



City College of Calamba Research Ethics Policy





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ARTICLE 1 INTRODUCTION

- (1) The City College of Calamba (CCC), in its pursuit of the highest standards of academic research, shall uphold the mission and vision of the College in undertaking research projects.
- (2) The guiding principles herein shall direct the researchers of this institution toward sound judgment grounded in principles of research ethics.
- (3) The scope of this policy is not limited to one field of study but must encompass all areas of study for every student and faculty member.
- (5) *Sources* - The policies stated herein must be strictly followed in order to maintain the standards and to fulfill the principles of the academe. The guidelines were based on national and international authority bodies in research:
 - a. Philippine Social Science Council (PSSC)
 - b. Philippine Health Research Ethics Board (PHREC)
 - c. Bureau of Animal Industry (BAI)

ARTICLE 2 PREAMBLE

We, the faculty and students of City College of Calamba, believe that our role as academicians entail responsibility, beneficence, and service to the members of the community and the nation in order to further the capacity of this institution in the field of research. Through honing the collaborative values of our scholars, we will emulate the highest standards of academic research by promoting interest in the field and upholding the principles on academic freedom and integrity. To accommodate every scholar of any background, we hereby oblige ourselves to uphold the vision and mission of the College to be worthy of the confidence of the stakeholders and the research community.

ARTICLE 3 INTEGRITY AND HONESTY

- (1) *Research Qualifications* - The researcher shall meet the standards necessary in completing the course of the research as listed below:
 - a. Rigor in obtaining, recording, and analyzing data;
 - b. Efficiency in recording and reporting the data;
 - c. Industry toward finalizing and publishing the study;
 - d. Conduct of research in accordance to the standards of the field of interest;



e. Objectivity in acknowledging competencies, or lack thereof, in undertaking research projects, with the exception of cases where a supervisor can fill the gaps in knowledge of the researcher; and

f. Perspicacity in considering the long and short-term effects of research projects on people, places, and natural or social environments concerned.

(2) *Data Accuracy* - The results of the study must reflect the actual events that occurred during the course of the research, and the researcher must remain objective in reporting and revising the significant errors in the research data.

(3) *Confidentiality, Privacy, and Anonymity* - To protect the privacy of the participants of the study the following measures shall be observed:

a. Fulfillment of the confidentiality provisions as stated in the study;

b. Protection of the personal privacy of the research participants; and

c. Nondisclosure of the identity of individuals involved in the study, unless the data is retrieved from public records or permission for disclosure is explicitly shown in writing

(4) *Academic Honesty* - The entire faculty and student body shall comply with the policies of the College regarding the proper acknowledgement of cited materials and works by others researchers.

(5) *Relationships* - Any involvement in multiple relationships with the same person or another person of close association to the first is considered unethical in conducting a research. The possible risks to the relationship between the researcher and the participants may have adverse effects on the capacity of the researcher to record and interpret the data in an objective and accurate manner.

(6) *Safeguarding* - The researcher, with the aid of the research adviser, must design a health safety and monitoring system for the participants of the study. Any infringement to the conditions specified in this article may be reported to the office or committee tasked to evaluate and to act on possible violations of aforementioned ethical policies.

ARTICLE 4 FAIRNESS

(1) *Fairness* - The college intends to promote collaboration and mutual respect among the researchers from the faculty or the student body. This principle can be realized through the specified accommodations to fellow researchers by the researcher as listed hereafter:

a. Providing assistance by utilizing or sharing the material resources and expertise in accordance with the conditions set by the owners;

b. Respecting confidentiality and data privacy; and

c. Recognizing the intellectual property rights by discussing the fair distribution of legal ownership of the research among stakeholders, as well as the funding source or benefactors and the beneficiaries (e.g. the city or a local community).

(2) *Social Justice* - Principles and actions that prevent the occurrence of social inequalities and inequities among the participants of the study reflect the standards of social justice.



(3) *Beneficence* - The researchers must focus and deliver on the social benefits of the study by enhancing the well-being and improving the situation of the community, especially persons belonging to vulnerable and at-risk sectors.

