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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:	Chaoying Yang
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2	Tick all boxes that apply:	Member of staff:	☐	Honorary research fellow:	☐
	Undergraduate Student	☐	Taught Student	Postgraduate Student	☒
				Research Student	☐

3	Institute/Academic Discipline/Centre:	Yr Athrofa
4	Campus:	Swansea Campus
5	E-mail address:	2307764@student.uwtsd.ac.uk
6	Contact Telephone Number:	07404 652589
For students:		
7	Student Number:	2307764
8	Programme of Study:	Professional Doctorate in Education (EdD)
9	Director of Studies/Supervisor:	Dr. Iain Jones and Dr. Julia Holloway

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	☐		
		Other (write in) Iain Jones, Catherine Morgan and Julia Holloway	☒		May 25, 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	UWTSD Research Ethics & Integrity Code of Practice	☒
2	UWTSD Research Data Management Policy	☒

3	The British Educational Research Association [2024]	☐
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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:	An Exploration of Digital Literacy Training for Translation Students in China from the Perspective of Translators		
2	Proposed start date:	30/05/2024	Proposed end date:	30/09/2024

	Introduction to the Research (maximum 300 words per section) Ensure that you write for a <u>Non-Specialist Audience</u> when outlining your response to the points below: <i>Purpose of Research Activity</i> <i>Proposed Research Question</i> <i>Aims of Research Activity</i> <i>Objectives of Research Activity</i> Demonstrate, briefly, how <u>Existing Research</u> has informed the proposed activity and explain <i>What the research activity will add to the body of knowledge</i> <i>How it addresses an area of importance.</i>
3	Purpose of Research Activity The rapid development of intelligent technologies such as the "Internet+" model, big data, and Artificial Intelligence Content Generation (AIGC) is characterized by intelligence, ubiquity, and adaptability. These advancements have fundamentally altered the traditional mode of translation production, leading to a significant transformation in translation production relationships (Wang, 2023). In light of this context, it is essential to explore the digital literacy training of translation students in China, aligning their translation education with current and future professional demands. The purpose of this small-scale research project is to gain insights from translators' perspectives, understand their barriers and opportunities in this evolving translation industry, and explore preparation of translation students can be improved in an evolving digital world.
4	Research Questions ➤ What are the core skills, knowledge, and competencies needed by translation students in China?
5	Aims of Research Activity This research aims to explore and identify the core skills, knowledge, and competencies essential for translators in the dynamic field of translation with a focus on guiding the digital literacy training for translation students.
6	Objectives of Research Activity ➤ To gather the perspectives of teachers of translation students regarding the digital literacy level of translators. ➤ To identify potential areas for improvement in digital literacy for translation students.
	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	Life History Research: In this study, I will employ a life history research approach. This approach focuses on understanding individuals' subjective accounts of their lives and experiences and enables a deep exploration of the interviewees' professional journey, providing a comprehensive understanding of their expertise and knowledge (Goodson and Sikes, 2006). Therefore, I intend to begin by inviting participants to share their life stories as translators, allowing them to freely narrate their experiences and challenges faced within this professional domain. Subsequently, I will probe into how digital literacies have shaped their work, aiming to capture the impact of technological advancements on their professional practices. This is in alignment with the research aims and objectives, allowing for a direct and in-depth understanding of the translators' perspectives, barriers, and opportunities. By capturing these rich narratives, the research aims to translate them into actionable insights for digital literacy training among translation students in China. Online Interview: As a specific method within this approach, I will conduct online interviews to gather data. According to Mogan (2018), online interviews allowed the researcher to use audio and video technology via the Internet to access participants' perspectives remotely, facilitating a flexible and asynchronous data collection process. This distance strategy is convenient for both the participants and the researcher because they are in different countries (Dicker and Gilbert, 1988). This combination of a life history research approach and online interview method allows for a rich understanding of participants' lives and experiences, while also accommodating the challenges of remote data collection. Interview Format: Each interview will be conducted through a video conferencing platform (Teams). This format allows for more natural and unstructured conversation, promoting a relaxed atmosphere conducive to open sharing (James and Bushe, 2012). Data Collection: Interviews will be recorded and transcribed verbatim to ensure accurate data capture. This transcription will facilitate detailed analysis later in the research process (Halcomb and Davidson, 2006). Data Analysis: Transcripts will be analyzed using thematic analysis (Braun & Clarke, 2022) to identify patterns, themes, and insights related to the research questions. This analysis will provide a rich understanding of the translators' perspectives and experiences (Vaismoradi and Snelgrove, 2019). Ethical Considerations: Participant consent will be obtained before each interview, and all data will be anonymized and stored securely. Participant confidentiality and privacy will be strictly maintained throughout the research process.
	Location of research activity

