1987–2027

Greenwich University

Greenwich Works

GREENWICH WORKS · FALL 2026–27

Research ethics and consent

A proportionate route for 172 projects and roughly a thousand students · effective from Session 6

A single ethics committee reviewing two hundred student projects in November would stop the term. Nothing at all would end it.

The rule this document exists to enforce. Data gathered without consent cannot be used. Not in the Folio, not at the Karachi Review, not in a study sent to a public body. A team that discovers this in December loses seven weeks of fieldwork and 40 marks. A team that reads this page in October loses ten minutes.

01 Three tiers, decided by what the project touches — THE ROUTE

TIER 1 — Self-certified — The team convener records it. No panel.

When it applies. No living person is a source. The team works with published statistics, official records, prices, physical measurements, observation of public places where no individual is identified, or laboratory samples that are not human tissue.

Typical projects. The Karachi File price index; the loudspeaker map; the water samples; the lighting audit; any desk study.

Turnaround. Same day. The team signs the screening sheet, the convener countersigns, fieldwork begins.

TIER 2 — Convener approves — The block convener approves in writing.

When it applies. Adults over 18, freely approached in a public or workplace setting, on a non-sensitive topic, answering anonymously. No names, no identifiers, no recording without permission, no payment.

Typical projects. The rider survey; the guard census; the bus survey; consumer questionnaires; interviews with shopkeepers and business owners.

Turnaround. Within five working days. Convener checks the instrument and the consent script, then signs.

TIER 3 — QEC panel — The Quality Enhancement Cell panel decides.

When it applies. Any one of these, however small the study: anyone under 18; patients, or anyone approached through a hospital or clinic; people with a disability approached because of it; prisoners, probationers, or anyone in state care; questions about health, money, faith, sexual matters, violence, or immigration; covert observation; recording or photographing identifiable people; any dataset that keeps names, numbers or addresses.

Typical projects. Child begging at the signals; the blood-donation study; anything routed to the Mental Health Authority, the Child Protection Authority, SIUT, or the Reclamation & Probation Department.

Turnaround. Panel sits weekly from 6 October. Submissions close the Thursday before. Decision in writing within a week.

Who decides which tier. The team answers the ten screening questions overleaf in class at Session 6, straight after it has made its final choice of project with its convener. Question 1 answered **no** is Tier 1. Question 1 **yes** and questions 2–10 all **no** is Tier 2. Any **yes** in questions 2–10 is Tier 3. The convener is the check, not the judge — a convener who is unsure sends it to the panel.

SCREENING

The ten questions

Completed in class at Session 6, straight after the team chooses its project · countersigned before any data collection

02 Ethics screening sheet

ONE PER TEAM

1	**Does the project collect anything at all from a living person** — a questionnaire, an interview, an observation of a named individual, a measurement, a sample?	☐ Yes	☐ No
2	Is any participant likely to be under 18?	☐ Yes	☐ No
3	Will anyone be approached through a hospital, clinic, school, shelter, prison, or any institution that has custody or care of them?	☐ Yes	☐ No
4	Does the study ask about health, mental health, money owed, faith, sexual matters, violence, drug use, or immigration status?	☐ Yes	☐ No
5	Will the team hold any name, phone number, address, roll number, CNIC or photograph after the data is collected?	☐ Yes	☐ No
6	Will anyone be recorded, filmed or photographed in a way that identifies them?	☐ Yes	☐ No
7	Will anyone be observed without being told they are being observed?	☐ Yes	☐ No
8	Is anyone being offered money, a gift, marks or any other inducement?	☐ Yes	☐ No
9	Could a participant be identified from the report because the group studied is very small?	☐ Yes	☐ No
10	Could taking part put someone at risk with an employer, a landlord, a family member or the authorities?	☐ Yes	☐ No

TEAM ID _____ BLOCK / COURSE _____ PROJECT TITLE _____

TIER REACHED _____ CONVENER SIGNATURE _____ DATE _____

A sheet with no signature is not an approval. The convener keeps the signed original and uploads a scan to the team folder. The Registrar can produce it on demand — which is the only form in which an ethics process exists as far as an auditor is concerned.

Question 1 is the one teams get wrong. Counting cars, logging outages, pricing groceries and measuring light are all Tier 1 — no living person is a source. The moment a team stops someone to ask why, it is Tier 2 and the consent script applies from that first question onward.

