



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

Hannah Davies

Student Number: 2307050

Case Study Appendices

ECAD7004

Research Question

“What are the perceptions of students and staff of mini-whiteboards as an engagement strategy within a drama class?”

Appendices

Figure 1- Consent form (page 1 and page 2 below)

CONSENT FORM PROJECT TITLE: What are the perceptions of students and staff of mini-whiteboards as an engagement strategy within a drama class?
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Name of Researcher: Hannah Davies

Please initial each box

1. I confirm that I have read and understand the information sheet dated 18/4/2024 for the above study.
2. I understand that my child's participation is voluntary and that I am free to withdraw my child from the study at any time, without giving any reason.
3. I understand that my child can choose to withdraw at any time, without giving a reason.
4. I understand that the information given by my child will be used in a university assignment.
5. I understand that my child's name will not appear at any time.
6. I agree for my child to take part in the above study.

Child's name

Parent signature

Date

Once completed, please submit by 25.4.2024

Thank you.

INFORMATION SHEET

Project Title: What are the perceptions of students and staff of mini-whiteboards as an engagement strategy within a drama class?

Dear Parent / Guardian,

My name is Hannah Davies and I am studying for a PGCE qualification at Yr Athrofa, University of Wales Trinity Saint David. I am currently a student teacher within Monmouth Comprehensive School and am teaching in your child's drama class.

I would like to invite your child to participate in my research project.

The title of the project is: What are the perceptions of students and staff of mini-whiteboards as an engagement strategy within a drama class?

Through the research, I aim to identify any challenges or benefits associated with implementing mini-whiteboards from student and staff perspectives. Ultimately, the research aims to inform and potentially enhance teaching practices by providing insights into effective strategies for engaging students in the drama classroom.

Through your child's participation, I hope to:

- Obtain pupil and teacher perspectives on the use of mini whiteboards as an engagement strategy within a drama lesson.
- Contribute to the broader understanding of effective teaching practices in drama education by investigating the effectiveness of this specific engagement strategy.

A Likert scale will be the method used to gather information from pupils during a drama lesson, which they will fill in anonymously.

All names will be kept strictly confidential and will only be known by myself. Your child's participation in this study is completely voluntary so you or your child can withdraw from the study at any stage. Your child will also be asked to give their consent before the beginning of the study.

After careful and precise analysis of the data obtained from the questionnaire, I would be happy to provide you with a copy of the findings at your request. The results of the research will be discussed in a university assignment that will contribute to my PGCE course. The results of this study will be stored on the universities secure one drive and all raw data will be destroyed once the assessment has been marked.

I thank you in advance for your time. If any questions do arise, feel free to contact me at your convenience.

Yours sincerely,
Hannah Davies

23/4/2024

Figure 2- Semi-structured interview with teachers

Questions to for the teachers- Semi-structured interview

What do you feel the advantages and disadvantages are of the use of mini-whiteboards?

Do you feel the students are engaged when using mini-white boards?

How do you feel the white-boards impact in a drama lesson?

Do you feel these impacts are different to being used in other subject?

How do you feel they impact risk taking?

The impact on collaboration

Impact on AFL?

Impact on discussions and peer feedback?

FIGURE 3- Likert Questionnaire

I am interested in your thoughts on the use of mini whiteboards in the drama classroom.

Please put an X in the box you most agree with.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Using a mini-whiteboard helps my comprehension and understanding of the lesson					
Using a mini-whiteboard helps me to work well with my classmates.					
Mini-whiteboards do not help my comprehension and understanding of the lesson.					
I do not think the use of a mini whiteboard helps me to work better with my classmates.					
When I use a mini whiteboard, I feel more able to share my answers with the class.					
Using a mini whiteboard at the start of the lesson helps my focus and concentration.					
I am less likely to share my answers with the class when I am using a mini whiteboard.					
I find it harder to focus and concentrate at the start of the lesson, when I am using a mini whiteboard.					
I enjoy using mini whiteboards in Drama.					

Ethics Form- Figure 4



PG2 / E1 FORM

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 pgresearch@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:	Hannah Davies				
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:	University of Wales Trinity Saint David
4	Campus:	Swansea

5	E-mail address:	2307050@student.uwtsd.ac.uk
6	Contact Telephone Number:	07787926658
For students:		
7	Student Number:	2307050
8	Programme of Study:	PGCE
9	Director of Studies/Supervisor:	Ishmael Lewis

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	☐
					Date
2	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		☐			
Ishmael Lewis		☒	14.3.2024		

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	UWTSO Research Ethics & Integrity Code of Practice	☒
2	UWTSO Research Data Management Policy	☒
3	BERA (2018)- Ethical Guidelines for Educational Research, fourth edition.	☒

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	☐
7		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	☐
9	Has 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

10	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 (this may be a copy of an email if appropriate).					