	Identify all locations where research activity will take place.
8	Interviews will be conducted online. The interviewer, located at the University of Wales Trinity Saint David (UWTSD) in the UK, will initiate the online interviews. The interviewees, located in China, will participate in the interviews online. Following the interviews, I will conduct further recurring analysis by analyzing the transcribed interview data. This analysis will primarily occur at the University of Wales Trinity Saint David (UWTSD), where I am based as a researcher.
	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. If you live in the country where you will do the research then please state this.
9	Although all research activities will be conducted online, with the interviewer located at the University of Wales Trinity Saint David (UWTSD) in the UK and the interviewees participating from China, the ethical standards of academic research at UWTSD and Heilongjiang International University (HIU) are closely aligned. The researcher has a dual identity as both a student at UWTSD and a teacher of translation courses at HIU. This dual identity ensures that the researcher is familiar with and sensitive to the ethical considerations of both the UK and China.

10	Use of documentation not in the public domain: Are any documents NOT publicly available?	NO	☒
		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. <i>(this box should expand as you type)</i>		

	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	☐	☒
13	A resilient Wales	☐	☒

14	A healthier Wales	☐	☒
15	A more equal Wales	☐	☒
16	A Wales of cohesive communities	☐	☒
17	A Wales of vibrant culture and thriving Welsh language	☐	☒
18	A globally responsible Wales	☐	☒
19	If YES to any of the above, please give details:		
	(this box should expand as you type)		

SECTION F: Scope of Research Activity

	Will the research activity include:	YES	NO
1	Use of a questionnaire or similar research instrument?	☐	☒
2	Use of interviews?	☒	☐
3	Use of focus groups?	☐	☒
4	Use of participant diaries?	☐	☒
5	Use of video or audio recording?	☒	☐
6	Use of computer-generated log files?	☐	☒
7	Participant observation with their knowledge?	☐	☒
8	Participant observation without their knowledge?	☐	☒
9	Access to personal or confidential information without the participants' specific consent?	☐	☒
10	Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	☒
11	Performance of any acts which may cause embarrassment or affect self-esteem?	☐	☒
12	Investigation of participants involved in illegal activities?	☐	☒
13	Use of procedures that involve deception?	☐	☒
14	Administration of any substance, agent or placebo?	☐	☒
15	Working with live vertebrate animals?	☐	☒
16	Procedures that may have a negative impact on the environment?	☐	☒
17	Other primary data collection methods. Please indicate the type of data collection method(s) below.	☐	☒
	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

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?	☐	☒
2	Adults (over the age of 18 and competent to give consent)?	☒	☐
3	Vulnerable adults?	☐	☒
4	Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	☐	☒
5	Prisoners?	☐	☒
6	Young offenders?	☐	☒
7	Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	☒
8	People engaged in illegal activities?	☐	☒
9	Others. Please indicate the participants below, and specifically any group who may be unable to give consent.	☐	☒

	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 2 participants in total.
11	Who will the participants be?	The participants of the research will be two translators with different levels of experience. Participant 1 has 20 years of translation experience, having published 38 translated works and taught at the university level before retiring. Participant 2 has 10 more years of translation experience, having published 20 translated works and

		currently teaching as a translation teacher.
12	How will you identify the participants?	Despite not coming from the same university, these participants are all teachers from universities in Heilongjiang province and are easily accessible for the researcher to contact. To identify suitable participants for my research, I will employ a targeted approach, focusing on individuals who possess a dual identity: they are experienced translators with published works, while also serving as teachers of translation courses at the university level. These individuals' extensive experience in translation practice, coupled with their educational background and experience teaching translation courses, makes them ideal candidates for the study. Their unique perspective combines professional translation knowledge with an understanding of translation education, enabling them to provide insights that are both practical and educationally relevant. After identifying potential participants, I will contact them via email and provide each participant with a detailed information sheet that shows the research's objectives, ethical considerations, and an invitation to participate. Through this email, participants will receive a comprehensive explanation of their role in the study, seeking their informed consent, and clarifying expectations regarding professional conduct during interviews. I assure them that their participation is entirely voluntary and that their anonymity and confidentiality will be strictly upheld throughout the entire research process.

