

Session 3

Working towards the PG1 (Full Research Proposal) and PG2 (Ethics Proposal)

HPHE7008 Preparing the Project

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Getting formal...

THE PG1

PG1 - FULL RESEARCH PROPOSAL

This form is to be completed by both the student and supervisory team within **THREE** months for full-time students and **SIX** months for part time students, after the commencement of the research degree or following progression to Part Two of your course.

Once complete, submit this form via the [MyTSD Doctoral College Portal](https://mytsd.uwtsd.ac.uk) at <https://mytsd.uwtsd.ac.uk>.

This document is also available in Welsh.

Student Details

Student Family / Surname:	
Student Given / First name:	
Student Number	
Start Date	End Date

PhD by Research	PhD Practice Based	PhD by Published Works	Professional Doctorate (including DBA, DProf, Ed D)	MPhil by Research	MPhil Practice Based
☐	☐	☐	☐	☐	☐
MA by Research	MSc by Research	MRes			
☐	☐	☐			

Proposed Research

Current Proposed Title (20 / 30 words):
Background & Context (approx. 500 words)
In this section you will need to: - Place the research topic in its historical, cultural and social context. - Explain why the research is significant and important. - Place the research in the current academic context.
Aims and Objectives (approx. 250 – 500 words)
In this section you will need to: Explain what you want to achieve through the research.

- Outline the aims of the research.

Proposed plan of work including timetable

Proposed plan of work

In this section you will need to complete a proposed plan of your work explaining the timeline for key elements of the thesis. This can be set out as a table like below or as a **gantt** chart (for example)

This plan should indicate that the research will be completed by the end of the fee paying period (the minimum period of candidature).

Planned Development (e.g. submission of form, completion of chapter, submission of thesis)	Target Date

Proposed methodology (approx. 500 words):

In this section you will need to explain how you will achieve your aims and objectives:

- Explain your disciplinary orientation/ approach
- Describe the methods you will use to carry out your research: (e.g. library-based research, on-line research, fieldwork (interviews/ participant-observation), analysis of visual data, combinations of these)

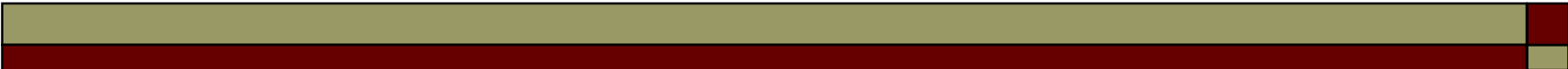
Introductory bibliography:

In this section you should list a minimum of 30 titles that are relevant to your research. You should include all works cited in this form. The list should be alphabetical using the referencing system appropriate to your discipline.

Facilities and resources available for the investigation: please indicate if you expect to need any special resources

In this section you should indicate:

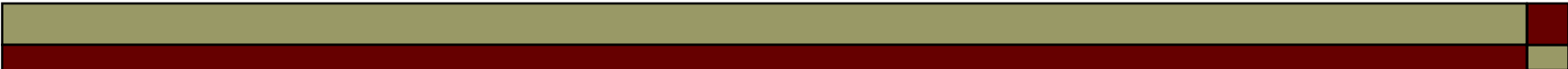
- What facilities you will need access to including libraries, archives, institutions, specialist IT facilities
- Whether you have permission to access the facilities and resources
- Whether you need to travel to access the facilities and resources – where do you need to go, for how long, and how will this be financed
- Whether you will be carrying out fieldwork or interviews and whether you have followed the correct protocols, secured permission and ethical clearance.



At the beginning there was ...

