibilities

- **Supervisors:** Primary responsibility for ongoing ethical monitoring lies with the project supervisors.
- **Students:** Students are responsible for adhering to ethical guidelines and reporting any issues to their supervisors.
- **REC:** The REC oversees the monitoring process and provides guidance and support as needed.

## 5. Monitoring Activities

- **Regular Meetings:** Supervisors should hold regular meetings with students to discuss progress and any ethical concerns.
- **Progress Reports:** Students must submit regular progress reports detailing their activities, data collection, and any ethical issues encountered.
- **Project Inspections:** REC members can engage in detailed project inspections where a serious breach is suspected to ensure compliance with ethical standards.

## 6. Reporting and Documentation

- **Incident Reporting:** Students must report any adverse events or ethical breaches immediately to their supervisors.

- **Documentation:** Maintain detailed records of all monitoring activities, including meeting notes, progress reports, and incident reports.
- **Annual Review:** Conduct an annual review of all ongoing projects to assess compliance with ethical standards and address any emerging issues.

## 7. Addressing Ethical Issues

- **Immediate Action:** Take immediate action to address any ethical issues or breaches reported by students.
- **Consultation:** Supervisors may consult with the REC for guidance on resolving complex ethical issues.
- **Corrective Measures:** Implement corrective measures to mitigate any harm and prevent future occurrences.

## 8. Training and Support

- **Ethical Training:** Provide ongoing ethical training for students and supervisors to ensure they are aware of current ethical standards and best practices.
- **Resources:** Make available resources such as ethical guidelines, case studies, and decision-making frameworks to support ethical compliance.

## 9. Communication

- **Open Communication:** Encourage open communication between students, supervisors, and the REC to facilitate the reporting and resolution of ethical issues.
- **Feedback Mechanism:** Establish a feedback mechanism for students to provide input on the monitoring process and suggest improvements.

## 10. Review and Improvement

- **Periodic Review:** Periodically review the monitoring guidelines to ensure they remain effective and up-to-date with current ethical standards.
- **Continuous Improvement:** Implement changes based on feedback and lessons learned from monitoring activities to continuously improve the ethical oversight of student projects.