Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

PG2 / E1 FORM

APPLICATION FOR ETHICAL APPROVAL

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.

Delete the Guidance Notes at the end of the form BEFORE submitting your application

SECTION A: About You (Principal Researcher)

Full Name:		Donna Brown			
Tick all boxes which apply:		Member of staff:	☐	Honorary research fellow:	☐
Undergraduate Student	☐	Taught Postgraduate Student	☒	Postgraduate Research Student	☐

Faculty/School/Centre:	UWTSD
Campus:	SA1 Campus
E-mail address:	1900500@student.uwtsd.ac.uk
Contact Telephone Number:	07939320912
For students:	
Student Number:	1900500
Programme of Study:	PGCE Secondary English
Director of Studies/Supervisor:	Catherine Morgan

SECTION B: Approval for Research Activity

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** ☐
				Date
If Yes, please indicate source of approval (and date where known): ***Approval in principle must be obtained from the relevant source prior to seeking ethical approval***	Research Degrees Committee		☐	
	Faculty Research Committee		☐	
	Other (write in) **Mentor**		☒	**13th December**

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, 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.	
UWTSD Research Ethics & Integrity Code of Practice	☒
UWTSD Research Data Management Policy	☒
Ethical Guidelines for Educational Research (BERA) 2018	☒

SECTION D: External Collaborative Research Activity

Does the research activity involve collaborators outside of the University?		**YES**	☐	**NO**	☒
If Yes, please provide the name of the external organisation and name and contact details for the main contact person and confirmation this person has consented to their personal data being shared.as part of this collaboration.					
Institution					
Contact person name					
Contact person e-mail address					
Has this individual consented to sharing their details on this form?		**YES**	☐	**NO**	☐
Are you in receipt of a KESS scholarship?		**YES**	☐	**NO**	☒
Is your research externally funded		**YES**	☐	**NO**	☒
Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary	**YES**	☐	**NO**	☒
	Employed	**YES**	☐	**NO**	☒
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**	☐
Permission to undertake the research has been provided by the partner organisation	(If YES attach copy) If NO the application cannot continue	**YES**	☐	**NO**	☐

Where research activity is carried out in collaboration with an external organisation

Does this organisation have its own ethics approval system?	**YES**	☐	**NO**	☐
If Yes, please attach a copy of any final approval (or interim approval) from the organisation				

SECTION E: Details of Research Activity

Indicative title:	Does EVI (Explicit Vocabulary Instruction) have an impact on learners' retention and application of a new word?		
Proposed start date:	3rd February 2020	Proposed end date:	21st February 2020

Introduction to the Research (maximum 300 words)

Ensure that you write for a <u>Non-Specialist Audience</u> when outlining your response to the three points below:

- *Purpose of Research Activity*
- *Proposed Research Question*
- *Aims of Research Activity*
- *Objectives of Research Activity*

Demonstrate, briefly, how **<u>Existing Research</u>** has informed the proposed activity and explain

- *What the research activity will add to the body of knowledge*
- *How it addresses an area of importance.*

Purpose of Research Activity

The purpose of this research is to determine the effectiveness of an Explicit Vocabulary Instruction strategy on pupils' ability to retain and apply new words, and whether this can be a useful strategy in the classroom.

(this box should expand as you type)

Research Question

Does EVI (Explicit Vocabulary Instruction) have an impact on learners' retention and application of a new word?

(this box should expand as you type)

Aims of Research Activity

The aim of this research activity is to conduct a lesson study with a view to determining whether or not explicit vocabulary instruction has an impact upon the retention and application of the word 'enchanted'.

The overarching aim of this research is to consider the effectiveness of EVI as a tool in the classroom.

(this box should expand as you type)

Objectives of Research Activity

The objectives will be to assess following each lesson study whether or not the pupils selected have been able to retain and apply the word 'enchanted' during each lesson.

(this box should expand as you type)

Proposed methods (maximum 600 words)

Provide a brief summary of all the methods that **may** be used in the research activity, making it clear what specific techniques may be used. If methods other than those listed in this section are deemed appropriate later, additional ethical approval for those methods will be needed.

- The basis for considering use of a lesson study model (Dudley, 2001) for this particular research project is that is provides an opportunity for researchers to work collaboratively with a view to designing a lesson plan with a specific aim. Following the lesson, researchers will collaborate to reflect upon the lesson and thereafter interview pupils involved in order to determine methods of improvement which will be implemented during the second lesson study cycle.