THE PROPOSAL

- ❑ As the most important document that you submit as part of the transfer from the taught into research part
- ❑ It gives you an opportunity to demonstrate that you have the aptitude for graduate level research (level 8 as opposed to taught part on level 7).
 - demonstrate that you have the ability to communicate complex ideas clearly
 - work concisely
 - be critically
- ❑ The proposal also helps us to match your research interest with an appropriate supervisor

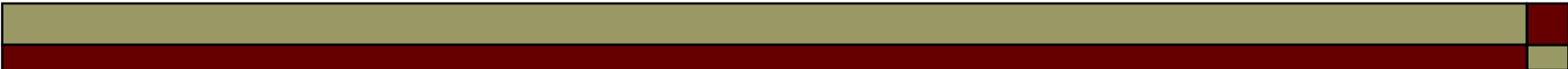


Your research proposal should ...

- ❑ Be a concise and coherent summary of your proposed research
- ❑ Set out the central issues or questions that you intend to address
- ❑ Outline the general area of study within which your research falls
- ❑ Present the current state of knowledge including recent debates on the topic
- ❑ Demonstrates the originality of your proposed research (= contribution to knowledge)

Proposal format

- ❑ varies between fields and different doctoral degrees
- ❑ also differs from institution to institution
- ❑ Can be **very structured (form)** or free-flow narrative
- ❑ BUT – most proposals should contain: introduction, literature review (background / debates / existing discussions), research design, reference list
- ❑ Length ranges from 500-1500 words or one to a few pages long.
- ❑ Needs to be clear and concise
 - What (is your research)
 - How (it will be conducted)
 - Why (is it important)



Why this format?

- ❑ Allows comparability across university – humanities, art, social sciences, sciences
- ❑ Decided upon by university committee – allows decision making
- ❑ “forces” student to be concise and coherent – present central issues
- ❑ Helps to communicate research to non-specialist academics – preparation to work collaboratively and interdisciplinary

Easy start

- ❑ Choose the correct form from your MyTSD portal
- ❑ Fill in your personal data

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PhD by Research	PhD Practice Based	PhD by Published Works	Professional Doctorate (including DBA, DProf, Ed D)	MPhil by Research	MPhil Practice Based
☐	☐	☐	☐	☐	☐
MA by Research	MSc by Research	MRes			
☐	☐	☐			

But then...

Session 2 mentioned

- ❑ Idea / working title
- ❑ Introduction/literature review
- ❑ Aim(s) and objectives
- ❑ Methodology / methods
- ❑ (Bibliography)

PG1

- ❑ Current Proposed Title
- ❑ Background and Context
- ❑ Aim(s) and objectives
- ❑ Proposed plan / timetable
- ❑ Methodology
- ❑ Indicative bibliography

Proposed plan of work / timetable

plan should indicate that the research can be completed by the end of the fee-paying period (the minimum period of candidature)

Gantt-chart

Timetable

Aim to provide proper chapter titles

Planned Development (e.g. submission of form, completion of chapter, submission of thesis)	Target Date
PG1	08/2023
PG2	09/2023
Introduction – the more- than-human	12/2023
ch1 – Setting the Stage	04/2024
...	

Proposed plan of work / timetable

plan should indicate that the research can be completed by the end of the fee-paying period (the minimum period of candidature)

Gantt-chart

- = bar chart that illustrates a project schedule
- designed by Henry Gantt (1910-15)
- also show relationships between activities and current schedule status

Timetable

Aim to provide proper chapter titles

Planned Development (e.g. submission of form, completion of chapter, submission of thesis)	Target Date
PG1	08/2023
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Introduction – the more- than-human	12/2023
ch1 – Setting the Stage	04/2024
...	

plan should indicate that the research can be completed by the end of the fee-paying period (the minimum period of candidature

Timetable

- Aim to provide proper chapter titles

	2014		2015				2016				2017	
	T3	T4	T1	T2	T3	T4	T1	T2	T3	T4	T1	T2
Baseline surveys												
Intervention												
Logbooks												
Data analysis : Baseline												
Routine data analysis												
Preliminary Logbooks data analysis												
In-depth Interviews												
Focus Groups Discussions												
Endline surveys												
Data analysis endline												
Final Logbooks data analysis												

