

Golden Rules for Researchers and Principal Investigators

This codex concerns the **creation, description, and conduct of studies in the system** and should **prevent unfair competition by means of a uniform approach**.

Following these rules should make the use of the system easier **for all parties**.

Rule 1: Use of the system

All studies of the Department of Psychology are managed exclusively within Sona Systems as of September 1, 2015.

Rule 2: Fair payment

The monetary compensation for studies should not exceed €8 per hour. Performance-contingent payment should, on average, equate to this amount.

Rule 3: Fair participation credits

Credits (“Vpn-Stunden”) should be rounded up to the nearest quarter of an hour.

Rule 4: No conjuring tricks

Please avoid unnecessary accentuations in the study description, i.e. abstinence from special characters, capitalization, HTML etc.

Rule 5: Vpn-Stunden = credits

Every study that assigns participation credits (“Vpn-Stunden”) is a *credit study*. If participants can choose between participation credits and monetary compensation, this should be announced in the study description (HTML: `Attention: [compensation clarification]`).

Rule 6: Documentation of choices

If participants choose the monetary compensation over participation credit, zero credits are assigned. Please add a short comment for clarification, e.g. “alternative Vergütung” (alternative compensation).

Rule 7: Credits-only studies for participants seeking credits only

For studies that offer participation credits exclusively, only participant groups (i.e. courses) that actually seek credits should be admitted. By selecting one or multiple groups to be admitted exclusively, other participants are only offered studies that are actually of interest for them.

Rule 8: Start and finish

Studies should only be set to *active* after all timeslots have been added. They are set to *inactive* when enough participants have taken part.

Rule 9: Approved by P.I.

Studies are set to *approved* by the principal investigator (P.I.) only, because the P.I. is responsible for the studies and their description. This includes the ethic committee’s approval as well, if applicable.

Rule 10: Participation cancellation

Participants signed up for a study should be signed off by the researcher only in case of emergency, e.g. in case of sudden illness of the researcher when no replacement person is available. Of course, this does not include cancellations asked for by the participant.