SECTION E: Details of Research Activity

1	Indicative title:	What are the perceptions of students and staff of mini-whiteboards as an engagement strategy within a drama class?			
2	Proposed start date:	14.3.2024	Proposed end date:	31.7.2024	
Introduction to the Research (maximum 300 words) Ensure that you write for a <u>Non-Specialist Audience</u> when outlining your response to the 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.					
3	Purpose of Research Activity Through the research, I aim to identify any challenges or benefits associated with implementing mini-whiteboards from student and staff perspectives. Ultimately, the research aims to inform and potentially enhance teaching practices by providing insights into effective strategies for engaging students in the drama classroom.				

	Through the research, I aim to gain a wider understanding of the strategies to best engage students in my practice, which will influence my personal practice in the future.
4	Research Question What are the perceptions of students and staff of mini-whiteboards as an engagement strategy within a drama class?
5	Aims of Research Activity The research aims to assess the student and teacher perspectives on mini-whiteboards as an engagement strategy within a drama class and to identify the benefits and challenges associated with implementing mini-whiteboards in the drama classroom, as perceived by both students and staff. To contribute to the broader understanding of effective teaching practices in drama education by investigating the effectiveness of a specific engagement strategy.
6	Objectives of Research Activity • Conduct a review of relevant literature. • Select an appropriate and representative sample • Design appropriate research methodology • Consider fully and address ethical implications
	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. You do not need to justify the methods here, but should instead describe how you intend to collect the data necessary for you to complete your project.
7	• A Likert scale student questionnaire for the whole class. • An observation that students are made aware of. • A semi-structured group interview with a maximum of 6 students. • A reflective teacher interview. • An audio recording of the interviews will be taken. • I will gain consent and assent; the participants will have the right to withdraw.
	Location of research activity Identify all locations where research activity will take place.
8	A secondary school in South Wales (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, such as particular cultural and/or legal sensitivities or vulnerabilities of participants. If you live in the country where you will do the research then please state this.
9	N/A

10	Use of documentation not in the public domain: Are any documents NOT publicly available?	NO	x
		YES	
11	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 the current data protection law of the country in question and that of England and Wales.		

	Does your research relate to one or more of the seven aims of the Well-being of Future Generations (Wales) Act 2015?	YES	NO
12	A prosperous Wales	☐	X
13	A resilient Wales	x	☐
14	A healthier Wales	☐	X
15	A more equal Wales	☐	X
16	A Wales of cohesive communities	☐	X
17	A Wales of vibrant culture and thriving Welsh language	☐	X
18	A globally responsible Wales	☐	X
19	If YES to any of the above, please give details:		
	The research aligns with the goal of fostering resilience in Wales. Through students actively presenting their answers on mini-whiteboards, it encourages the development of independent behavior.		

SECTION F: Scope of Research Activity

	Will the research activity include:	YES	NO
1	Use of a questionnaire or similar research instrument?	X	☐
2	Use of interviews?	X	☐
3	Use of focus groups?	X	☐
4	Use of participant diaries?	☐	X
5	Use of video or audio recording?	X	☐
6	Use of computer-generated log files?	☐	X
7	Participant observation with their knowledge?	X	☐
8	Participant observation without their knowledge?	☐	X

9	Access to personal or confidential information without the participants' specific consent?	☐	X
10	Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	X
11	Performance of any acts which may cause embarrassment or affect self-esteem?	☐	X
12	Investigation of participants involved in illegal activities?	☐	X
13	Use of procedures that involve deception?	☐	X
14	Administration of any substance, agent or placebo?	☐	X
15	Working with live vertebrate animals?	☐	X
16	Procedures that may have a negative impact on the environment?	☐	X
17	Other primary data collection methods. Please indicate the type of data collection method(s) below.	☐	x
	Details of any other primary data collection method:		

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

If there are no participants then do not complete this section, but go directly to section H.

