A.08	**ETHICAL CONDUCT IN RESEARCH**		
APPROVED BY	**ACADEMIC BOARD**	Last reviewed	2022
REVIEW STAKEHOLDERS	▪ CHAIR OF RESEARCH	Published	March 2023 & July 2023
	▪ TE RŌOPŪ WHAKATERE	Review Period	3 years
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PURPOSE

BTI is committed to guiding and ensuring that all research conducted across BTI is both ethically sound and safe. Research at BTI is intended to advance the health, well-being and knowledge of people and communities in an inclusive and Te Tiriti o Waitangi informed manner.

BTI recognizes that academic staff and students have specific expertise within their respective disciplines and areas of professional interest. BTI also recognizes the relevance and importance of upholding professional standards regarding teaching and research as stipulated in professional ethical codes, codes of conduct and legislation. Beyond adhering to these professional standards of ethics, these guidelines are intended to support and ensure ethically safe research activity at BTI. These guidelines apply to all research activity proposed and conducted both within the Institute and wider communities of interest.

All research and related teaching practices are subject to these guidelines and must be approved by the Research Ethics Committee before commencing.

OVERARCHING PRINCIPLE

Research conduct by BTI staff and students is guided by a commitment to justice in accordance with biblical understandings, including that captured in Micah 6:8. BTI-based research activity is committed to viewing people as social and cultural beings and as *imago dei*; that is, being unique, diverse, valued, and deserving of respect, care and compassion.

A commitment to justice, in general, is expressed in ways that research at BTI:

a) Honours the provisions and principles of Te Tiriti o Waitangi, including that of tino Rangatiratanga and those of genuine and active partnership, participation, and protection.

b) Respects and cares for individuals, whānau, hapū, iwi and communities; and

c) Respects and cares for social, cultural and natural environments.

A commitment to justice will also be evident in research that:

a) Respects and upholds privacy and confidentiality;

b) Minimizes conflict of interest;

c) Ensures informed and voluntary consent; and

d) Respects intellectual and cultural property rights and responsibilities of guardianship and stewardship (kaitiakitanga).

POLICY

Actively honour Te Tiriti o Waitangi principles of genuine and active partnership, participation and protection

Research involving any aspect of the BTI community will actively honour Te Tiriti o Waitangi principles of genuine partnership, participation and protection.

a) Partnership

Where an identifiable Māori focus is present in any proposed research activity (e.g., concerning Māori participants, researchers, topics or knowledge) researchers are expected to work collaboratively with relevant Māori BTI staff, iwi, hapū, whānau or other Māori communities of interest to ensure that Māori aspirations and interests are genuinely protected and represented.

b) Participation

Māori stakeholders are supported to genuinely and actively participate in any research activities and, where appropriate, be involved in the research proposal, design, management, implementation, analysis, reporting and outcome of the research.

c) Protection

Through genuine Māori partnership and participation, researchers will ensure that their actions serve and protect Māori individual and collective rights and interests. Active and genuine protection of Māori interests in research conducted by BTI will ensure that guardianship of Māori participants, their language, knowledge, identity and culture, have Māori input and oversight. [See also related BTI documents; BTI Tikanga policy (2022); Te Reo Māori policy (date); Intellectual Property Rights Policy (date); Research Proposal Form, Ethics Submission and Approval form; Practicum documentation; and BTI Course Critique materials].

Respect and care for individuals, whānau and communities

Respect and care for the natural environment

BTI-based research involving any aspect of the BTI or wider community will:

Demonstrate responsible kaitiakitanga/stewardship of our natural environment and resources. This includes a commitment to sustainable practices and ensuring that research practices have no adverse consequences for the natural environment, to tāngata whenua and future generations.

Respect privacy and confidentiality

BTI-Based Research Will:

a) Respect and protect the dignity, privacy, confidentiality, autonomy and agency of individuals, communities, institutions, and cultural groups and be proactive and intentional in protecting the confidentiality of its participants and their settings wherever appropriate.

b) Provide assurance of confidentiality and anonymity only to the extent that these can be guaranteed. Includes but is not limited to:

- upholding professionally based codes of ethical conduct and practice all relevant legislation (e.g., the Privacy Act, http://www.privacy.org.nz)

- reducing the risk of inadvertent disclosure,

- managing secure data storage, retrieval and dissemination, and timely ethical destruction,

- ensuring diligence with recognised anonymity and de-identification protocols when publishing and disseminating findings,

- exercising care with audio and visual recordings which may reveal the participant's identity,

- obtaining a signed Confidentiality Agreement from any person involved in transcription or translation, write-up, or any other engagement with the research data or project.

Minimise conflicts of interest

Research at BTI will:

a) Ensure, that wherever they exist, power relationships are identified and areas of conflict of interest are identified, disclosed, and minimised. These include such relationships as educator/student; counsellor/client; social worker/client or any other party.

b) Consider any potential conflicts of interest when recruiting participants. This includes those who may have a close relationship with the researcher that compromises or is perceived to compromise normal aspects of their professional roles.

c) Declare any personal, professional, cultural or financial interests which may be perceived to present a potential conflict of interest.

d) Ensure that any sponsorship or funding of research does not jeopardise any aspect of the research process from design to publication or dissemination.

e) Not present a conflict of interest which jeopardises or may be perceived to jeopardise the integrity or reputation of BTI. This includes supporting research which is funded and sponsored and is perceived to be at odds with the institute's foundational values and beliefs, or which may place the institution at risk of litigation and/or loss of reputation.