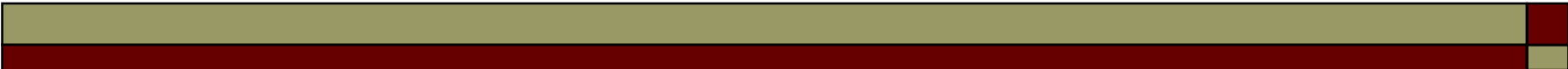
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- ❑ Proposed plan / timetable
- ❑ Methodology
- ❑ Indicative bibliography
- ❑ Special facilities / resources



Special facilities / resources

- ❑ What facilities you will need access to including libraries, archives, institutions, specialist IT facilities
- ❑ Whether you have permission to access the facilities and resources
- ❑ Whether you need to travel to access the facilities and resources – where do you need to go, for how long, and how will this be financed
- ❑ Whether you will be carrying out fieldwork or interviews and whether you have followed the correct protocols, secured permission and ethical clearance.

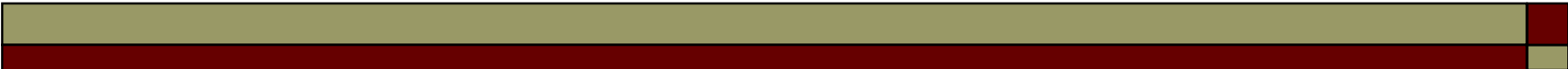
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- ❑ Proposed plan / timetable
- ❑ Methodology
- ❑ Indicative bibliography
- ❑ Special facilities / resources
- ❑ IP right

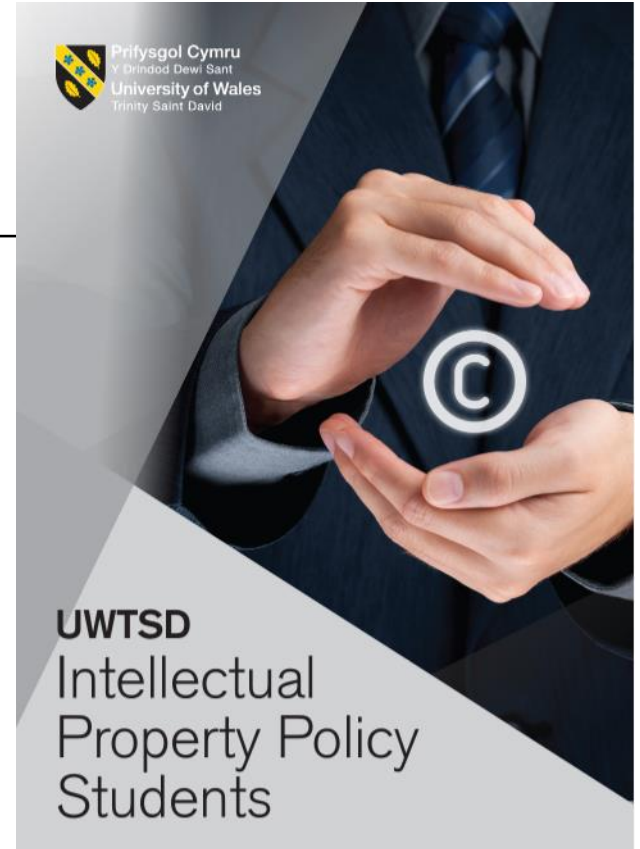


IP right

- ❑ Intellectual property (IP) is something that you create using your mind - for example, a thesis, a story, an invention, an artistic work or a symbol.
- ❑ In general, where a student creates intellectual property in the course of their studies which is capable of protection under registered or unregistered design right, patent or database right, those rights will vest in the University rather than the student.
- ❑ But what about thesis?

IP at UWTSD

- <https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/academic-office/aqh-chapters/chapters---en/Intellectual-Property-Policy-Students-Final.pdf>
(see MOODLE)
- “Intellectual Property created by a Student will be owned by the Student, except when there are exceptional circumstances as provided in this Policy, ...”