	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?	☒	☐	☐
14	Will you tell participants that their participation is voluntary?	☒	☐	☐
15	Will you obtain written consent for participation?	☒	☐	☐
16	Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	☐	☐	☒
17	If the research is observational, will you ask participants for their consent to being observed?	☐	☐	☒
18	Will you tell participants that they may withdraw from the research at any time and for any reason?	☒	☐	☐
19	With questionnaires, will you give participants the option of omitting questions they do not want to answer?	☐	☐	☒
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?			
21	Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	☒	☐	☐
22	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
24	Will participants be paid?	☐	☒	☐
25	Is specialist electrical or other equipment to be used with participants?	☐	☒	☐
26	Are there any financial or other interests to the investigator or University arising from this study?	☐	☒	☐
27	Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	☒	☐
28	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.	
1	Full risk assessment completed and appended?	Yes ☐ No ☒
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. Participants may experience emotional distress when discussing challenges and barriers related to digital literacy in their careers, especially if they feel disillusioned or frustrated with the	How you will mitigate the risk to participants: 1. I will provide clear and comprehensive information to participants about the purpose, nature, and potential emotional impact of the discussions. Obtain their informed consent,

	current state of digital literacy integration. 2. Participants may be concerned about the transfer and storage of their personal data, particularly in digital formats. 3. Although the participant data will be anonymised, given that the number of participants is very small, the participants may be concerned that the information they provide could be easily traced back and reveal their identity. 4. Participants may be concerned that the interviewer will misunderstand or misinterpret their answers, which could result in an inaccurate depiction of their opinions or experiences.	allowing them to make an informed decision about their participation. If any emotional distress arises as a result of the interview, participants can either withdraw, without any consequence, or choose to continue participating in the interview, or consent to a further interview. 2. When processing research data, I will follow the obligations which are set out in the UWTSD Research Data Management Policy (UWTSD, 2022, p.14). I will use secure and encrypted data transfer protocols when transmitting personal data. Before the data collection, I will inform all the participants that all their personal information in this research will be kept strictly confidential and all the data will be stored safely. 3. I will collect only the essential information necessary for the research and avoid gathering any identifying details that are not directly relevant to the study objectives. Essential information for the research could include: a. The core skills needed by translation students in China. b. The knowledge areas that are most beneficial for translation students to master. c. The competencies that employers in the translation industry in China prioritize. Additionally, I will conduct regular checking for any inadvertent inclusion of identifying information. Details that are irrelevant: a. Personal hobbies that are unrelated to translation skills or knowledge. b. Specific personal life details that do not impact professional competencies. c. Irrelevant employment history that does not relate to translation or language skills. 4. When conducting interviews, I will double-check with the interviewees and paraphrase their responses, adding clarifying information if any language is ambiguous, to ensure accuracy. Upon completion of the
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		interviews, each participant will receive a transcript of their input, and the researcher will inquire about any revisions they would like to see made.
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	
	No sensitive topics will be covered in the research activity. However, if participants experience any discomfort during the interviews, I will either stop the activity promptly or inform them in advance that they do not have to answer any questions that make them feel uncomfortable. Additionally, in case participants need further support or counselling, I can refer them to the professional counseling services available at Heilongjiang International University's Psychological Workshop. The workshop offers confidential and competent counseling services that aim to support individuals in need.	
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. The investigator may experience physical strain from prolonged periods of data collection and interactions with participants, leading to musculoskeletal problems, fatigue, and decreased immune function. 2. The rigorous demands of the research process, encompassing data analysis, interpretation, and writing, alongside the potential for negative feedback or conflicting opinions surrounding the research topic, can all contribute to mental exhaustion and burnout, thereby affecting the investigator's emotional well-being. External criticism and conflicting perspectives present further risks to the investigator's well-being and morale.	<i>How you will mitigate the risk to the investigator:</i> 1. I will take regular breaks during data analysis, adopting healthy lifestyle practices, such as regular exercise, proper nutrition, and adequate sleep, to prevent burnout and allow for physical and mental recovery and support my overall well-being and resilience to stress. 2. I will ensure allocating time for self-care, relaxation, and hobbies to maintain a healthy work-life balance. Additionally, I will utilize support networks such as colleagues, mentors, and professional organizations to provide a sense of community and understanding during challenging times. By sharing experiences and seeking advice, I will be able to cope with negative feedback or conflicting opinions. Furthermore, if I experience high levels of stress, anxiety, or emotional strain related to the research project, I will seek assistance from the university's professional counseling services.

