

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)

Diana Macaran					
Tick all boxes which apply:		Member of staff:	☐	Honorary research fellow:	☐
Undergraduate Student	☒	Taught Postgraduate Student	☐	Postgraduate Research Student	☐
Institute/Academic Discipline/Centre:	International Hotel Management				
Campus:	Swansea				
E-mail address:	2016802@student.uwtsd.ac.uk				
Contact Telephone Number:	07546102731				
For students:					
Student Number:	2016802				
Programme of Study:	International Hotel Management				
Director of Studies/Supervisor:	Christopher Wilkin				

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		☒		
	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, 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	☒
	☐

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:	Hotel Placement Project		
Proposed start date:	18/05/23	Proposed end date:	07/07/23

Introduction to the Research

The hospitality industry, particularly the hotelier domain, presents an exquisite environment that offers opportunities for socialization, personal growth, and encounters with individuals with intriguing stories. It also ensures a stable employment prospect and financial gratification.

In my role as a researcher at the Premier Inn Croydon Hotel, I aim to explore a distinct approach to providing impeccable service to the hotel's esteemed clientele. While recognizing the significance of the housekeeping department, I have chosen to focus my investigation on the restaurant area, as it holds paramount importance within a hotel.

The objective of this research is to comprehend the essence of an exceptional dining experience, characterized by "the perfect stay" or "the perfect meal" at the Premier Inn Hotel. To accomplish this, I will engage in interviews with the restaurant team members, duty manager, and hotel manager, delving into various aspects. The inquiry will encompass topics such as the initiation of service, the implementation of strategies during breakfast and dinner service, buffet replenishment, plate clearance, attending to new patrons, break scheduling, contingency management during staff shortages, drink preparation during dinner hours, and the allocation of serving responsibilities.

Furthermore, I will investigate the adherence to the restaurant's established standards, including table setup, meticulous cleaning and disinfection after each customer, and the intricacies of cutlery and glassware polishing. By examining every step involved in delivering an exemplary dining experience, I aspire to gain a comprehensive understanding of the practices employed to satisfy the needs of our valued customers.

Ensure that you write for a **Non-Specialist Audience** 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 **Existing Research** 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 activity is to investigate and analyse the customer service provided within the restaurant during the two key meal periods: breakfast and dinner. Understanding the precise sequence of steps involved in delivering exceptional service is of utmost importance. By doing so, we can ensure that customers not only have a seamless and enjoyable dining experience but also enable the smooth operation of service, devoid of any complications or challenges.

Research Questions:

Q1: What are the key determinants of delivering a satisfactory breakfast experience?

Q2: What are the three essential steps that should be followed when managing breakfast service?

Q3: What are the underlying factors that contribute to delivering the ideal dining experience?

Q4: What responsibilities and contributions does a Duty Manager fulfill within the restaurant setting?

Please note that the questions provided have been revised slightly to align with professional and concise language while maintaining the essence of your original queries.

Aims of Research Activity

The research aims of this activity encompass several objectives. Firstly, it seeks to ensure a comprehensive comprehension of the Hotel Procedures, as outlined by the established standards. This understanding is crucial in aligning the theoretical knowledge acquired through the International Hotel Management online courses with practical application.

Furthermore, this research activity intends to contribute to the enhancement of management skills that have been acquired thus far. By delving into the intricacies of the hotel's operations, particularly within the restaurant area, it aims to provide valuable insights and opportunities for professional growth.

Ultimately, this research activity serves as a means to bridge the gap between theory and practice, fostering a more profound understanding of International Hotel Management concepts while simultaneously refining management competencies.

Objectives of Research Activity

The research aims of this activity are as follows:

1. To unravel the underlying secrets of delivering impeccable service within the hotel industry. By conducting thorough research, it aims to gain insights into the key elements that contribute to a flawless guest experience, thereby enhancing the understanding of service excellence.
2. To develop innovative and effective strategies for delivering exceptional service. Through the research process, it seeks to identify and analyse various approaches, techniques, and best practices that can be employed to elevate the quality of service provided in the hotel industry.
3. To provide valuable recommendations for all stakeholders involved in the hospitality sector. The research aims to generate practical insights and suggestions that can be implemented by hotel management, staff, and other relevant individuals to improve service delivery, guest satisfaction, and overall operational efficiency. Additionally, it serves as a means to prepare the researcher for future management positions within the hotel industry, equipping them with valuable knowledge and skills required for successful leadership.