	Who are the intended participants:	YES	NO
1	Students or staff at the University?	☐	X
2	Adults (over the age of 18 and competent to give consent)?	X	☐
3	Vulnerable adults?	☐	X
4	Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	X	☐
5	Prisoners?	☐	X
6	Young offenders?	☐	X
7	Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	X
8	People engaged in illegal activities?	☐	X
9	Others. Please indicate the participants below, and specifically any group who may be unable to give consent.		

☐ x

	Details of any other participant groups:		
	(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?		
10	How many participants are expected?	There will be a maximum of 35 participants in total. All 32 students will complete a questionnaire. A maximum of 6 students will be interviewed. The drama teachers will also be interviewed to provide their wider perspective.
11	Who will the participants be?	Drama teachers within the school and current participants in a drama class.
12	How will you identify the participants?	The 32 students in the drama classroom will be the identified group. The drama teachers will select a random sample of students to be interviewed. Alternatively, I will use the questionnaire responses to identify students I want to interview. Once the student group is established, participants will be sent a letter of consent with a briefing detailing their involvement in the research. I will seek informed consent from the parents/caregivers and provide information expectations of professional conduct for discussion. To form the staff group, the drama teachers will be invited to have a reflective discussion.

Information for participants:		YES	NO	N/A
13	Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?	X	☐	☐
14	Will you tell participants that their participation is voluntary?	X	☐	☐
15	Will you obtain written consent for participation?	X	☐	☐
16	Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	X	☐	☐
17	If the research is observational, will you ask participants for their consent to being observed?	X	☐	☐
18	Will you tell participants that they may withdraw from the research at any time and for any reason?	X	☐	☐

19	With questionnaires, will you give participants the option of omitting questions they do not want to answer?	X	☐	☐
20	Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	X	☐	☐
21	Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	X	☐	☐
22	If NO to any of above questions, please give an explanation			
(this box should expand as you type)				

Information for participants:		YES	NO	N/A
24	Will participants be paid?	☐	x	☐
25	Is specialist electrical or other equipment to be used with participants?	☐	x	☐
26	Are there any financial or other interests to the investigator or University arising from this study?	☐	X	☐
27	Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	X	☐
28	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.			
1	Full risk assessment completed and appended?	Yes	☐
		No	X
2	Risks to participants For example: sector-specific health & safety, emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information		

