

Dear students,

If you are choosing the topic of your Bachelor's, Master's, Advanced Master's, Dissertation or other thesis, please note the research ethics rules which apply to this type of work – these primarily concern (a) compliance with ethics of sources citation and (b) compliance with the Dean's Ordinance No. 10/2018 on Research Ethics and the Ethics Committee.

It is your – the student's – responsibility to comply with these rules.

If your thesis includes measuring, testing, observing or interviewing children, adolescents, or adults (research using data collection), please pay attention to the instructions provided in the attachment to this email.

If you are unable to assess the methodology and associated ethical risks yourself, ask your Thesis Supervisor (or a professional consultant or the person who assigned the thesis) for help. They can also consult the Ethics Committee if necessary.

With regards,

FEd USB Ethics Committee

Attachment

Recommendations of the Ethics Committee for University Theses

The following text provides the rules and recommendations for research work involving data collection concerning children, adolescents, or adults. You can find Dean's Ordinance No. 10/2018 on Research Ethics and the Ethics Committee, an Informed Consent Template, which you can adapt to suit your research, and other information on the website of the FEd USB Ethics Committee (https://www.pf.jcu.cz/education/eticka_komise/).

1. A thesis involving (a) collection of sensitive data, such as the measurement of physical, mental or functional characteristics of individuals; collection of individuals' tissue samples; (b) collection of sensitive data for sociological or social science research; mapping social phenomena; awareness surveys; surveys of respondents' views and attitudes to selected social phenomena using the methods of qualitative or quantitative research, (c) making audio or video recordings (of groups or individuals) using data which would allow the participants identity to be determined and the like.

The following needs to be provided:

- Informed consent related to the place of data collection.
 - the informed consent of the Director of the school or educational institution where the research is conducted, approving the research
 - the informed consent of the Head of an organization if data is collected within a club, an interest association, a medical facility, etc. or
 - the informed consent of another authorized person if the data is collected at another location chosen by the Thesis Supervisor (or a professional consultant or the person who assigned the thesis),

- If research participants are under the age of 18, the informed consent of the research participants' legal representatives must be obtained. If research participants are of legal age, the informed consent should be obtained from them. The informed consent form is a compulsory annexe to any thesis.
- Completed informed consents are then submitted during the student's defence of the Bachelor's, Master's, Advanced Master's, Dissertation or Graduation thesis; or upon request for another university thesis (see Article 4, Section 2 of the Ordinance).
- Students handle all research related material in both paper and electronic form (e.g. record sheets, databases, audio and video recordings, photographs, etc.) as stipulated in the Ordinance.
- In the methodological section of the thesis, the students explain how the informed consents and all data concerning the research participants (paper records, electronic databases, audio recordings, video recordings, photographs, etc.) were handled during the research.

2. A thesis evaluating a proposed teaching project, didactic methods, learning process etc. This involves collecting information related to teaching and education within a school or interest group setting using questionnaires, tests and the like. In this case, photos, audio or video recordings can be only taken of groups, not individuals, and no data which would allow the participants identity to be determined is shared. People are not shown in a detailed portrait and / or no more than their first name is stated in the description of photographs or video recordings; these cases do not constitute capturing the image of an individual in the sense of Section 84 of the Civil Code and are not subject to the consent of the person.

For this type of research, the following needs to be provided:

- Informed consents related to the place of data collection.
 - o the informed consent of the Director of the school or educational institution where the research is conducted approving the research
 - o the informed consent of the Head of an organization if data is collected within a club, an interest association, a medical facility, etc. or
 - o the informed consent of another authorized person if the data is collected at another location chosen by the Thesis Supervisor (or a professional consultant or the person who assigned the thesis),
- Completed informed consents are then submitted during the student's defence of the Bachelor's, Master's, Advanced Master's, Dissertation or Graduation thesis; or upon request for another university thesis (see Article 4, Section 2 of the Ordinance).
- Students handle all research related materials in both paper and electronic form (e.g. record sheets, databases, audio and video recordings, photographs, etc.) as stipulated in the Ordinance.
- In the methodological section of the thesis, the students explain how the informed consents and all data concerning the research participants (paper records, electronic databases, audio recordings, video recordings, photographs, etc.) were handled during the research.

Note: If, during the thesis elaboration, data concerning an individual is collected (an interview, audio or video recording etc. is made), this part of the research would then follow the procedure stipulated in point 1 of this recommendation.