- Observations will be conducted by observing researchers during the lesson studies. Observation sheets have been designed based on the Fletcher Wood (2016) model. Furthermore, for the specific purpose of this research, the observation sheets will enable the observing researcher to measure pupil engagement using the Leuven scale (Laevers, 1994). The benefit of constructing bespoke observation sheets is that it will enable the observing researcher to observe the pupils with the research question at the forefront of their mind.

- The reflection model has been designed utilising a number of reflection models (Rolfe 2001; De Bono 1985; Kolb 1994; Gibbs 1988; and Bloom 2001). To reflect following each cycle of research, the Assisted Reflective Conclusions Model has been created utilising the aforementioned models of reflection.

- A focus group style interview will be conducted with three participating pupils during each lesson study cycle. This interview will involve semi-structured questions (SCRE, 2003) which will be transcribed after each focus group style interview by the observing researcher.

(this box should expand as you type)

Location of research activity
Identify all locations where research activity will take place.

The research will be conducted at School X. School X is 'an 11-18 mixed comprehensive school' according to ESTYN, Her Majesty's Inspectorate for Education and Training in Wales (ESTYN, 2018:1). School X is located in a suburban area of South Wales with 1700 pupils enrolled (My Local School, 2018). Notably, School X is a pioneer school for the draft curriculum in Wales.

In order to maintain anonymity, the placement school will be referred to throughout this Ethics Form as School X in accordance with BERA's Educational Guidelines for Educational Research (2018).

(this box should expand as you type)

Research activity outside of the UK
If research activity will take place overseas, you are responsible for ensuring that local ethical considerations are complied with and that the relevant permissions are sought. Specify any local guidelines (e.g. from local professional associations/learned societies/universities) that exist and whether these involve any ethical stipulations beyond those usual in the UK (provide details of any licenses or permissions required). Also specify whether there are any specific ethical issues raised by the local context in which the research activity is taking place, for example, particular cultural and/or legal sensitivities or vulnerabilities of participants.

N/A

(this box should expand as you type)

Use of documentation not in the public domain: Are any documents **NOT** publicly available?	**NO**	☒
	YES	☐

If Yes, please provide details here of how you will gain access to specific documentation that is not in the public domain and that this is in accordance with prevailing data protection law of the country in question and England and Wales.

(this box should expand as you type)

SECTION F: Scope of Research Activity

Will the research activity include:	**YES**	**NO**
Use of a questionnaire or similar research instrument?	☐	☒
Use of interviews?	☒	☐
Use of diaries?	☐	☒
Participant observation with their knowledge?	☒	☐
Participant observation without their knowledge?	☐	☒
Use of video or audio recording?	☐	☒
Access to personal or confidential information without the participants' specific consent?	☐	☒
Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	☒
Performance of any acts which may cause embarrassment or affect self-esteem?	☐	☒
Investigation of participants involved in illegal activities?	☐	☒
Use of procedures that involve deception?	☐	☒
Administration of any substance, agent or placebo?	☐	☒
Working with live vertebrate animals?	☐	☒
Other primary data collection methods, please explain in this box For example, 'focus groups'. Please indicate the type of data collection method(s) in this box and tick the accompany box.		
Details of any other primary data collection method: Focus group interviews will be conducted following each lesson with the pupils who have been selected on an attainment spread basis. (this box should expand as you type)	☒	☐

If NO to every question, then the research activity is (ethically) low risk and **may** be exempt from **some** of the following sections (please refer to Guidance Notes).

If YES to any question, then no research activity should be undertaken until full ethical approval has been obtained.

SECTION G: Intended Participants

Who are the intended participants:	**YES**	**NO**
Students or staff at the University?	☐	☒
Adults (over the age of 18 and competent to give consent)?	☐	☒
Vulnerable adults?	☐	☒
Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	☒	☐
Prisoners?	☐	☒
Young offenders?	☐	☒
Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	☒
People engaged in illegal activities?	☐	☒
Others (please identify specifically any group who may be unable to give consent) please indicate here and tick the appropriate box.		
Other – please indicate here: (this box should expand as you type)	☐	☒

Participant numbers and source Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited?	
How many participants are expected?	Six pupils will be selected from two classes. *(this box should expand as you type)*
Who will the participants be?	The chosen participants will be pupils from Year 7. The pupils will therefore be aged between 11 and 12. *(this box should expand as you type)*
How will you identify the participants?	Pupils will be selected across different attainment levels, based on previously marked work. Pupils will be informed that they have been selected at the outset of the lesson in which the lesson study will take place. *(this box should expand as you type)*