Risk to participants: 1) Physical or psychological harm 2) Emotional distress 3) Potential for discomfort and disagreement amongst participants during the group discussion may be considered harmful to the professional and reputational of individuals in the research. 4) Disturbance to relationships 5) Risk that participants may feel coerced into giving positive or biased responses to questions due to relationships and position in the organisation as an employee	<i>How you will mitigate the risk to participants:</i> 1) I will adhere to child protection and safeguarding regulations. Ensure informed consent and assent process are robust and thorough e.g. clarity regarding the purposes, benefits and risks of taking part in the research, ensuring that young people fully understand their own position in relation to the research, and their right to withdraw from it at any time. Establish positive communication with parents and any gatekeepers of provision that the young people attend. Work collaboratively with them in promoting an understanding of the research purposes, and the rights of the young people participating in it, and those that chose not to do so. Ensure that interviews are conducted on a one-to-one basis in a safe and private space, in which participants can express themselves freely without fear of recrimination from staff or peers. I will ensure robust procedures for maintaining the confidentiality and anonymity of all participants to the research. Avoid revealing any stigmatising information regarding any of the participants, ensuring that their participation remains confidential. I will ensure procedures for data storage are in accordance with university procedures and ethical guidelines. 2) I will ensure access to appropriate support should this become evident and reconsider/revise the approach being taken. I will work with gatekeepers in clarifying the availability of support services for those participating in the research. I will work collaboratively with gatekeepers in exploring any issues that may arise in the interviews which may be a cause of distress to each of the young people taking part in the research. I will be clear with the young people regarding the conduct of the interviews, the area to be covered, and their rights to stop the interview or withdraw from it at any time. Consult with staff, parents/guardians, to gain an understanding of personal circumstances of the young people participating in the research in order to ensure that the interviews are conducted in a sensitive way, and that the interview subject matter does not cause distress. I will ensure, as fully as possible, that participants understand the nature of the research, its purposes, and possible implications in order to avoid misunderstandings and manage expectations. Ensure regular followup communication with participants in order to re-affirm consent and
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		to update them on the progress of the research. 3) I will ensure to avoid discomfort and disagreement during the focus group discussion, I will develop a discussion guide which will define the parameters and scope of the questions being discussed. Participants will be given a participant information sheet intended to remind them of the following: Context and background to the research; Purpose of the discussion; Research questions; Informed Consent; Specific questions/statements to be addressed; Use of the data gathered in the discussion; Closure and briefing on the use of the information and data gathered in the discussion. I will moderate the discussion, providing reminders throughout as to the purpose of the discussion so as to ensure professional decorum is maintained in line with UWTSD codes of conduct. During the discussion if group members begin to be critical in a way that exposes participants to any degree of risk to the reputation of individuals or UWTSD, I will remind group members of their obligations with regard to professional conduct. 4) I will ensure clarity with all young people and staff/gatekeepers regarding the aims and focus of the research. Minimise disturbance of day-to-day activities within the provision due to the research project. I will ensure the confidentiality and anonymity of those participating in the research at all times. I will ensure appropriate and secure storage of data. Reassure participants that the information that they provide will not be disclosed without their consent. I will ensure interviews are conducted in a suitably confidential environment. I will work with gatekeepers to promote an understanding of the nature of the research and to gain assurances that the young people's participation in it is fully supported and will not result in recrimination by staff or peers. 5) I will ensure prior to the group interview, participants will be provided with a participant information sheet with which informed consent will be sought. To avoid the risk of participants feeling coerced, a debrief of the discussion will be available to participants following the discussion.
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3	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)	
4	Risks to the investigator For example: personal health & safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest	
	Risk to the investigator: 1) Allegations while conducting interviews. 2) Accusations of fabrication or falsification of data. 3) Concerns of coercion. 4) Participants may wish to withdraw. 5) A possible conflict of interests between the researcher and participants. 6) A confidentiality breach due to data being released accidentally. 7) Risks relating to the possibility of unexpected negative emotions of the interviewees owing to, for example, an uncomfortable interview place, the anxiety for unintentional disclosure in reference to the participants or for any unintentional inappropriateness of conduct violating any possible document. (this box should expand as you type)	How you will mitigate the risk to the investigator: 1) I will ensure access to a suitable space that secures the confidentiality of the of the participant contributions, whilst also being visible to other colleagues. 2) I will clarify with participants regarding access to transcripts of interviews or field notes. I will ensure debriefing with participants to include recapping on and clarifying where necessary the contributions that they have made. 3) It will be made explicit that participants are free to disengage and that in that event, this will not impact on assessment or outcomes of their programme of study. 4) In the case of withdrawal from the student group, discussions would be conducted with the remaining participants and new participants will be recruited, if necessary, who will be fully briefed and whose informed consent will be sought. 5) Where there is a potential conflict of interest between the researcher and the participants, for example the researcher may be involved in some aspect of the assessment of participants work, the researcher will not assess that participant's work. 6) The research will be stored on the UWTSD cloud and any recordings, data or transcript will be password protected in electronic folders on UWTSD systems and subject to university protocols. However, GDPR statements will be included in any participant information and consent and that the researcher has completed training on GDPR and will ensure that all records are kept in secure cloud locations as a precaution and not on any hard drive. 7) I will be cautious about the places to have interviews and choose quiet and

		public places. The participants are assured that all the personal data of the participants are securely stored in a safe place such as my password-protected laptop that is moved onto the shared drive. All the related laws and regulations should be carefully studied before the research activities to avoid unintentional misconduct that arouses suspicion and antagonism from authorities.
5	University/institutional risks For example: adverse publicity, financial loss, data protection	
	Risk to the University: Reputational damage (Potential complaint against the researcher for causing emotional distress or embarrassment that could cause reputational damage)	<i>How you will mitigate the risk to the University:</i> I will ensure adherence to the UWTSD code of ethics and research standards and commonly agreed standards of good practice. I will ensure compliance with data storage regulations and university guidelines, and security procedures. Ensure that research methodology is robust and that methods are appropriate. I will adhere to the UWTSD code of conduct (and also the EWC code of conduct if you are a teacher). I will establish clarity regarding procedures on reporting of disclosures in fieldwork settings. I will work with partners to promote a comprehensive understanding regard the nature of the research in order to avoid misunderstandings and manage expectations
6	Environmental risks For example: accidental spillage of pollutants, damage to local ecosystems	
	Risk to the environment: 1)Use of paper 2)Travel -carbon footprint.	I will ensure this research activity will mostly use electronic systems, reducing the need for bleached paper and the need for travel.

