

Regulations for an ethical pursuit of science and scholarship within the Institute of Education and Child Studies

As agreed by the Board of the Institute of Education and Child Studies, 30 October 2023

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I. Introduction

All staff members and students of the Institute of Education and Child Studies are expected to be informed of the following regulations and protocols and to act within the spirit of these guidelines.

Universiteiten van Nederland

- [Nederlandse gedragscode wetenschappelijke integriteit](#)

General Data Protection Regulation (GDPR) /Algemene verordening gegevensbescherming (AVG)

- [Autoriteitpersoonsgegevens.nl](#): informatie over de AVG (Algemene verordening gegevensbescherming) en de praktische uitwerking daarvan

Faculty of Social and Behavioural Sciences /Faculteit der Sociale Wetenschappen

- [Code of ethics for research in the social and behavioural sciences involving human participants. May 2018](#)
- [Guidelines for the archiving of academic research for faculties of Behavioural and Social Sciences in the Netherlands \(March 2022\)](#)
- [Instituut Pedagogische Wetenschappen/Institute of Education and Child Studies \(Feb 2022\)](#)

Professional codes of conduct

- [APA: Ethical Principles of Psychologists and Code of Conduct](#)
- [Beroepscode van de NVO \(2021\)](#)
- [Beroepscode voor psychologen van NIP](#)

WMO (Wet medisch-wetenschappelijk onderzoek met mensen / Dutch Law medical-scientific research)

- www.ccmo.nl ; <https://english.ccmo.nl/>

What is equally important is the way in which the work environment is organized and contributes to a shared sense of responsibility regarding integrity. The Board of the Institute of Education and Child Studies considers an ethical pursuit of science and scholarship to be the joint responsibility of staff and students. It sees as its task to offer a suitable framework for both teaching and research in which accountability can be openly discussed, and concerns about integrity can be expressed.

II. Foundations for an ethical research policy

An ethical, reliable and sound pursuit of science and scholarship within the Institute of Education and Child Studies is characterized by:

1. Institutional embedding;

2. Exchange between colleagues; organized peer review and peer pressure;
 3. Compliance with the ethical protocols;
 4. Integration of principles of integrity and ethics in both personnel policy and in education (all degree programmes)
- Prior to being carried out, each research programme has been subjected to a process of organized *peer review* and *peer pressure*. It is part of the shared responsibility that there should be space for critical scrutiny in a safe, constructive and transparent atmosphere;
 - Colleagues have regular discussions about each other's research projects, also at early stages;
 - Research results will be presented in substantively consistent form, irrespective of the audience (potential sources of funding, policy makers, fellow-researchers or other groups).
 - For each research project the division of labor, for instance regarding personnel, finances, and data management as well as the responsibilities of the researchers in question must be clearly set out. A careful *division and distribution* of responsibilities in a research project ensures optimal integrity and reliability in the pursuit of science and scholarship.
 - Research in our Institute is only carried out with a positive ethical assessment (see below)
 - Research in our Institute is only carried out with a positive assessment of the Data management Plan and the DPlA (see below)
 - The Institute has designated the Ethiek Commissie Pedagogische Wetenschappen (ECPW; Ethics Review Board of the Institute of Education and Child Studies) as a first port of call for confidential consultation by staff or students with questions or concerns about an ethical, reliable and sound pursuit of science and scholarship.
 - For formal notification procedures in case of breach of integrity and ethical principles, please see the [website of Leiden University](#)
 - Academic integrity is a topic regularly on the agenda in all degree programmes, from Bachelor to Research Master/PhD.
 - Academic integrity is explicitly discussed during initial performance and development (P&D) interviews and is a standard topic in the yearly P&D interviews with staff (see below).

III. Executive measures promoting the ethical pursuit of science and scholarship

The daily actions of our staff members determine in the end the actual ethical quality of teaching and research throughout our Institute. This section contains several concrete measures regarding personnel policy, teaching and research to ensure the further development of a responsible organizational culture in the Institute.

