

External Request for Provision of Assistance in Academic Research

Purpose

Some general principles for handling external request for provision of assistance in academic research are proposed below.

Scope of Assistance

Provision of data, study sites and/ or participants (e.g., students, parents and **teachers**) for conducting academic researches, which include but are not limited to surveys (online/ paper-and-pencil), interviews, focus groups, psycho-educational assessment and evaluation.

Potential Benefits

In principle, Hong Kong Academy for Gifted Education (HKAGE) would intend to entertain this kind of requests; since a number of potential benefits could be foreseen.

- Extension of research network through the participation in high-quality research projects;
- Maintain good relationship between HKAGE and the applicants (researchers/ professional institutions) ;
- Opportunities for HKAGE staff to learn recent developments of academic researches, advance their knowledge in the latest research instruments;
- Benefits from the research findings (e.g., the right to use the research results and findings and/ or deliverables); and
- Reputation gained (e.g., contribution to the gifted community through research support).

While provision of assistance in academic research may bring benefits to the HKAGE, a set of policies and guidelines is essential in order to manage and avoid any possible disputes. Below are some principles and considerations.

Criteria for Consideration

- The objectives of the academic research concerned should meet the vision and mission of the HKAGE.
- Academic reputation should be one of our considerations. Priority would be given to researchers with demonstrable capability in academic research (e.g., qualifications and track records of the applicants) and good reputation of his/ her affiliated institution.

- Scope of assistance should be feasible so that services of the HKAGE will not be adversely affected. When considering the feasibility, the following factors should be taken into account:
 - Procedure and method of data collection;
 - Duration of the period and/or frequency of the related research activities that involve the HKAGE;
 - Intended number of sample size; and
 - Costs and workload incurred in assisting the related research activities (e.g., additional workload of HKAGE staff and other resources required, such as provision of rooms, computer equipment, souvenirs, and stationery). In view of costs and workload incurred, it is recommended that the provision of such kind of assistance should not be more than once per quarter unless some exceptional cases with well justified reasons.
- The issue of personal data protection should be duly considered. Prior consent of the participants for the particular research concerned should be sought before collecting, storing, processing personal data, according to the requirements under the Personal Data (Privacy) Ordinance.

Discussion and Approval

Each application would be considered on a case-by-case basis. The ethical issues would be considered by a separate group appointed by HKAGE for ethical review. After clearing the ethical issue, the application would be discussed in the Senior Management Team (SMT) meeting and if appropriate, approval would be granted by the SMT members.

After the approval, the applicant is requested to sign an agreement to fulfill the following requirements related to data handling.

- All the information obtained from the HKAGE should be used solely for the specific academic research.
- Acknowledgement of HKAGE provision of relevant data should be clearly stipulated when publishing related research findings.
- The personal information collected should be handled as confidential with appropriate measures and should not be disclosed to any other outside parties.
- Personal identifications shall be destroyed in all data collected within 6 months after the completion of the research.

The applications and the corresponding results would be informed to Research Committee members of HKAGE.