



ETHICAL GUIDELINES IN THE CONDUCT OF RESEARCH
(A GUIDE FOR RESEARCHERS)

Guided by the PNU Code of Research Ethics, this document shall now serve as the guide for the researchers (students, faculty and staff) in the conduct of all research endeavors in the university involving human participants.

General Principles	Basic Ethical Standards	Guidelines for the Ethical Conduct and Publishing of Research involving human participants
Respect	1. Research endeavors ensure the physical and psychological safety, and protection of researchers and participants/subjects.	<ul style="list-style-type: none"> • Researchers avoid placing participants and communities in situations or conditions where they may be exposed to risk of physical and/or psychological harm as a consequence of their participation to the research. • Researchers ensure full disclosure about the participants' roles in the conduct of research including information about the nature, the methods as well as the risks involved in the research project. • In submitting research articles, the researcher must submit accurate description of the procedures implemented and the goals and objectives for purposely performing such works. All data should be openly stated in the paper together with the specific details and sources to guarantee replicability of the research in the future. Inaccurate or falsified claims in submitted manuscripts would intone ethical publication violations.
	2. Participation in research is voluntary with informed consent.	<ul style="list-style-type: none"> • Researchers ensure that the participants are aware that they are participating in a research, must be asked for their consent to participate and must be entitled to withdraw anytime. • The informed consent includes at the minimum, the aspects of the research process which could affect the participants' willingness to participate and the procedure in which the data gathered will be used, and by whom.
	3. All information from the participants is handled with utmost confidentiality	<ul style="list-style-type: none"> • Researchers guarantee that the identifying information of the participants will not be made available to anyone who has no direct involvement in the research.



	and with agreement to grant anonymity.	<ul style="list-style-type: none"> Confidentiality is explicit in the process of gaining participants' informed consent. The privacy of the participants must be protected at all times by the researcher and they have the right to remain anonymous. If the participants choose to remain anonymous, all the identifying data must not be reflected in the reports prior to publication. Respondents' forms should be kept secure, locked and properly coded. Access to forms should be limited to authorized persons only.
Beneficence	1. Optimize benefits and minimize possible harm in the conduct of research.	<ul style="list-style-type: none"> The research project has the assurance of safety and protection from harm, among all the participants and the researcher/s throughout the conduct of the research. Prior to the participants' consent to the research, they must be informed about the benefit that they may receive in the conduct of the research. Authorship of the research article <ul style="list-style-type: none"> Authorship should be limited to those who have significantly contributed to the conception, design, execution, or interpretation of the reported study. Individuals who have made significant contributions should be listed as co-authors. Others who have participated in certain substantive aspects of the research project may be acknowledged or listed as contributors. The corresponding author should ensure that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.
	2. Direct and indirect benefits resulting from the research are shared to the participants and communities.	<ul style="list-style-type: none"> The research includes a mechanism for sharing the results to the participants and to the community where the research was conducted.
	3. Research contributes to improve human condition.	<ul style="list-style-type: none"> The research has significant contribution/s towards development or enhancement of policies in education or teacher education as well as towards product development which



		could alleviate human conditions within the educational system in the country.
Justice	<ol style="list-style-type: none"> 1. Inclusion and exclusion criteria in the selection of research participants/subjects, data collection tools, and methodology are free from any biases (e.g., gender, class, ethnic, cultural biases). 2. Conflict of interest principle applies in all research activities. 3. Research is conducted by individuals with appropriate ethics, scientific education, training and qualification. 	<ul style="list-style-type: none"> • Researchers must indicate the specific criteria for selecting the research participants • Researchers must engage in projects within the range of their competencies and may collaborate with others to complement their expertise. • Disclosure and conflicts of interest <ul style="list-style-type: none"> ○ All authors of research articles should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible, and must be communicated to the editor in the cover letter when sending the manuscript at the first time. • In case of collaborative research or externally funded research project, a written agreement (e.g. Memorandum of Agreement) should be executed to govern the management and the conduct of the research project. The collaborators must disclose immediately any actual, probable or possible conflicts of interest* involving any aspect of the research project.

*A conflict of interest is a condition in which the trust between participants in the research process is or could be compromised by personal, financial, professional, and/or institutional considerations that impair the ability of the individuals or organizations to make unbiased, impartial decisions, or to act in the manner required by the research methodology.