1. Personnel policy

P&D interviews

Line managers and staff will see to it that during the yearly P&D interviews the topic of integrity is explicitly put on the agenda. The question should be addressed if all research in which a staff member participates has been approved by an ethics review board. The manager will also check whether over the preceding period the staff member in question has had experiences with teaching, doing research or fulfilling administrative tasks that has raised questions of ethics, or require closer consideration.

Student declaration research ethics

Before doing any work for research projects, research assistants and bachelor and master students should sign a 'Student declaration' about the confidentiality and responsible handling of research data, the form can be obtained via the ECPW-website.

2. Teaching

Ethics is a part of all degree programmes. In the spirit of 'teach what you preach', responsible and respectful behavior is expected of both teaching staff and students. This includes not only mutually

correct manners in written and oral communication, but also adequate care for privacy, mutual trust and safety on both sides.

See:

- [Gedragcode docenten en studenten](#);
- [Gedragcode Omgangsvormen / Code of conduct on standards of behaviour between lectures and students](#);
- Course and Examination Regulations and the Rules and Regulations (Onderwijs-en Examenreglementen (OERs) en Regels en Richtlijnen) see [Prospectus](#)/E-studiegids;
- [For information about ethical approval of student research projects, see ECPW](#).

3. Research

Before actually carrying out research (recruitment of participants and data collection) staff members of the Institute of Education and Child Studies need to obtain positive assessment in writing about:

- The ethical aspects;
- The Data Management Plan;
- the Data processing Inventory.

Ethical review process

Within the Institute of Education and Child Studies staff members and students supervised by them will carry out research **only after having received a positive assessment in writing from a recognized ethics review board**. Ethics Review Boards recognized by the Board of the Institute of Education and Child Studies are:

- Our own Ethics Review Board ECPW [Ethiek Commissie Pedagogische Wetenschappen](#)
- The ethics review committee of similar Education and Child Studies institute at other Dutch research universities;
- The ethics review committee of Psychology institutes at Dutch research universities;
- Ethics review committees who are member of the [Nethics](#) (Nationaal Ethiek Overleg Sociale en Gedragwetenschappen);
- Any national accredited Medical Research Ethics Committees (MRECs) see: <https://english.ccmo.nl/> / <https://www.ccmo.nl/>

Please note that in case of research collaboration with one or more European or international partners, additional ethics requirements may apply. Please consult the Institute of Education and Child Studies' Ethics Review Board for details.

When ethical approval has been obtained by an MREC/METC the staff member is obliged to report this to the secretary of the ECPW. Researchers should then submit a PDF of the approval.

Validity ethical approval

The principal investigator (PI) must ensure that every data collection falls under the approval of the ECPW (or a recognized ethics review board, see above). Submit an addendum if:

- a new round of data collection takes place with the same research design and the same type of participants;
- there are adjustments in the set-up (additional instrument / extension of group of participants)

A new group of participants (in terms of composition) cannot do with an addendum but needs a new application. After several addenda, the Ethics Review Board can request a completely new application.

It is advised to have new PhD candidates check whether their proposed research is covered by a valid ethics approval. Ask if necessary, advice from the (secretary) of the ECPW.

Expiration of ethical approval

The approval granted by the ECPW has a validity period of 5 years. The expiration of ethical approval refers to data collection and recruitment of participants. The analysis of acquired data, publishing and the sharing of the raw data (in data packages) can continue.

Data Management Plan

Before carrying out the research, the Data Management Plan must have been approved by the data manager of the Institute of Education and Child Studies, dr. Mitch van Geel. He should also be informed about major changes during the trajectory.

Data processing Inventory

Before carrying out the research, the Data processing inventory must have been approved by the Privacy Officer (PO) of FSW. Major changes must also be reported to the PO.

Authorship guidelines

Regarding inclusion of authors on publications and author order, we follow the Dutch Code for Scientific Integrity and the APA guidelines. In addition, we also follow the guideline of the International Committee of Medical Journal Editors (ICMJE; <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>) which specifically states that when the criterion has been fulfilled that a substantial contribution to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work has been made, an individual should have the opportunity to participate in the review, drafting, and final approval of the manuscript.