Information for participants:	**YES**	**NO**	**N/A**
Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?	☒	☐	☐
Will you tell participants that their participation is voluntary?	☒	☐	☐
Will you obtain written consent for participation?	☐	☒	☐
Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	☒	☐	☐
If the research is observational, will you ask participants for their consent to being observed?	☒	☐	☐
Will you tell participants that they may withdraw from the research at any time and for any reason?	☒	☐	☐
With questionnaires, will you give participants the option of omitting questions they do not want to answer?	☐	☐	☒
Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	☒	☐	☐
Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	☒	☐	☐
If NO to any of above questions, please give an explanation			
Pupils will not be required to complete questionnaires and therefore this is non-applicable. As per the placement school policy, letters will be sent to parents of the participating classes informing them of the research and of their right to opt-out of said research. Additionally, pupils will give be required to provide explicit written assent before any research is conducted. *(this box should expand as you type)*			

Information for participants:	**YES**	**NO**	**N/A**
Will participants be paid?	☐	☒	☐
Is specialist electrical or other equipment to be used with participants?	☐	☒	☐
Are there any financial or other interests to the investigator or University arising from this study?	☐	☒	☐
Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	☒	☐
If YES to any question, please provide full details			
(this box should expand as you type)			

SECTION H: Anticipated Risks

Outline any anticipated risks that may adversely affect any of the participants, the researchers and/or the University, and the steps that will be taken to address them.

If you have completed a full risk assessment (for example as required by a laboratory, or external research collaborator) you may append that to this form.

Full risk assessment completed and appended?	**Yes**	☐
	No	☒

Risks to participants
For example: emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information

Risk to Participant:	*How will you mitigate the Risk to Participant*
• There is a risk that emotional distress might be caused to pupils who are not selected for interviews following the lesson study. These pupils may feel upset about this.	• Pupils will be reassured that this is not a personal decision nor is it a reflection upon them as individuals.
• There is further a risk to pupils who are selected in that they may feel upset or embarrassed in a variety of situations such as during the lesson whereby the research is being conducted or during the interview process. They may be concerned that the information that they share with us will not remain confidential.	• Pupils selected will be reassured that their involvement in the research will be anonymous and their answers will not be shared with anyone not involved in the research. They will be advised that their responses during the interviews will be entirely confidential. Further, they will be given explicit instructions as to how to opt out or withdraw from the research project should they decide to do so.
• There is a risk that, during the interview process, information regarding the pupils who are involved in the research project may become known. There is a further risk that the discussions that take place during the interview and are recorded by way of handwritten transcript are inadvertently made public.	• As outlined above, all information obtained during this research project will be anonymised so that the names of the pupils selected do not appear on the paperwork. As stated above, the six pupils who will be involved in the entirety of the research project will be referred to as Pupil A, B, C and so on. Written recordings will be taken during the interview and typed up as soon as possible afterwards. Once these have been typed up, the notes that are no longer required will be shredded. The electronic notes will be securely saved on the University One Drive and will be password protected.
• Participants may feel under pressure during the interview to tell the researchers want they want to hear or to, perhaps, give what they perceive to be the "correct" answers.	• I will endeavour to use open ended questions to enable pupils to give their answers freely without guiding them to a specific answer. Consideration will be given to the interview taking place in the classroom so that pupils are in an environment whereby the interview is informal and natural and the pupils feel that they are free to give their views. Explicitly, pupils will be told at the outset that there are no right or wrong answers
• There is a potential safeguarding risk, owing to the fact that the pupils' details have been obtained during the process of gaining consent to be involved in the process.	
(this box should expand as you type)	

	and the aim of the interview is for them to answer the questions honestly and freely. • All information pertaining to pupils will be anonymised, as stated above, in order to maintain confidentiality. Furthermore, it is important to repeat that consent forms which contain pupils' details will be kept securely in a locked cupboard. *(this box should expand as you type)*
If research activity may include sensitive, embarrassing or upsetting topics (e.g. sexual activity, drug use) or issues likely to disclose information requiring further action (e.g. criminal activity), give details of the procedures to deal with these issues, including any support/advice (e.g. helpline numbers) to be offered to participants. Note that where applicable, consent procedures should make it clear that if something potentially or actually illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities	
N/A *(this box should expand as you type)*	
Risks to investigator For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest	
Risk to Investigator: • There is a risk that participants may withdraw assent on the days allocated for research. • There is a risk that pupils may make allegations of unfair conduct during the interviews that take place following each lesson study. *(this box should expand as you type)*	*How will you mitigate the Risk to Investigator:* • This will be mitigated by ensuring that consent and assent is obtained from all pupils in each class to ensure other pupils can be selected in these circumstances. • To mitigate this, interviews will be conducted in the presence of our research partner/secondary observer who will record extensive notes of the interview which will then be transcribed. *(this box should expand as you type)*
University/institutional risks For example: adverse publicity, financial loss, data protection	
Risk to University: • Adverse publicity or impact upon relationships caused by unethical behaviour whilst conducting research. *(this box should expand as you type)*	*How will you mitigate the Risk to University:* • Researchers will behave ethically at all times, ensuring in particular that pupils are given all of the necessary information to enable them to make an informed decision as to whether or not they wish to participate in the research. • Data will not be falsified or altered in any way. Data collected during the research will be stored and provided should the University request it. Further, all data will be kept securely on the University cloud (One-drive). Data regulations (GDPR, 2015 and DPA, 2018) will be abided by at all times.