Demonstrate, briefly, how **Existing Research** has informed the proposed activity and explain.

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

- 1) Existing research in the field of hospitality and hotel management has provided valuable insights that have informed the proposed research activity. Previous studies have explored various aspects of service delivery, guest satisfaction, and operational efficiency within the hotel industry. These studies have shed light on best practices, strategies, and challenges faced by hoteliers in delivering exceptional service.

The proposed research activity seeks to contribute to the body of knowledge in several ways. Firstly, it aims to enhance understanding and knowledge regarding time management within the restaurant setting. By investigating how tasks can be efficiently executed simultaneously, the research activity aims to provide insights into optimizing time and resource utilization.

Additionally, the research activity aims to add to the knowledge regarding delivering high-quality guest service. Through the investigation of strategies employed by the restaurant

team, the research activity seeks to identify techniques and approaches that lead to exceptional customer experiences.

Furthermore, the research activity aims to explore methods for maintaining composure and effectively managing challenging situations. By examining how the restaurant team handles agitated situations, valuable insights can be gained to enhance conflict resolution skills and maintain a positive guest experience.

Lastly, the research activity aspires to contribute to knowledge related to team leadership and management within the hotel industry. By observing the roles and responsibilities of the restaurant team members, Duty Manager, and Hotel Manager, the research aims to uncover effective leadership practices that can foster a cohesive and efficient team environment.

Overall, the proposed research activity aims to build upon existing knowledge by exploring and providing insights into time management, guest service delivery, conflict resolution, and team leadership within the hotel industry, thus contributing to the broader body of knowledge in the field of hotel management.

2) Within this research activity, several aspects of knowledge are expected to be improved, contributing to the field of hotel management:

1. Time Management: The research activity aims to enhance understanding and skills in managing time effectively. By investigating methods to save time through multitasking and efficient task execution, the research will contribute to knowledge about optimizing time utilization in the restaurant setting.

2. Guest Service Excellence: The research activity seeks to explore strategies and techniques for delivering high-quality guest service to each customer. Through observation and interviews with the restaurant team, the research aims to uncover best practices that can enhance the overall guest experience, thereby improving knowledge in the area of guest service.

3. Conflict Management: The research activity will provide opportunities to learn how to remain calm and effectively manage agitated situations. By studying how the restaurant team handles challenging scenarios, valuable insights can be gained on conflict resolution and maintaining a positive guest experience.

4. Leadership and Management Skills: Through observing the roles and responsibilities of the restaurant team, Duty Manager, and Hotel Manager, the research activity aims to provide

insights into effective team leadership and management. This will contribute to knowledge in the field of hotel management, helping individuals develop skills to become better team leaders and managers.

Overall, the research activity is expected to enhance knowledge in the areas of time management, guest service, conflict management, and leadership skills within the hotel management context. By acquiring insights and practical experiences related to these aspects, individuals involved in the research can develop valuable skills to excel in their future roles within the industry.

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.

In this research, the selected methods deemed most appropriate for data collection are face-to-face conversations/interviews and a thorough examination of the hotel's standard procedures. As the researcher, the primary objective is to investigate the adherence of the crew members at Premier Inn Croydon to the established hotel procedures. Additionally, insights will be gathered by interviewing the restaurant team, duty manager, and hotel manager to understand the techniques employed to deliver exceptional meals, particularly during busy breakfast periods. The focus will also extend to understanding how time management is handled and how the team ensures excellent service even when faced with staffing shortages.

The research plan involves a two-week timeframe. In the first week, approximately 16 hours will be dedicated to an in-depth examination of the standard procedures. This will entail thorough reading and familiarization with the documented guidelines, which will subsequently be put into practice during meal services. In the second week, the researcher will shadow the restaurant team to observe their adherence to the established procedures and assess their overall performance.

By employing these methods and time allocation, the research aims to provide comprehensive insights into the extent to which the hotel's procedures are followed and how they impact service delivery in the restaurant setting.

Location of research activity

Identify all locations where research activity will take place.

The research will primarily take place in two key locations within the Premier Inn Croydon Hotel: the restaurant area and the kitchen area.

The restaurant area will serve as a focal point for observing the service delivery process, interactions with customers, and the overall atmosphere during mealtimes. This location will provide first-hand insights into how the restaurant team operates, follows procedures, and delivers a seamless dining experience to guests.

