

# Data ethics checklist – Notes for Educators

Open the checklist in PDF ([https://www.academicintegrity.eu/wp/wp-content/uploads/2023/05/checklist\\_data-ethics.pdf](https://www.academicintegrity.eu/wp/wp-content/uploads/2023/05/checklist_data-ethics.pdf)) to see the complete educational material.

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## About the educational material

The educational material was created with the Erasmus+ project *Bridging Integrity in Higher Education, Business and Society* (BRIDGE, project no. 2020-1-SE01-KA203-077973) as a part of the project output 2 “Bridging academic and research integrity”. The educational material, other project outputs, and more information on the project are available at <https://www.academicintegrity.eu/wp/bridge/>.

## Use and adaptations of the educational material

Authors welcome adaptations of the material, especially translations! If you are interested in translating the material into your language, please contact us at [bridgeinfo@academicintegrity.eu](mailto:bridgeinfo@academicintegrity.eu) and we will provide you with source text. The Bridge project will then be happy to assist you with further sharing of your translation.



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## Citation of the educational material

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## Project contacts

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## Data ethics checklist

### Basic information

- **Target audience:** master students, doctoral students, alternatively their supervisors
- **Study/research field:** any
- **Length:** not limited, users of this material may use it continuously throughout the work

### Purpose of the educational material

The aim of this checklist is to assist students in working with data in accordance with the norms and values of academic and research integrity.

This checklist helps guide students to prepare for data collection, acquisition, storage, usage and archiving in line with the best research practices and to avoid the risks of research misconduct and questionable research practices.

The checklist is to be used from the start of the research and continuously throughout the process.

Be aware that the list might need to be adapted to your own needs depending on the research field, your past experience, and institutional policies and rules.

### What is included in this educational material?

- Data ethics checklist (PDF for print)

#### Related materials:

- Checklists for supervisors
- Checklists for Master students
- Checklists for Doctoral students

All available here: <https://www.academicintegrity.eu/wp/bridge-checklists/>

### How to use the educational material?

- Use this checklist to guide yourself (or as a supervisor - your student) in working with data in accordance with the norms and values of academic and research integrity.
- The checklist is intended to be used from the beginning of the research – from planning and throughout the whole process.
- You can print the checklist or use it electronically (tip: some PDF readers, e.g. free Adobe Acrobat Reader, enable you to make notes in the PDF files).
- Be aware that the list might need to be adapted to your own needs depending on the research field, and the institutional policies and rules. Therefore, feel free to skip the points which are not relevant to you, or add your own using the space for additional notes.
- The checklist is divided into sections according to various stages of data cycle. Some of the sections are subsequent, others are expected to take place in parallel. The order might differ in your field or institution settings, so you don't have to follow the order strictly.
- For students: If the checklist was not given to you by your supervisor, you might show him/her the checklist and discuss the points with him.

- For supervisors: When providing the checklist to your student, it is good to go through the student's checklist with him/her at the beginning to make sure everything is understood. Also, take a look at the complementary checklist for the supervisor which you might use by yourself ([www.academicintegrity.eu/wp/bridge-project-outputs](http://www.academicintegrity.eu/wp/bridge-project-outputs)).
- It could be beneficial to address some of these points in groups of two or more students.

### Related educational materials

- [Checklist for master students in other languages](#)
- [Checklist for doctoral students](#)
- [Checklist for supervisors](#)