Ensure informed and voluntary consent

Research at BTI will:

a) Recognise that potential participants have a fundamental right to be fully informed and therefore able to provide informed consent to participate without deception or coercion.

b) Ensure that participants receive and comprehend sufficient information on which to make informed decisions related to participating in the research. This includes outlining;

- expectations and requirements of participation

- anticipated time investment

- nature of the task

- provision for withdrawal without consequence

- potential processes for dissemination of findings

- an assurance that confidentiality, privacy and anonymity will be maintained, but not guaranteed, as far as is reasonably possible

- any potential consequences of their involvement (including both potential benefits and risks)

- compensation such as a koha

c) Ensure that the potential participants are competent to make an informed decision. In circumstances where a potential participant does not have the capacity to give informed consent, such consent must be gained without coercion from a person or agency recognised as having the right to do so on that person's behalf.

d) Not involve any communication or procedure which is intentionally deceptive. However, where the efficacy of research design following established methodologies requires withholding of some information (e.g., placebo, control groups) it is essential that participants be fully informed of this as part of the consent process and participate in an appropriate debriefing after the project has been completed.

Respect for intellectual and cultural property ownership

Research involving any aspect of the BTI community will:

a) Respect the property of others including legal rights to land, goods, and intellectual property (such as confidential information, trademarks, patents, and design rights), and individual and collective property rights associated with cultural (e.g., mātauranga Māori), artistic and sacred knowledge, and expressions.

b) Abide by the Copyright Act 2011 and its subsequent amendments.

c) Not infringe on legal property rights.

d) Identify and account for any matters associated with property rights or ownership of data at the time of seeking consent and monitor these throughout the research process.

e) Ensure that the Research Proposal for Ethics Approval includes consideration of rights and ownership consistent with BTI Intellectual Property Policy (B.10).

Research Data Management

a) BTI encourages Staff and Students to develop plans for managing research data early in a research project. This means creating a plan for documenting, storing, securing and preserving research data to ensure efficient access to, and use of, data throughout a research project, and to enable sharing, citing and publishing of research findings.

b) Research Data Management (**RDM**) plans apply to research theses, and individual and collaborative research projects undertaken within BTI and with Third Parties. All RDM plans should be submitted to the ERC (for approval).

c) The RDM plan must include:

  i. The types of data to be created and how they will be created;

  ii. Metadata to describe the data;

  iii. Plans for storage of the data;

  iv. Legal and ethical considerations;

  v. Plans for publishing, sharing and preservation of data (including copyright); and

  vi. Roles and responsibilities for all aspects of data management.

d) For the purpose of this policy, research data includes:

  i. Data that is collected, observed, recorded or created as part of an original research project and may include Third Party data (e.g. Statistics New Zealand datasets);

  ii. Data in the form of facts, observations, images, computer program results, recordings, measurements or experiences on which an argument, theory, test or hypothesis, or another research output is based;

  iii. Numerical, descriptive, visual or tactile data Digital, textual, multimedia formats of data, including software, survey data, experimental data, observational data, simulated data, and data derived or complied, often from different sources;

  iv. Anything produced as part of a research project, such as: lab notebooks, models, algorithms, specimens, questionnaires, recorded interviews, transcripts, fieldwork notes, diaries, spreadsheets, text documents, photographs, films and slides, digital objects, applications, correspondence, audio and visual recordings; and

  v. Māori art or artistic expressions, e.g. whakairo (carving), raranga (weaving), waiata (songs), karakia, pūrākau (stories). See also: p. 4 (above) Ownership of Mātauranga Māori, and A.08. 2022 Ethical Conduct in Research.

Data Storage

e) Research data must be stored in secure locations and backed up regularly. Access to Personal Data should be limited, password protected and encrypted where possible and comply with BTI's relevant Privacy Policy and the Privacy Act 2020.

f) All original recordings (including interviews) must be transcribed and submitted to BTI for storage in BTI's secure computers. If these transcripts contain Personal Data, they are to be retained for only so long as they are needed for the research for which they were collected. The original recording will, unless otherwise agreed, remain with the IP of the Creator(s).

Disposal of Personal Data

g) Students or Staff undertaking research activity are responsible for the disposal of their research data. Raw research data (including notes or recordings of interviews) must be uploaded to BTI's secure servers as soon as is practicable after collection and then deleted from collection devices (including phones, tape recorders, Dictaphones, etc). Staff and Students must advise the people providing the data that BTI will store and hold it and that the people providing the data can correct their contribution as a part of the participant review process, with details provided of how to do so.

h) BTI is responsible for disposing of all Personal Data when the Personal Data is no longer needed for the research for which it was collected. The relevant Student or Staff must advise BTI of this.

i) All research data should be retained for the period required by any relevant professional body or Third Party.

Data Sharing

j) BTI is committed to distributing research findings as widely and openly as possible. At a minimum, Staff and Students are expected to share research data which is needed to validate their published research findings upon request. Such data should not identify the research subject personally without consent.

k) Where an agreement exists between BTI and a Third Party, or between a Student and a Third Party, in the form of collaborative research, data sharing may occur provided the provisions in paragraphs (18)(b) and 18(c) are met as a minimum and research subjects are advised where their data will be stored and the details of any Third Parties who will receive them if non-anonymised information is to be provided.

Research Data and Outputs Research and Ethics

l) BTI is committed to meeting the highest ethical standards for all research that involves human participants. BTI undertakes a wide range of research and consultancy work. This includes research with human participants in the form of interviews, ethnographic and participatory research, surveys and questionnaires. Researchers are bound by institutional policies, legislation, and regulations. Our researchers collaborate with the ERC to ensure they follow responsible and robust processes when conducting any research. The ERC is responsible for the assessment of ethics applications. The ERC ensures that human research proceeds in accordance with the Human Ethics Policy, promotes awareness of ethical issues related to human research, and provides guidance and support to researchers.