

# **Research Participation (PSY/IPN3442) policy 2017-2018**

## **1. General information (for participant and researcher)**

### **1.1 Research participation**

As part of the Bachelor's examination, every Psychology and Neuroscience student has to participate as a research participant in scientific research at the Faculty of Psychology and Neuroscience (FPN). Students, who started the bachelor FPN in 2013 or later, have to participate in research for 20 hours (=participation hours). (*Different requirements apply for students who started the bachelor earlier, see AskPsychology*).

For students who started the bachelor in 2016 or later, the number of hours that can be earned from online studies is limited to 7, to ensure participants also obtain experience participating in lab studies. It is recommended to fulfill the required participation hours early in the bachelor program, as research participation in the 3rd year is not always guaranteed due to too much prior knowledge in psychological paradigms. In addition, the required participation hours must be performed before going abroad for an elective in the 3rd year. Failing to do so might result in a delay in graduation.

For these reasons, students are encouraged to meet the required participation hours in their first year of the bachelor. Therefore, the FPN has introduced the policy that for students who have fulfilled 15 of the 20 required participation hours within their first year, the remaining five hours will be waived. Students who in their first year fulfill less than 15 hours will have to achieve the full 20 hours in the Bachelor's program. For these students, it is recommended to fulfill the required 20 participation hours before the end of the 2<sup>nd</sup> year, for reasons mentioned above.

When a student fulfills the requirement, he/she can request 1 ECTS for this course (PSY/IPN3442). The ECTS will be added to the transcript of the third year and they do not count towards the 60 ECTS needed in year one.

### **1.2 Recruitment of participants**

Recruitment of participant should be done via the Research Participation System (SONA, check out <http://maastricht-fpn.sona-systems.com>). In addition, posters or advertisements can be used. However, before advertisement can be started, the study has to be created in SONA and approved by the coordinator. The SONA coordinator will regularly check the validity and expiration of the posters at the FPN poster board at UNS 40 (level 1 east), in order to keep an up-to-date overview of available studies on this board.

### **1.3 Confirmation participation**

All participants, who signed up for a study, will be informed about their participation by the researcher. If participants sign up for a timeslot in SONA, they will automatically receive a confirmation with the details of the appointment. If an appointment is made via email, the researcher will contact the participant to set a date and time for the experiment and to give information about the location. Once this has been agreed upon, it is possible to cancel the appointment within the deadline. *In case this is not respected, see point 1.4 and 1.5 of this policy.*

### **1.4 Cancellation by participant**

Participants can cancel their appointment or their research participation before the deadline set by the researcher (excluding weekends!), by replying on that email from the researcher or by using the cancellation option in SONA (when timeslots are used) (*see 1.3*). Failure to appear on the confirmed time and place, without timely notification (i.e. the deadline set by the researcher and announced in the confirmation email), will result in the loss of participation points equivalent to the points that would have been gained by attending (penalty credits). This can result in a negative total amount of credits. In case a participant repeatedly fails to show up for confirmed appointments, he/she will receive a warning from the SONA coordinator. When the student persists in failing to attend research

appointments, his/her SONA account will be blocked, and the Board of Examiners FPN will be informed.

*Note: The researcher does not decide whether or not penalty credits are given, instead this is done by the SONA coordinator (by mandate of the board of examiners).*

### **1.5 Cancellation by researcher**

In case a researcher needs to cancel the research appointment, he/she should inform the participant by cancelling the timeslot in SONA and/or by sending an email to the participant's UM email address (@student.maastrichtuniversity.nl) at least 24 hours (excluding weekends!) before the scheduled appointment.

When a researcher cancels an appointment within 24h before the appointment was due, the participant is entitled to receive the announced number of credits. You should contact the SONA coordinator for this. When a researcher repeatedly fails to cancel timely, he/she can be excluded from using the research participation system for a year.

### **1.6 Registration of participation credits**

The responsible researcher should grant the participation credits to the participant in SONA, within 15 working days after participation has completed.

The SONA coordinator will closely monitor the correct and timely allocation of participant credits. In case a researcher repeatedly fails to timely grant participation credits, he/she can be excluded from using the research participation system for a year.

### **1.7 Disagreements**

Participants are advised to keep the confirmation emails sent by the researcher. In case the appropriate credit for participating in a study is not received, the participant should first contact the responsible researcher. In case there is any disagreement between researcher and participant, the SONA coordinator will mediate. In that case, the participant should be able to hand in the confirmation email and/or other email communication with the researcher.

### **1.8 Relation SONA coordinator –Board of Examiners**

The SONA coordinator is given the mandate to execute the research participation regulations and e.g. to grant penalty credits when participants do not show up for an appointment (*see 1.4*). In case of doubt and/or special cases, the SONA coordinator can submit this to the Board of Examiners FPN. In exceptional cases, the Board of Examiners FPN can decide to deviate from these regulations.

## **2. Information for the participant**

### **2.1 Conditions for waiving 5 hours**

For students from cohort 2013-2014 or later, who collected 15 credits within their first year, the remaining 5 hours will be waived. By the end of each month, the SONA coordinator will check who qualifies for this arrangement and 5 participation credits will be granted to these participants.

### **2.2 Exam administration**

When a student has gathered the required number of participation credits, he/she can request the ECTS via the contact option of *AskPsychology*. In the request, the student ID as well as the SONA ID should be mentioned. The ECTS will be added to the transcript of the third year, and does not count towards the 60 ECTS needed in year one.

### **2.3 Objections to research participation**

Students, who object to participate as a research participant, can submit a motivated request to the Board of Examiners FPN, for complete or partly exemption. When this request is granted, the Board of Examiners FPN will instruct the SONA coordinator to provide the student with a replacement assignment.

## **2.4 Credits overview**

Students can check their credits overview in SONA.

For students who started the bachelor in 2016 or later, the number of hours that can be earned from online studies is limited to 7. Students are themselves responsible for checking the number of hours from online studies in their credits overview.

When a student has gathered the required number of participation credits, he/she can request the ECTS via the contact option of *AskPsychology*.

## **3. Information for the researcher**

### **3.1 50/50 ratio staff-/student research**

The Research Participation coordinator (SONA coordinator) will ensure a 50/50 ratio of available participation hours over student research (part of internship) and research by staff members.

The SONA coordinator, furthermore, assures that requests for research are equally spread over the year, in order to avoid a shortage of participants later in the year. This could mean that a researcher is requested to perform a study at a later date. Particularly, the coordinator will make sure that intern students will not encounter a delay in their graduation, due to a preliminary exhaustion of participation hours.

### **3.2 Ethical approval**

Only studies that have been submitted to and approved by the Ethical Committee Psychology (ECP) or Medical Ethical Committee Azm/UM (METC) are accepted. Submission of the research protocol to the Ethics Committee is the responsibility of the researcher. Any deviations from the protocol need to be approved by the responsible Ethics Committee.

### **3.3 Determining participation credits**

The reward in participation credits is determined by the SONA coordination in consultation with the responsible researcher. It is not allowed to deviate from this confirmed reward. The standard reward is ½ credit per each ½ hour of participation. It is allowed to round up 20 minutes to ½ credit, 45 minutes to 1 credit.

When participants need much less time than foreseen, the researcher should adjust the number of credits. When participants need much more time than foreseen, the researcher can request an increase of the number of credits, by emailing the SONA coordinator.