	3. Risks can arise from participants' decisions to withdraw from a study. Withdrawal can introduce bias and hinder the generalizability of research findings. Moreover, it can affect the ability to detect meaningful differences or relationships, potentially compromising the validity and reliability of the research. Relying solely on two identified participants significantly increases these risks. If either withdraws or is unable to participate, it could result in insufficient data for meaningful analysis, further compromising the study's integrity. 4. Technical issues could be the source of the risk. Hardware failures, software bugs, or bad internet connections might impede the interview's progress and irritate the interviewers. Technical problems might cause communication breakdowns or delays, which can affect the reliability and preciseness of the data gathered.	3. I will carefully consider and address potential reasons for withdrawal during the design and implementation of the research. This may involve providing participants with clear and comprehensive information about the research's aims, procedures, and expected outcomes, as well as addressing any concerns or barriers that may prevent their full participation. Additionally, I will establish trust with participants and create a supportive and inclusive environment that encourages their engagement and reduces the likelihood of withdrawal. I will also identify and contact two potential backup participants to prepare for any potential withdrawals of the identified participants. These individuals can be informed about the study and their possible role as replacements if needed. By having a list of backups, I can quickly fill in any gaps created by participant attrition. 4. I will conduct thorough pre-interview equipment checks to ensure that all hardware is in working condition and free from any potential failures. Additionally, I will update software and ensure compatibility with interview platforms to prevent software bugs. A reliable and secure internet connection is crucial for avoiding any connectivity issues that might cause delays or communication breakdowns. Finally, a proactive approach to technical support is essential. Interviewers should be prepared to promptly contact technical support in case of any issues, minimizing potential delays and ensuring a smooth interview experience.
5	University/institutional risks For example: adverse publicity, financial loss, data protection	
	Risk to the University:	How you will mitigate the risk to the University:
	1. Failure to adhere to ethical guidelines and research regulations in the study may result in	3. I will ensure that the research project undergoes thorough ethics review and approval

	ethical misconduct allegations, damaging the university's credibility and standing in academic circles. 2. Intellectual Property Concerns: Loss of data may give rise to issues related to intellectual property rights or unauthorized use of research findings, potentially affecting the university's intellectual property portfolio.	to comply with the University's Research Ethics and Integrity Code of Practice. I will strictly be in line with standard ethical practices and the guidance contained in this code of practice, including Honesty, Rigour, Transparency and open communication, care and respect and Accountability (UWTSD, 2022, p.4). In terms of honesty, I will ensure that the only direct quotations I provide from the interviews are those of the participants, and all data will be reported accurately and transparently. In terms of rigour, I plan to pilot the design of my interview and interview themes before conducting my interview, ensuring that my methods adhere to the highest academic standards. Regarding transparency and open communication, I will declare any conflicts of interest and ensure that the research findings, including negative results, are made widely available. With respect to care and respect, I will treat all research participants with dignity and respect, ensuring their mental and physical wellbeing and confidentiality throughout the study. For accountability, I will ensure that the research process is conducted ethically and responsibly, holding myself and any collaborators to the standards set by UWTSD. 4. I will strictly adhere to provisions for the management of Intellectual Property (IP) which are set out in the University's Intellectual Property Policy for Students (UWTSD, 2022, p.14). I will ensure compliance with University guidelines by storing data on reliable and secure platforms (such as UWTSD systems like One Drive or Teams) that have robust authorization and security measures, and keeping backup copies in UWTSD cloud storage.
6	Environmental risks For example: accidental spillage of pollutants, damage to local ecosystems	

	Risk to the environment: Online interviews, conducted through video conferencing or other digital platforms, requiring significant energy use and data transmission, may lead to increased resource consumption, such as energy, and electronic devices, contributing to environmental degradation and carbon emissions.	<i>How you will mitigate the risk to environment:</i> I will prioritize using energy-efficient video conferencing platforms that consume less power. Secondly, I will use devices with longer battery life or plug into power sources that utilize renewable energy. Additionally, compressing video and audio data can reduce the amount of data transmitted, further minimizing environmental impacts.		
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.			