The kitchen area will be another important location for the research, as it plays a vital role in food preparation, organization, and coordination. By observing the kitchen operations, the researcher can gain insights into how the team manages their tasks, collaborates with the front-of-house staff, and ensures the smooth flow of operations.

Conducting the research in these two key locations enables a comprehensive examination of the entire service process, from food preparation to customer service, thereby providing a holistic understanding of the restaurant's functioning within the Premier Inn Croydon Hotel.

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, cultural and/or legal sensitivities or vulnerabilities of participants.

For our International students you can write that I am familiar with the cultural and legal context in the country in which I am researching. This may be extended to organisations in which research is being conducted. For instance, in March 2018, China's National Information Security Standardization Technical Committee (TC260), issued a national standard, the Personal Information Security Specification (Information security technology — Personal information security specification), which covers the collection, storage, use, sharing, transfer, and disclosure of personal information. I ensure that local ethical considerations are complied with and that the relevant permissions are sought.

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: (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?	6
Who will the participants be?	The participants for this research will primarily consist of the restaurant team, the Duty Manager, and the Hotel Manager. These individuals are directly involved in the operations and management of the restaurant area within the Premier Inn Croydon Hotel. By including the restaurant team members, the Duty Manager, and the Hotel Manager as participants, the research aims to gather insights from various levels of the restaurant hierarchy. This allows for a comprehensive understanding of the service delivery process, strategies employed, and challenges faced in providing exceptional meals, particularly during busy periods like breakfast. Engaging these key stakeholders ensures that perspectives from both operational staff and managerial personnel are considered, providing a holistic view of the restaurant's functioning and its adherence to hotel procedures. Their valuable experiences and expertise will contribute to the depth and richness of the research findings.
How will you identify the participants?	The participants for this research will be identified based on their job positions and their level of experience within the restaurant setting. Key participants will include individuals holding various roles such as restaurant team members, duty managers, and the hotel manager. The selection process will focus on individuals who possess relevant expertise and practical experience in restaurant operations.

	By engaging participants with diverse job positions and varying levels of experience, the research aims to capture a comprehensive perspective on the topic under investigation. This approach allows for a more robust analysis of the hotel's service delivery, considering the insights and perspectives of individuals who directly contribute to the restaurant's functioning and customer experience.
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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				
<i>(this box should expand as you type)</i>				

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				
<i>(this box should expand as you type)</i>				

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:

Refer to Flinders' Ethical framework (1992) to discuss the risks to participants from the three main stages of the study.

Stage 1: the recruitment. The participants could be emotional distressed when they recall the harsh times they have experienced.

Stage 2: the fieldwork. The participants could concern about the questions related to sensitive organisational information.

Stage 3: Reporting. The participants could concern about confidentiality and anonymity of personal data.

How will you mitigate the Risk to Participant

1. If the participant has potential emotional challenges, the emotional distance strategy needs to be considered. For instance, remind participants of their right to withdraw from research or limit their participation. If they become uncomfortable, provide counselling or psychological support for those who experience distress, and thoroughly debrief with participants after research sessions are completed.

2. Protect confidential data collected as well as the fact that the subject is participating in the research project itself.

3. Protect confidentiality of research data and ensure all relevant local laws. The development of science and technology also puts forward higher requirements for data storage.

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

(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:

1. Risk of personal safety when conducting face to face interview.

2. Self-disclosure and objective displays of emotion during the interviews.

3. Occurrence of contingencies not related to the investigator himself. For instance, participants quit midway or unable to find enough participants within the limited time.

How will you mitigate the Risk to Investigator:

1. Terminate the interview.

2. The emotional distance strategy needs to be considered.

3. Be fully prepared to deal with any potential difficulties.

University/institutional risks

For example: adverse publicity, financial loss, data protection

Risk to University:

A negative impact on the university.

How will you mitigate the Risk to University:

The goodstanding and reputation of the university will be borne in mind at all times.