THE TEN RULES

They apply to every project, in every tier

Including Tier 1 · a desk study still has rules 5, 6, 8 and 10

03	Non-negotiable	ALL TEAMS
01	**Consent before the first question, every time** No data is collected before the person has heard what the study is, who is doing it, what happens to their answers, and that they may stop. Not a nod after the third question. Before the first one.	
02	**Anonymous by default** The team records no name, number, address, CNIC or photograph unless the QEC panel has approved it in writing. Where a name is needed to avoid double-counting, use a code and destroy the key at the end of fieldwork.	
03	**The right to stop, and it is real** A participant may refuse any question and end the conversation at any point without giving a reason. Data already given is deleted on request up to the point the Folio is submitted.	
04	**No payment, no pressure, no repeat approach** Nobody is paid, and nobody is approached twice after saying no. A student who is refused says thank you and walks away.	
05	**Never on the university's authority** Students do not say they are from a government department, do not imply the survey is official, and do not use the university's name to suggest a person must answer.	
06	**Sensitive answers stay in the team** What a participant says is not discussed outside the team, not posted, not put in a WhatsApp group, and not used in a class presentation with identifying detail.	
07	**Under-18s: never without a guardian** No one under 18 is surveyed, interviewed or photographed without the written consent of a parent or guardian and the young person's own agreement, and only under a Tier 3 approval.	
08	**Anything that names a person is not published** Folios, exhibition boards and anything sent to an authority carry aggregated findings. No transcript with a name, no photograph of a face, no case study that identifies a household.	
09	**If someone discloses harm, stop and escalate** If a participant discloses abuse, exploitation of a child, or intent to harm themselves or others, the student ends the interview, says nothing that promises secrecy, and tells the convener the same day. The convener refers it — the student does not.	
10	**The data has a shelf life** Raw responses live in the team folder on the university portal, nowhere else — not personal drives, not phones. They are deleted twelve months after results are published.	

CONSENT · ENGLISH

The form

Printed two-up with the Urdu version overleaf · one per participant, or one witnessed script per team per day

04 Participant information and consent — English

FORM A

Greenwich University · Greenwich Works · Fall 2026–27

Participant information and consent

What this is. Students of Greenwich University, Karachi, are carrying out a study titled _____. This is university coursework, not a government survey, not a news report, and not a commercial poll.

What we are asking of you. A few questions, about _____ minutes. You may skip any question.

What happens to your answers. They are combined with other people's answers and reported as numbers and general findings. Your name is not recorded and will not appear anywhere. The study may be given to a public body and shown at a university event in December.

Taking part is your choice. You may refuse, and you may stop at any time without giving a reason. Nothing happens if you do. You are not being paid, and taking part gives you no benefit or disadvantage.

If you have a question or a complaint. Greenwich University, DK-10, 38th Street, Darakshan, Phase VI, DHA, Karachi. UAN 021-111-202-303. Ask for the Greenwich Works office.

☐ I have read this, or it has been read to me, and I agree to take part.

☐ I agree to being recorded. (optional — leave blank to refuse)

NAME (OR MARK)	SIGNATURE / THUMB	DATE

If the participant cannot or prefers not to sign: the student reads this page aloud in the participant's language, the participant agrees verbally, and a second person witnesses it.

STUDENT NAME & SIGNATURE	WITNESS NAME & SIGNATURE	DATE

05 The doorstep script — English

SPOKEN

What the student says, before the first question. Read it, do not paraphrase it. It takes about thirty seconds.

> **"Assalam-o-alaikum.** My name is ____ and I am a student at Greenwich University. We are doing a study for our course about ____. I would like to ask you a few questions — it takes about ____ minutes. Your name will not be written anywhere and nobody will know it was you. You do not have to answer, you can skip any question, and you can stop whenever you want. There is no payment. May I begin?"

If the answer is no, or a hesitation that means no: "That is completely fine, thank you for your time." Then leave. Nobody is asked twice.

رضامندی · اردو

Consent · Urdu

The version most participants will actually be able to read · a form nobody can read is not consent

06 معلومات اور رضامندی کا فارم — FORM B

گرینچ یونیورسٹی · گرینچ ورکس · خزاں 2026–27

شرکاء کے لیے معلومات اور رضامندی

یہ کیا ہے؟

گرینچ یونیورسٹی، کراچی کے طلبہ ایک مطالعہ کر رہے ہیں جس کا عنوان ہے _____۔ یہ جامعہ کا تعلیمی کام ہے — نہ کوئی سرکاری سروے، نہ خبر کی رپورٹ، اور نہ کوئی تجارتی جائزہ۔

ہم آپ سے کیا چاہتے ہیں؟

چند سوالات، تقریباً _____ منٹ۔ آپ کسی بھی سوال کا جواب نہ دینے کا حق رکھتے ہیں۔

آپ کے جوابات کا کیا ہوگا؟

آپ کے جوابات دوسرے لوگوں کے جوابات کے ساتھ ملا کر اعداد و شمار کی صورت میں پیش کیے جائیں گے۔ آپ کا نام درج نہیں کیا جائے گا اور کہیں شائع نہیں ہوگا۔ یہ مطالعہ کسی سرکاری ادارے کو دیا جا سکتا ہے اور دسمبر میں یونیورسٹی کی ایک تقریب میں پیش کیا جا سکتا ہے۔

شرکت آپ کی مرضی ہے

آپ انکار کر سکتے ہیں، اور کسی بھی وقت بغیر وجہ بتائے بات ختم کر سکتے ہیں۔ اس سے آپ کو کوئی نقصان نہیں ہوگا۔ اس میں کوئی معاوضہ یا رقم شامل نہیں ہے۔