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?
	While no direct feedback will be provided to project participants, I will provide them with contact information, including the telephone number and email address to inquire about the findings. In the informed consent, I will specify that the collected data may be used for publication, and the thesis will be publicly available while maintaining the confidentiality of personal information.
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.
	Prior to obtaining consent, I will provide potential participants with detailed information including the purpose of the research, methods of data collection, expected outcomes, and a thorough explanation of how the data will be used. This is to ensure that they fully understand the importance of their participation and the potential impact. Additionally, I will specify the exact involvement of each participant, informing them that they will be interviewed once for a duration of half an hour. Furthermore, I will clearly explain that participants' participation is voluntary and that they are free to withdraw their consent at any time during the study, including after data analysis has begun.

	In the event that someone wishes to withdraw their consent after the data analysis has commenced, I will respect their decision and ensure that their data is no longer included in the analysis. To withdraw consent during an interview or at any other point in the study, participants can simply inform me of their decision, and I will ensure that the necessary steps are taken to remove their data from the study.
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.
	First, I would ensure anonymity by using participant IDs instead of personal information. Then, I would store any identifying information separately from the research data. This information will be kept in a secure, password-protected folder in UWTSD systems, such as One Drive or Teams, with encryption to enhance security. This ensures that even if there is unauthorized access to the system, the personal details of participants will remain protected. I will make sure that only the authorized personnel have access to the research data and to remove any identifying details from the research outputs or reports.

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.	☒	☐
	If YES, provide a description of the data and explain why this data needs to be collected:		
2	Interviews that require personal data will be utilized in my research. Here are the reasons why this data needs to be collected. Reasons for recording interviews: 1. For accuracy and detail preservation ➤ Verbatim record: Recording interviews ensures the accuracy and preservation of participants' responses in their exact words, capturing nuances, tone, and context that may be lost in written transcripts. ➤ Detailed information: Audio or video recordings allow researchers to capture detailed information, including pauses, intonation, and non-verbal cues, enhancing the richness and depth of the data.		

	2. For data verification and analysis ➤ Data validation: Recorded interviews serve as a verification tool to ensure the accuracy and integrity of the data collected, enabling researchers to cross-reference responses during analysis. ➤ Thorough analysis: The ability to revisit and replay recordings aids in a thorough analysis of the interview data, facilitating deeper insights and interpretation of participants' perspectives. 3. For participant consent and transparency ➤ Consent documentation: Recording interviews provides a clear record of participants' consent to be recorded, ensuring transparency and adherence to ethical guidelines. ➤ Reference for Participants: Participants can refer back to the recordings to confirm their responses and statements, promoting transparency and trust in the research process. 4. For quality assurance ➤ Quality control: Recording interviews helps maintain quality control by minimizing errors or omissions in data collection and transcription, reducing the risk of misinterpretation or bias.		
	Does it involve special category data (as defined by the GDPR)?	YES	NO
3	<i>“Special category data”</i> 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:		
4	(this box should expand as you type)		

	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)?	☐	☒
6	University computers?	☐	☒

7	Private company computers?	☐	☒
8	Home or other personal computers?	☐	☒
9	Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☐	☒
10	“Cloud” storage or websites?	☒	☐
11	Other – specify:	☐	☒
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:		
	The privacy of all data collected during the research process will be strictly maintained solely for the purposes of the research. Access to these data will be strictly confidential and limited solely to the present study. All the data will be securely stored in UWTSD systems, such as OneDrive or Teams, which are renowned for their high level of authority and security. Participants' names will not be disclosed in any transcripts related to the research. Regular backups of the data will be securely stored on UWTSD's cloud storage systems, in compliance with the established data storage guidelines of the university.		

	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?	☐	☒
15	Sharing of data with other organisations?	☐	☒
16	Export of data outside the UK or importing of data from outside the UK?	☒	☐
17	Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	☒
18	Publication of data that might allow identification of individuals?	☐	☒
19	Use of data management system?	☐	☒
20	Data archiving?	☐	☒
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):		
	When transferring data electronically, I will ensure that appropriate technical and organizational measures are in place to protect the data during its transfer. When exporting data outside the UK or importing data from outside the UK, I will ensure that the data transfer is conducted in compliance with the GDPR and the Data Protection Act (2018). When using personal contact information, I will ensure that the processing of this data is lawful, fair, and transparent. Under the GDPR and Data Protection Act, all the information of participants would be used only for the purpose for which it was provided previously.		