(this box should expand as you type)

(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?
N/A
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.
I will ensure that both the consent process and the consent form must be approved by the Ethic committee. The potential participants who are capable of volunteering to participate in a research study must be given sufficient information to allow them to make an informed decision about participation. I will make sure that the participant understands all the important elements of the consent form at the time the consent form is written signed, and, all during the research study. For those online questionnaires, before the questions start, potential participants will be presented (either verbally or in writing) with the same information required in a written consent document.
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.
Confidentiality and anonymity will be guaranteed by the researcher. I will employ a number of methods to keep my subjects' identity confidential and anonymous. Foremost, keep their records secure through the use of password protected files, encryption when sending information over the internet. Do not record information in a way that links subject responses with identifying information (usually by use of a code known only to them). And ensure removing the contributor's name as the basic step to protect a participant's identity. Besides, avoiding more pieces of information that are presented together, for example: job title, age, gender, length of service, membership of clubs, and strongly expressed opinions. I will often only report aggregate findings, not individual-level data, to the public.

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.	☒	☐
If YES, provide a description of the data and explain why this data needs to be collected:		
To provide an evaluation of how appropriate these determinants are perceived by a defined sample of tourists to the area, age, gender, position, location data, experience will be part of the research.		
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),	☐	☒
If YES, provide a description of the special category data and explain why this data needs to be collected:		
(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)?	☐	☒
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:

1. Take technical and organisational measures to prevent any unauthorised access. The way to verify the identity of a user is a strong password. Key aspects of a strong password: length (the longer the better), a mix of letters (upper and lower cases), numbers and symbols with no ties to your personal information, and no dictionary words.
2. Establish clear access rules. Make the mechanism to allow or deny access to certain data: based on predefined user lists and access rights, e.g. only myself and my supervisor can access data, based on the functions of each user within the project.
3. Organise the processing in a way that gives you the best possible control, for example by allowing for tracking of access (logbook)
4. All the participants information will not be recorded in a way that links subject responses with identifying information (usually by use of a code known only to them).

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):

1. Ensure the storage security. Storage concerns are equally important even when my data are on my local PC, portable storage device or in the cloud storage. For instance, operating system controls (authentication & access control), use of passwords to access electronic files (e.g. use the text editor function to save a document password-protected), local encrypted storage (enable the full disk encryption, enable the file system, enable the text editor encryption), database encryption: turning data into a form that makes them unintelligible (for anyone not having access to the key)
2. Endure safe electronic communication for transferring the data. For instance, encrypted communication (SSL/TLS); (e.g. use web services whose URL starts with 'https://' and not only http://), firewall systems and access control lists (e.g. make sure the firewall service is enabled on my PC), anti-virus & anti-malware systems protect data and data carriers when they are physically transferred (paper notes, laptop etc.).
3. Ensure other IT technical controls. PC configuration: security-aware settings at user level (e.g. installing security updates, anti-virus protection, local back-ups, blocking of certain software installation, etc.).

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

Myself.		
List who will have control of, and act as custodian(s) for, data generated by the research activity:		
Only myself		
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.		
Research data must be stored in a managed environment that protects against data loss and corruption, unauthorised access and modification, and complies with relevant legal, regulatory, contractual, and other obligations for the period that it needs to be kept. In my circumstance where institutional storage is not available, I should take steps to maintain the integrity of the data, and ensure that appropriate security measures are in place to prevent unauthorised access. The research data must be transferred into a managed storage environment at the earliest opportunity. Data will be stored on my local PC, portable storage device and in the cloud storage on the University Office 365 system with a strong password to verify the user authentication. Unauthorised access will be prevented through operating system controls, full local data and database encryption, turning data into a form that makes them unintelligible. The data will be stored until the completion of the project and then deleted.		
Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtسد.ac.uk/). If so please explain. <i>(Most relevant to academic staff)</i>		
<i>(this box should expand as you type)</i>		
Confirm that you have read the UWTSD guidance on data management (see https://www.uwtسد.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 which is published on the website: <https://www.uwtsd.ac.uk/research/research-ethics/>

Signature of applicant:	Diana Macaran	Date: 31.05.2023
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For STUDENT Submissions:

Director of Studies/Supervisor:		Date:
Signature:		

For STAFF Submissions:

Academic Director/ 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 Academic Director.
☒	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:

<https://www.uwtsd.ac.uk/academic-office/appendices-and-forms/>

Application Process

All staff research projects and all research students must submit the Ethical Approval Form to the **University Research 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 Institute procedures explained below.

Taught masters and taught undergraduate research Ethical Approval Forms are considered **within Institutes**. Institutes will provide details of the specific processes for this. Where the Ethical issues within any single ethical application are of particular concern the Institute will refer these to the University Research 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.