IP right – PG1

Intellectual Property IP

It is anticipated that Intellectual Property (IP) will be produced as a result of this research.

Tick ✓

	YES	NO
Is the IP already subject to a separate agreement with a third party (e.g. employer, sponsor or external funder)? If so please provide details below	☐	☐
Is the research dependent upon background IP owned by: If so, please provide details below	UWTSD ☐	A third party ☐
Text box will expand		

But then...

Session 2 mentioned

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- ❑ Proposed plan / timetable
- ❑ Methodology
- ❑ Indicative bibliography
- ❑ Special facilities / resources
- ❑ IP right
- ❑ Disclaimer

Tick ✓

I understand that:

	YES	NO
If any party other than the student is likely to be involved in the development of IP a separate IP agreement will be needed and it may be necessary for the student to assign the IP rights to the University.	☐	☐
If there are no third parties involved in the creation of the IP the student is deemed to own the IP, however should the student wish to commercially exploit their IP and require the assistance of the University to do so, they will be required to assign their IP to the University. https://www.uwtsd.ac.uk/iiced/protecting-innovation-and-creativity---intellectual-property/	☐	☐

But then...

Session 2 mentioned

- ❑ Idea / working title
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- ❑ Aim(s) and objectives
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- ❑ Methodology
- ❑ Indicative bibliography
- ❑ Special facilities / resources
- ❑ IP right
- ❑ Disclaimer
- ❑ Support of supervisory team and IMoRD

Support and authorisation

Supervisory Team

Has the student proposed a viable research project that is appropriate for this programme that should be supported by the Institute?

Supported: ☐

Not Supported: ☐

Authorisation

Director of Studies	Signature or Print Name:	Date:
Institute Manager of Research Degrees	Signature or Print Name:	Date:

- ☐ Once supported and authorised, **you have to upload** the form on your DC portal on MyTSD
- ☐ If you would add the ticks for support/authorisation yourself without asking the appropriate person for it, you commit **academic misconduct**

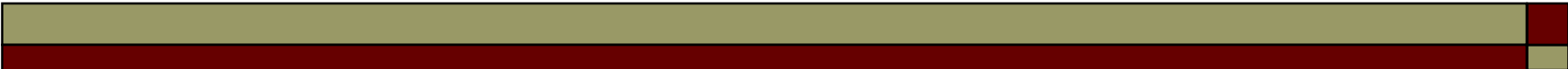
YOUR PG1

Session 2 mentioned

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PG1

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- ❑ IP right
- ❑ Disclaimer
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Beware

Approx. word count

- ❑ 20/30
- ❑ 500
- ❑ 250-500
- ❑
- ❑ 500
- ❑ About 30 titles

PG1

- ❑ Current Proposed Title
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- ❑ Proposed plan / timetable
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- ❑ IP right
- ❑ Disclaimer
- ❑ Support of supervisory team and IMoRD

What is the PG2?

APPLICATION FOR ETHICAL APPROVAL

RESEARCH STUDENTS

This form is to be completed by the student within **SIX** months for full-time students and **TWELVE** months for part time students, after the commencement of the research degree or following progression to Part Two of your course.

Once complete, submit this form via the **MyTSD Doctoral College Portal** at (<https://mytsd.uwtsd.ac.uk>).

This document is also available in Welsh.

RESEARCH STAFF ONLY

All communications relating to this application during its processing must be in writing and emailed to ppresearch@uwtsd.ac.uk, with the title 'Ethical Approval' followed by your name.

STUDENTS ON UNDERGRADUATE OR TAUGHT MASTERS PROGRAMMES should submit this form (and receive the outcome) via systems explained to you by the supervisor/module leader.

In order for research to result in benefit and minimise risk of harm, it must be conducted ethically. A researcher may not be covered by the University's insurance if ethical approval has not been obtained prior to commencement.