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
7	Does your research require you to hold a current DBS Certificate?	☒	☐	☐
8	If YES, please give the certificate number. If the certificate number is not available please write "Pending"; in this case any ethical approval will be subject to providing the appropriate certificate number.	001771924260		

SECTION I: Feedback, Consent and Confidentiality

1	Feedback What de-briefing and feedback will be provided to participants, how will this be done and when?
	I will speak with students at the end of the questionnaire, as well as at the end of the interview to inform them that the observation and research has finished. I will speak with staff at the end of our discussion/interview to let them know that the research has finished. If either staff or students want further details or results, they will be able to email me at a specific email address.
2	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.
	Consent will be sought via established systems within the school to gain assent. However, I will send a further letter to all interview participants' parents/carers outlining the nature and purpose of the research, with a right to withdraw clearly stated. I will also gain signed consent from the teachers I speak with.
3	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.
	No names will be placed at the top of questionnaires, and with the interview, students will be noted down as initials. Once conducted, a key will be used to refer to those students in the case study report.

SECTION J: Data Protection and Storage

	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
1	"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. Any video or audio recordings of participants is considered to be personal data.	☐	X
	If YES, provide a description of the data and explain why this data needs to be collected:		
2	(this box should expand as you type)		
	Does it involve special category data (as defined by the GDPR)?	YES	NO
3	"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:		
4			

	Will data from the research activity (collected data, drafts of the thesis, or materials for publication) be stored in any of the following ways?	YES	NO
5	Manual files (i.e. in paper form)?	X	☐
6	University computers?	☐	x
7	Private company computers?	☐	x
8	Home or other personal computers?	x	☐
9	Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	x	☐
10	"Cloud" storage or websites?	x	☐

11	Other – specify:	☐	x
12	For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of backup procedures, password protection, encryption, anonymisation and pseudonymisation:		
	I will store these paper files securely, and they will be non-identifiable. All data will be kept in a protected personal computer. All participants will be given a unique identifier to ensure confidentiality and this list will be kept securely in the password-protected folder. If any cloud storage is needed, the University Office 365 system will be used, which will be encrypted, and the data in the cloud is anonymised. The data will be stored until the dissertation results are received and then deleted. Participants will have the right to ask to see what data is held relating to them, and these data will be deleted immediately if the participant requests it, in which case the data will not be used in the project.		

Data Protection			
	Will the research activity involve any of the following activities:	YES	NO
13	Electronic transfer of data in any form?	☒	☐
14	Sharing of data with others at the University outside of the immediate research team?	☐	x
15	Sharing of data with other organisations?	☐	x
16	Export of data outside the UK or importing of data from outside the UK?	☐	x
17	Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	x
18	Publication of data that might allow identification of individuals?	☐	x
19	Use of data management system?	☐	x
20	Data archiving?	☐	x
21	If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and Data Protection Act (2018) (and any international equivalents, where appropriate):		
	Each participant's electronic consent form and data from interviews, class observation and questionnaire will be stored in a secure place in a password-protected personal computer or the University Office 365 system which will be encrypted. All personal identification information will be removed or anonymised during transcription. Signed informed consent forms in paper form will be kept in a locked file cabinet and unavailable to anyone except the researcher. On receiving the feedback and mark for this work, the signed informed consent forms will be destroyed and audio-data will be deleted.		
22	List all who will have access to the data generated by the research activity:		
	I, the researcher will be the only one who has access. Only anonymised data will be shared with individuals who can request access to this data in line with GDPR.		

23	List who will have control of, and act as custodian(s) for, data generated by the research activity:		
	I, the researcher will be the only one who has access.		
24	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.		
	Each participant's electronic consent form and data from interviews, class observation and questionnaire will be stored securely in a password-protected personal computer or the University Office 365 system, which will be encrypted. All personal identification information will be removed or anonymised during transcription. Signed informed consent forms in paper form will be kept in a locked file cabinet and unavailable to anyone except the researcher. On receiving the feedback and mark for this work, the signed informed consent forms will be destroyed, and audio-data will be deleted.		
25	Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtsd.ac.uk/). If so please explain. (<i>Most relevant to academic staff</i>)		
26	Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.ac.uk/library/research-data-management/)	YES	x
27	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	x

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/	
1	Signature of applicant:	H.Davies Date: 14.3.2024

For STUDENT Submissions:

2	Director of Studies/Supervisor:	Ishmael Lewis	Date: 15.3.2024
3	Signature:	I.L	

For STAFF Submissions:

4	Academic Director/ Assistant Dean:	Catherine Morgan	Date: 15.3.2024
5	Signature:	C.M	

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 (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.