سوال یا شکایت؟

گرینچ یونیورسٹی، ڈی کے-10، 38ویں اسٹریٹ، درخشاں، فیز VI، ڈی ایچ اے، کراچی۔ فون: 021-111-202-303 — "گرینچ ورکس" دفتر سے رابطہ کریں۔

☐ میں نے یہ تحریر پڑھ لی ہے یا مجھے پڑھ کر سنائی گئی ہے، اور میں شرکت پر رضامند ہوں۔

☐ میں ریکارڈنگ کی اجازت دیتا / دیتی ہوں۔ (اختیاری — انکار کے لیے خالی چھوڑ دیں)

نام (یا نشان) _____ دستخط / انگوٹھا _____ تاریخ _____

اگر شریک دستخط نہ کر سکے یا نہ کرنا چاہے: طالبِ علم یہ صفحہ شریک کی زبان میں بلند آواز سے پڑھے، شریک زبانی رضامندی دے، اور ایک گواہ اس کی تصدیق کرے۔

طالبِ علم کا نام و دستخط _____ گواہ کا نام و دستخط _____ تاریخ _____

07 دروازے پر کہنے کی بات — The doorstep script, Urdu — SPOKEN

"السلام علیکم۔ میرا نام ____ ہے اور میں گرینچ یونیورسٹی کا طالبِ علم ہوں۔ ہم اپنے کورس کے لیے ____ کے بارے میں ایک مطالعہ کر رہے ہیں۔ میں آپ سے چند سوال پوچھنا چاہتا / چاہتی ہوں، اس میں تقریباً ____ منٹ لگیں گے۔ آپ کا نام کہیں نہیں لکھا جائے گا اور کسی کو معلوم نہیں ہوگا کہ یہ آپ تھے۔ جواب دینا ضروری نہیں، آپ کوئی بھی سوال چھوڑ سکتے ہیں، اور جب چاہیں بات ختم کر سکتے ہیں۔ اس کا کوئی معاوضہ نہیں ہے۔ کیا میں شروع کروں؟"

انکار کی صورت میں: "کوئی بات نہیں، آپ کا شکریہ۔" اور وہاں سے چلے جائیں۔ کسی سے دوبارہ نہیں پوچھا جاتا۔

RUNNING IT

Panel, records and the four dates

What the QEC does, what the convener does, and what is kept

08 The panel — QEC

ITEM	DECISION
Who sits	**Chair from QEC, one member from Psychology, and one convener from a block other than the one submitting.** Quorum three. The Law seat was dropped on 10 September: kak. School of Law does not open until September 2027, so there is no Law faculty to draw on and an empty seat is worse than three filled ones.
How often	Weekly from 6 October. Submissions close the Thursday before. Written decision within a week.
What it can say	**Approve · approve with conditions · revise and resubmit · decline.** A decline names the alternative route so the team is never left without a project.
Volume expected	On the September review about 34 projects were likely to reach Tier 3. The panel sits weekly so that none waits more than a week.
Appeal	To the Vice Chancellor, in writing, within five working days. The VC may not overturn a decline on a study involving minors.

09 What is kept, and by whom

- **The signed screening sheet** — convener holds the original, scan in the team folder.
- **Tier 3 approval letters** — QEC register, indexed by team ID.
- **Consent forms and witnessed verbal-consent records** — team folder on the portal, deleted twelve months after results.
- **Raw data** — team folder only. Not phones, not personal drives, not WhatsApp.

> **The one thing that must be true in December.** For any team asked, the university can produce a signed screening sheet, the tier it reached, and — if Tier 3 — the panel's letter. If it cannot produce those three things for a given team, that team's data does not go to an authority and does not go on an exhibition board.

10 Four dates — THE GATE

DATE	WHAT HAPPENS	OWNER
30 Sep	Panel constituted, three names confirmed, first sitting calendared.	**Dr Nawaz · QEC**
6 Oct	First sitting, then weekly. Tier 3 submissions from the Karachi File and Psychology blocks come first.	**QEC Chair**
Session 6	**Screening sheet completed in class by every team, desk studies included, straight after the team's final choice of project.** Tier 3 teams file with the panel.	**Conveners**
Sessions 6–7	No data is collected anywhere before the countersigned sheet (and any Tier 3 letter) is on file.	**Registrar**

> **Which form to use.** The Urdu version is the default in the field. The English version is for participants who ask for it — office staff, business owners, students, officials. Teams working in Sindhi or Pashto read the Urdu script aloud and take witnessed verbal consent; they do not translate on paper, because an unchecked translation is a worse record than an honest witnessed statement.

> **Printing.** Forms A and B print back-to-back on one A4 sheet. Each team takes sixty. The consent form is the only item in the kit a team can run out of in the field, so a spare block of two hundred sits with the Secretariat from Session 5.