22	List all who will have access to the data generated by the research activity:		
	The researcher - Chaoying Yang - and her supervisors Iain Jones and Julia Holloway have access to the data.		
23	List who will have control of, and act as custodian(s) for, data generated by the research activity:		
	Only the researcher - Chaoying Yang.		
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.		
	The research, upon submission to the paper submission system of UWTSD, may have its data stored in the UWTSD Research Data Repository for a duration of 10 years, adhering to the established data storage guidelines of UWTSD and backup copies will be kept in UWTSD cloud storage.		
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>)		
	N/A		
26	Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.ac.uk/library/research-data-management/)	YES	☒
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	☒

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:	<i>Chaoying Yang</i>	Date: 23/05/2024

For STUDENT Submissions:

2	Director of Studies/Supervisor:	Iain Jones and Julia Holloway (on behalf of the ECDE7013 module team)	Date:
3	Signature:		

For STAFF Submissions:

4	Academic Director/ Assistant Dean:		Date:
5	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 (where appropriate) <i>ONLY TICK IF YOU HAVE ATTACHED A FULL RISK ASSESSMENT</i>
☒	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.

RESEARCH STUDENTS ONLY

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

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.

Information Sheet

Study Title:

Core Skills, Knowledge, and Competencies Needed by Translation Students in China

Researcher:

Chaoying Yang, EdD Candidate, First Year, EdD Program, University of Wales Trinity Saint David

Contact Information:

Email: 2307764@student.uwtsd.ac.uk

Phone: +86 18346534253 / +44 7404 652589

Introduction:

You are being invited to participate in a research study. Before you decide to take part, it is important to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish.

Purpose of the Study:

The purpose of this study is to identify the core skills, knowledge, and competencies that are essential for translation students in China. Your participation will help in understanding the current industry requirements and educational needs for future translators.

Why Have I Been Chosen?

You have been chosen because of your extensive experience and expertise in the field of translation. Your insights and perspectives are invaluable to this research.

What Will I Have to Do?

If you decide to take part in this study, you will be asked to participate in an online interview. The interview will last approximately 60-90 minutes and will be conducted via Team. During the interview, you will be asked about your experiences, skills, and perspectives on translation education.

Confidentiality:

All information collected during this study will be kept confidential. Your identity will be anonymised in any publications or presentations resulting from this research. Only the research team will have access to the data.

Voluntary Participation:

Your participation in this study is entirely voluntary. You are free to withdraw at any time, without giving any reason. If you decide to withdraw, any data you have provided will be destroyed.

Potential Benefits and Risks:

There are no significant risks associated with participating in this study. While there are no direct benefits to you, your participation will contribute to a better understanding of translation education

in China.

Further Information:

If you have any questions or need further information, please feel free to contact me at 2307764@student.uwtsd.ac.uk.

Thank you for considering participation in this study.

Consent Form 01

Research Topic: Core Skills, Knowledge, and Competencies Needed by Translation Students in China

Dear Participant,

Thank you for considering participating in this study!

The purpose of this research is to explore the core skills, knowledge, and competencies needed by translation students in China. Before you proceed to the interview, please carefully read the following information and sign the consent form below. Your personal information will be kept confidential and will only be used for the purpose of this study.

Research Objective: The aim of this research is to understand the core skills, knowledge, and competencies that are essential for translation students in China. Your views and opinions will be collected through an online interview.

Voluntary Participation: Your participation in this research is voluntary, and you have the right to withdraw at any time without any penalty or inconvenience.

Confidentiality: Your personal identity will be treated as confidential. The data collected in the interview will be used solely for research purposes and will be anonymized to protect your personal privacy.

Data Collection: In this study, we will collect the following information: professional experience, views on essential translation skills, knowledge, and competencies.

Data Protection: The collected data will be anonymized and securely stored. It will only be accessible to the researcher team, Chaoying Yang and her supervisors and will be used exclusively for the purpose of this study.

Contact Information: If you have any questions or need further information, please feel free to contact the researcher at 2307764@student.uwtsd.ac.uk.

Please confirm that you fully understand the above information and voluntarily agree to participate in this research by signing your name and the date below.

[Participant Consent Form]

I, Xianjun Yang, have read and understood the above information and voluntarily agree to participate in this study. I understand that my participation is voluntary, and I have the right to withdraw at any time without any penalty or inconvenience.