(4) *Nonmaleficence* - The participants of the study shall be protected from possible harm, including physical, medical, psychological, and social damage, as well as financial, criminal or civil liability. Should a research project be focused on the field of science and health, the following would be necessary criteria to be fulfilled:

- a. Strict compliance to the rules and regulations of the Food and Drug Administration, especially in cases where a human subject was asked to ingest food and other substances;
- b. Evaluations of research procedures by health agencies within and outside the community; and
- c. Prompt reports of an adverse event to the concerned offices within the College and to the Research Ethics Committee of the Philippine National Health Research System (PNHRS).

ARTICLE 5 HUMAN RIGHTS AND DIGNITY

(1) *Informed Consent* - In order to respect the rights and dignity of the research participants, the researcher must comply to the following conditions:

- a. Objective and comprehensible explanations of the objectives, data gathering methods, and subject involvement in the research, as well as the potential risks and benefits of the participation to the research participants;
- b. Absence of coercion and influence regarding any aspect of research participation;
- c. Informing the participants of their right to withdraw from the study at any moment, and the specific and relevant provisions for them as stipulated by the law;
- d. Writing a consent form in the language and format that can be readily understood by the research participants with regards to relevant factors, such as knowledge, skills, and values, in order to ensure sound judgment; and
- e. Informing the participants of their responsibility to be well-informed research subjects to guarantee the validity and reliability of the research.

(2) *Protection of Vulnerable Populations* - The study must include sufficient measures in protecting the rights of vulnerable and at-risk sectors, including but not limited to the following factors: age, gender, social class, disability, ethnicity, and physical or mental health.

(3) *Cultural and Gender Sensitivity* - While the study may be limited to a certain population sample, the researcher shall still ascertain that the following actions are taken to show respect to the diversity among research participants:

- a. Valuing and respecting traditions, cultural norms, and values, as well as gender related perspectives and practices;
- b. Acknowledging the objective value of various languages and other cultural factors;
- c. Eliminating preconceived notions regarding age, gender, social class, disability, ethnicity, and physical or mental health; and

d. Empowering the local community to be involved in the research study by respecting the sexual orientation, gender identity and expression, history, cultural norms and traditions, and other principles and values of its members.

(5) *Nationalism* - The local community fosters great respect for the values and heroism of the national hero, Jose P. Rizal, among its members in accordance to the law (i.e. RA 1425) that mandates the study of his works among colleges and universities in the country. Thereby, emulating the principles exemplified by the national hero shall be inherent in promoting patriotism to be a productive citizen and the pride shared as a contributing member of the college and the community that nurtured the young mind of the hero.

ARTICLE 6 RESPECT FOR NATURE

(1) *Awareness* - The researchers must acknowledge the current status of the environment and the role of research in the preservation and development of natural resources, including animals, plants and larger ecosystems, and the environment.

(2) *Sustainability* - In addressing the needs of the local community through research and its products, the researcher's principles and actions must be aligned with environmental sustainability laws, city ordinances, and other policies. The researcher must consider the following steps in promoting the preservation of natural resources in the college:

- a. Disposing and treating of laboratory wastes in conducting research experiments;
- b. Investigating in advance the possible impact of research methods to the environment in order to reduce carbon footprint in an efficient manner; and
- c. Promoting the benefits of research goals that focus on addressing issues on the natural resources within the local community among fellow researchers.

(3) *Natural Resources Protection* - Respect for plant, wildlife, domestic animals and natural resource must also be considered, specifically on research projects that involve these living systems and resources for observation and experimentation. The following policies focus on upholding the ethical standards of the college for research purposes and must be strictly complied in protecting the safety of the natural resources subjects:

- a. Identifying risks, and negative effects, including physical, non-physical detrimental elements and factors, and measures to alleviate the corresponding changes in the living systems and ecosystems;
- b. Movement, storage, and proper disposal in a secure location during and after the conduct of the research;
- c. Consulting with the city officials and guidelines related to natural resources, for example Animal Care and Use Program (ACUP) of the Bureau of Animal Industry (BAI) regarding research procedures that introduce chemical or other substances into the animals, plants, nature; and
- d. Securing necessary permits, on use and displacement of animals, plants and other natural resources.