	• Ensuring that research is conducted in accordance with BERA 2018 and UWTSD Ethics and Integrity Code of Practice. *(this box should expand as you type)*

Disclosure and Barring Service			
If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants.	**YES**	**NO**	**N/A**
Does your research require you to hold a current DBS Certificate?	☒	☐	☐

SECTION I: Feedback, Consent and Confidentiality

Feedback What de-briefing and feedback will be provided to participants, how will this be done and when?
Before the lesson, pupils and parents will be provided with the relevant information to enable them to assent and consent to the research project accordingly. At the beginning of the lesson pupils will be briefed and told that they can opt-out should they wish to do so. Further the three pupils selected for the research will be notified. At the end of the lesson, the pupils selected for interview will be debriefed and thereafter stay behind for the interview to take place during their break. *(this box should expand as you type)*
Informed consent Describe the arrangements to inform potential participants, before providing consent, of what is involved in participating. Describe the arrangements for participants to provide full consent before data collection begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded in accordance with prevailing data protection legislation.
Participants and their parents will be advised in writing of the research that will be conducted. Parents will be given the option to withdraw their child from the research and explicit instructions will be provided on how to opt-out in accordance with the research policy of School X. Furthermore, pupils taking part in the research will be expected to provide written assent in their school planners. This is in accordance with BERA, 2018 and UNCRC guidance. *(this box should expand as you type)*
Confidentiality / Anonymity Set out how anonymity of participants and confidentiality will be ensured in any outputs. If anonymity is not being offered, explain why this is the case.
In accordance with BERA 2018 and the EWC Code of Conduct, all reference to pupils and the placement school will be anonymised to ensure confidentiality and privacy. *(this box should expand as you type)*

SECTION J: Data Protection and Storage

In completing this section refer to the University's Research Data Management Policy and the extensive resources on the University's Research Data Management web pages (http://uwtsd.ac.uk/library/research-data-management/).

Does the research activity involve personal data (as defined by the General Data Protection Regulation 2016 "GDPR" and the Data Protection Act 2018 "DPA")?	**YES**	**NO**
"Personal data" *means any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.*	X	
If YES, provide a description of the data and explain why this data needs to be collected:		
Consent forms completed by parents of participants will include names. The information collated will be secured adhering to data protection policies and will be destroyed once the research is complete. Any data collection and storage will adhere to the University's Research Data Management Policy. *(this box should expand as you type)*		
Does it involve special category data (as defined by the GDPR)?	**YES**	**NO**
"Special category data" *means sensitive personal data consisting of information as to the data subjects' –* *(a) racial or ethnic origin,* *(b) political opinions,* *(c) religious beliefs or other beliefs of a similar nature,* *(d) membership of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992),* *(e) physical or mental health or condition,* *(f) sexual life,* *(g) genetics,* *(h) biometric data (as used for ID purposes),*		X
If YES, provide a description of the special category data and explain why this data needs to be collected:		
N/A *(this box should expand as you type)*		
Will the research activity involve storing personal data and/or special category data on one of the following:	**YES**	**NO**
Manual files (i.e. in paper form)?	X	☐
University computers?	☐	☒
Private company computers?	☐	☒
Home or other personal computers?	☐	☒
Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☐	☒
"Cloud" storage or websites?	☐	☒
Other – specify:	☐	☒
For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of password protection, encryption, anonymisation and pseudonymisation:		

As stated above, it is intended that a paper file will be kept which will include the lesson plans, observation sheets, interview handwritten transcripts and reflection sheets. The intention within these files are that the pupils will not be referred to by their names, but instead by "Pupil A, B, C, D, E, F). Therefore, pupils' details will remain anonymous and confidentiality maintained. However, in any event, the file will be kept securely in a locked cupboard.

In addition, the signed consent forms that have been returned will be kept by School X in a locked filing cupboard.