Signature: 杨献军

Date: 2024.6.28

Consent Form 02

Research Topic: Core Skills, Knowledge, and Competencies Needed by Translation Students in China

Dear Participant,

Thank you for considering participating in this study!

The purpose of this research is to explore the core skills, knowledge, and competencies needed by translation students in China. Before you proceed to the interview, please carefully read the following information and sign the consent form below. Your personal information will be kept confidential and will only be used for the purpose of this study.

Research Objective: The aim of this research is to understand the core skills, knowledge, and competencies that are essential for translation students in China. Your views and opinions will be collected through an online interview.

Voluntary Participation: Your participation in this research is voluntary, and you have the right to withdraw at any time without any penalty or inconvenience.

Confidentiality: Your personal identity will be treated as confidential. The data collected in the interview will be used solely for research purposes and will be anonymized to protect your personal privacy.

Data Collection: In this study, we will collect the following information: professional experience, views on essential translation skills, knowledge, and competencies.

Data Protection: The collected data will be anonymized and securely stored. It will only be accessible to the researcher team, Chaoying Yang and her supervisors and will be used exclusively for the purpose of this study.

Contact Information: If you have any questions or need further information, please feel free to contact the researcher at 2307764@student.uwtsd.ac.uk.

Please confirm that you fully understand the above information and voluntarily agree to participate in this research by signing your name and the date below.

[Participant Consent Form]

I, Lirong Zhao, have read and understood the above information and voluntarily agree to participate in this study. I understand that my participation is voluntary, and I have the right to withdraw at any time without any penalty or inconvenience.

Signature: 赵丽荣

Date: 2024.6.30

Interview Questions

Research Question:

What are the core skills, knowledge, and competencies needed by translation students in China?

Introduction and Background

1. Can you briefly introduce your background and experience in the translation industry?

先请您简要介绍一下您在翻译行业的背景和经验吗？

Core Skills

2. What do you consider to be the most important skills for a successful translator?

您认为一个成功的译者最重要的技能是什么？

3. How do you prioritize these skills: linguistic proficiency, cultural knowledge, or technical skills?

您如何在以下技能中进行优先排序：语言能力、文化知识还是技术技能？

4. Can you provide examples of how these skills are applied in your daily translation work?

您能举例说明这些技能在您日常翻译工作中的应用吗？

Knowledge

5. What specific areas of knowledge do you find most crucial for translators in China?

您认为中国的译者需要掌握哪些特定的知识领域？

6. How important is specialized knowledge in fields like law, medicine, or technology for translators?

在法律、医学或技术等领域的专业知识对于译者有多重要？

7. What resources or methods do you recommend for translation students to acquire this knowledge?

您推荐翻译专业的学生通过哪些资源或方法来获取这些知识？

Competencies

8. What competencies should translation students develop to succeed in the industry?

翻译专业的学生需要发展哪些能力才能在行业中取得成功？

9. How do you think competencies in project management and client communication impact a translator's career?

您认为项目管理的能力对译者的职业生涯有何影响？

Training and Education

10. How well do you think current translation programs in Chinese universities prepare students for the industry?

您认为目前中国大学的翻译课程在多大程度上为学生进入行业做好了准备？

11. What improvements or changes would you suggest for translation education in China?

您对中国的翻译教育有何改进建议？

12. What role do internships and practical experiences play in the development of translation skills?

实习和实践经验在翻译技能发展中起什么作用？

Industry Insights

13. How has the translation industry in China evolved over the past two decades?

过去二十年来，中国的翻译行业发生了怎样的变化？

14. What are the emerging trends and challenges in the translation industry today?

当前翻译行业的新兴趋势和挑战是什么？

15. How do advancements in technology, such as machine translation, impact the role of human translators?

技术进步，如机器翻译，对人类译者的角色有何影响？

Personal Experiences and Advice

16. Can you share a challenging translation project you worked on and how you overcame the difficulties?

您能分享一个您曾经参与的具有挑战性的翻译项目以及您如何克服困难的吗？

17. What advice would you give to translation students aspiring to enter the profession?

您对有志于进入翻译行业的学生有什么建议？

18. How do you continue to develop your skills and stay updated with industry changes?

您如何继续发展自己的技能并跟上行业的变化？

19. What qualities do you believe distinguish an exceptional translator from a good one?

您认为哪些品质将优秀的译者与普通译者区分开来？