



Teaching for Learning Network

Code of Practice

Introduction

We shall seek to adhere to these principles in all aspects of our professional partnership and particularly in relation to the collection, analysis and reporting of data. The rights to privacy of all individuals involved will be protected while at the same time respecting the public right to information about findings and results developed by the project.

Anonymity, privacy, confidentiality and respect for persons

- In all aspects of data collection and fieldwork, great care will be taken to minimise the potential for anxiety and at every opportunity to build on the personal and professional confidence of all participants and informants.
- Personal information concerning project participants shall be respected and kept confidential.
- Data shall be collected with the full knowledge and consent of participants. Where practicable, and providing the permission of participants has been sought, oral data will be tape-recorded and, when appropriate, transcribed. In the case of interviews, copies of transcriptions will be returned to participants who will be given a period of fourteen days in which to amend them, if they so wish.
- Data collected from different departments such as attainment measures, video recordings, interview transcripts, completed questionnaires, field notes, and researchers' diaries and blogs, shall be shared and discussed openly by research staff in order to arrive at detailed and fully authentic analysis of TfLN practices in different contexts.
- The identities and research records of all participants shall be kept confidential. All data shall be stored securely (see management and storage of data below).

Management and storage of data

The project will produce a number of data sets including field notes, detailed supervision observation data, interview transcripts, questionnaires, and researchers' logs. All text-based data (i.e. quantitative data and interview transcripts and field notes) will be archived in an access-controlled digital repository. However, since any video extracts will allow individual students, supervisors and departments to be identified, these will be archived only with the consent of participants. Any reuse or repurposing of data (for example, in training materials or as illustrations in publications) will only be undertaken if clearance has been given by the participants.



Reporting the data

- Universities and departments will be identified. Individuals will be referred to by role descriptions or pseudonyms. Although this does not guarantee anonymity it reduces the likelihood that individuals will be identified.
- Information to be used in general reports and summaries, which involve no specific detail about individuals or groups, will require no special clearance.
- Permission shall be sought for the reporting of statements (quotations etc) that might identify individuals. Participants shall also be invited to comment on the accuracy, relevance and fairness of any report concerning them. A period of twenty one days shall be allowed for participants to respond to reports in this way.
- The project team shall seek to improve reports in the light of such comments although researchers retain the right to their interpretations if they believe that they are soundly based on evidence.

Using network technologies

The TFLN shall make substantial use of network technologies: not only to enable communication between the research centres and participants, but also to collect, store, analyse and disseminate data and findings. Users' interactions with the networked resources shall serve as the basis of subsequent interviews and case-studies. Since some of these data relate to specific departments, supervisors and students, we shall be guided by the following principles:

- Personal data shall be collected for specific, legitimate, pre-defined and pre-declared purposes.
- Users shall have access to data relating to themselves.
- The existence of data banks shall be publicly known beyond the group of researchers and users so that independent observers can oversee their management and application.
- Protection of personal data against risks such as unauthorised access, modification or disclosure shall be a priority of the network administrators.
- Personal data shall not be communicated without the permission of the individuals concerned.
- Users who contribute to online discussions shall be made aware that their contributions take place in a public forum which itself shall be governed by a code of practice. The code of practice shall be made freely available.
- In relation to users' interaction with networked resources, such as web pages and the CamTools environment, users shall be made aware when and for what purpose their activity is being 'logged'. Furthermore, web resources shall be designed to make clear which of their components are designed for 'unmonitored' public access and which are monitored as part of the research project. Personal details (including email addresses) of users of web resources will not be circulated beyond the research team, forwarded to third parties or published.