Upon conclusion of this research project (this will be once the examination board has met and final module marks awarded) the paper files and electronic files (which are securely stored on the University One Drive and password protected) will be destroyed.

(this box should expand as you type)

All Data Storage

Will the research activity involve any of the following activities:	YES	NO
Electronic transfer of data in any form?	☒	☐
Sharing of data with others at the University?	☒	☐
Sharing of data with other organisations?	☐	☒
Export of data outside the European Union or importing of data from outside the UK?	☐	☒
Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	☒
Publication of data that might allow identification of individuals?	☐	☒
Use of data management system?	☐	☒
Data archiving?	☒	☐

If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and DPA (and/or any international equivalent):

The qualitative data collected will form the basis of an assignment. The data will be obtained via observation sheets and interviews which will be fully anonymised and confidential with no details of the pupils involved or the school name. All information will be securely secured on the University cloud storage (One-drive) and in accordance with GDPR, 2015 and DPA, 2018.

Furthermore, any hard copies of data that has been collected by way observation sheets, reflection sheets and interview transcriptions will be securely stored in a locked storage container for the period of archive. The electronic data will be deleted/destroyed.

(this box should expand as you type)

List all who will have access to the data generated by the research activity:

Myself and my research partner.

(this box should expand as you type)

List who will have control of, and act as custodian(s) for, data generated by the research activity:

Myself.

(this box should expand as you type)

Give details of data storage arrangements, including security measures in place to protect the data, where data will be stored, how long for, and in what form. Will data be archived – if so how and if not why not.

Whilst required, the data will be anonymised and securely kept on the University storage cloud (One-drive). Thereafter, any hard copies of data collected by way of observation sheets, reflection sheets and interview transcriptions will be securely stored in a locked storage container for the period of archive. The electronic data will be deleted/destroyed. *(this box should expand as you type)*		
Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtsd.ac.uk/). If so please explain. (*Most relevant to academic staff)*		
No. *(this box should expand as you type)*		
Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.ac.uk/library/research-data-management/)	**YES**	☒
	NO	☐
Confirm that you are aware that you need to keep all data until after your research has completed or the end of your funding	**YES**	☒
	NO	☐

SECTION K: Declaration

The information which I have provided is correct and complete to the best of my knowledge. I have attempted to identify any risks and issues related to the research activity and acknowledge my obligations and the rights of the participants**.** In submitting this application I hereby confirm that I undertake to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice		
Signature of applicant:	D Brown	**Date: 17/12/2019**

For STUDENT Submissions:

Director of Studies/Supervisor:		**Date:**
Signature:		

For STAFF Submissions:

Head of School/Assistant Dean:		**Date:**
Signature:		

Checklist: Please complete the checklist below to ensure that you have completed the form according to the guidelines and attached any required documentation:

☒	I have read the guidance notes supplied before completing the form.
☒	I have completed **ALL RELEVANT** sections of the form in full.
☒	I confirm that the research activity has received approval in principle
☐	I have attached a copy of final/interim approval from external organisation (**where appropriate**)
☐	I have attached a full risk assessment (and have NOT completed Section H of this form) (where appropriate) *ONLY TICK IF YOU HAVE* ***ATTACHED A FULL RISK ASSESSMENT***
☒	I understand that it is my responsibility to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice.
☒	I understand that before commencing data collection all documents aimed at respondents (including information sheets, consent forms, questionnaires, interview schedules etc.) must be confirmed by the DoS/Supervisor, module tutor or Head of School.
☒	I have deleted the guidance notes before submitting the PG2 for consideration

RESEARCH STUDENTS AND STAFF ONLY
All communications relating to this application during its processing must be in writing and emailed to pgresearch@uwtsd.ac.uk , with the title 'Ethical Approval' followed by your name.
You will be informed of the outcome of your claim by email; therefore it is important that you check your University and personal email accounts regularly**.**

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.

This form is available electronically from the Academic Office web pages:
http://www.uwtsd.ac.uk/academic-office/

Application Process

All staff research projects and all research students must submit the Ethical Approval Form to the **University Ethics Committee** via the Academic Office (pgresearch@uwtsd.ac.uk). Staff research directly in relation to personal study for taught undergraduate or Masters programmes should be submitted via the Faculty procedures explained below.

Taught masters and taught undergraduate research Ethical Approval Forms are considered **within Faculties.** Faculties will provide details of the specific processes for this. Where the Ethical issues within any single ethical application are of particular concern the Faculty will refer these to the University Ethics Committee. Any student activity that involves the collection of primary data needs to undergo Ethical approval, this includes assignment work as well as dissertations.