The University follows the OECD Frascati manual definition of **research activity**: "creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications". As such this covers activities undertaken by members of staff, postgraduate research students, and both taught postgraduate and undergraduate students working on dissertations/projects.

The individual undertaking the research activity is known as the "principal researcher".

Ethical approval is not required for routine audits, performance reviews, quality assurance studies, testing within normal educational requirements, and literary or artistic criticism.

Please read the notes for guidance before completing ALL sections of the form.

This form must be completed and approved prior to undertaking any research activity. Please see Checklist for details of process for different categories of application.

SECTION A: About You (Principal Researcher)

1	Full Name:			
2	Tick all boxes that apply:			
	Member of staff:	☐	Honorary research fellow:	☐
	Undergraduate Student	☐	Taught Postgraduate Student	☐
		☐	Postgraduate Research Student	☐
3	Institute/Academic Discipline/Centre:			
4	Campus:			
5	E-mail address:			
6	Contact Telephone Number:			
For students:				

7	Student Number:	
8	Programme of Study:	
9	Director of Studies/Supervisor:	

SECTION B: Approval for Research Activity

1	Has the research activity received approval in principle? (please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual)	YES	☐	NO	☐
2	If Yes, please indicate source of approval (and date where known): <i>Approval in principle must be obtained from the relevant source prior to seeking ethical approval</i>	Date			
	Research Degrees Committee	☐			
	Institute Research Committee	☐			
	Other (write in)	☐			

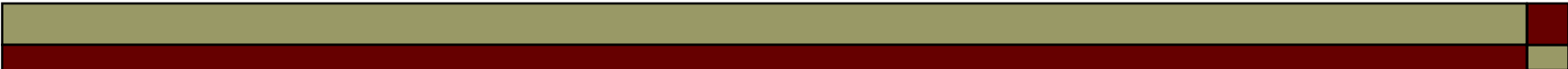
SECTION C: Internal and External Ethical Guidance Materials

Please list the core ethical guidance documents that have been referred to during the completion of this form (including any discipline-specific codes of research ethics, location-specific codes of research ethics, and also any specific ethical guidance relating to the proposed methodology). Please tick to confirm that your research proposal adheres to these codes and guidelines. You may add rows to this table if needed.	
1	UWTSd Research Ethics & Integrity Code of Practice ☐
2	UWTSd Research Data Management Policy ☐
3	[List any other relevant documents here] ☐

SECTION D: External Collaborative Research Activity

If there are external collaborators then you should gain consent from the contact persons to share their personal data with the university. If there are no external collaborators then leave this section blank and continue to section E.

1	Institution	
2	Contact person name	
3	Contact person e-mail address	
4	Is your research externally funded?	YES ☐ NO ☐
5	Are you in receipt of a KESS scholarship?	YES ☐ NO ☐
6	Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary YES ☐ NO ☐ Employed YES ☐ NO ☐
8	Is the research being undertaken within an existing UWTSd Athrofa Professional Learning Partnership (APLP)?	If YES then the permission question below does not need to be answered. YES ☐ NO ☐



Why is the PG2 discussed here?

- ❑ All research has ethical implications, **need already thought about during research design (PG1)**
- ❑ ethical approval demonstrates that the researcher adheres to accepted ethical standards of a genuine research study
- ❑ research should result in benefit and minimise risk of harm → must be conducted ethically and approved **prior** to start, only then researcher is covered by the University's insurance
- ❑ University applies OECD Frascati manual definition of research activity:
 - “creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications”.
- ❑ <https://www.uwtsd.ac.uk/research/research-ethics/>

Why is the PG2 discussed here?

- All research has ethical implications, **need already thought about during research design (PG1)**
- What do I need to take into consideration when applying for approval of my research topic
 - What guidance is applicable / available
 - Are there external collaborators, Research activity within / outside UK
 - Scope of research activity (participants, observations, ...)
 - Who are participants – groups
 - Are they informed, feedback, consent
 - Risks for
 - Participants
 - Researcher
 - University
 - Data protection / storage