

Yr Athro Ymholgar

ECPP7001C

Sesiwn 10 & Sesiwn 11



Moeseeg

Rhaid i'ch ymchwil ystyried dwy ddogfen:

1. BERA (2011) - Ethical Guidelines for Educational Research
2. UWTSD Research Ethics & Integrity Code of Practice

BERA

British Education Research Association (BERA) guidelines 2018

BERA's guidelines unequivocally recognise and celebrate the diversity of approaches in educational research, and promote respect for all those who engage with it: researchers and participants, academics and professional practitioners, commissioning bodies, and those who read and utilise the research. They are not rules and regulations, but they do represent the tenets of best ethical practice that have served our community of researchers well in the past and will continue to do so in the future. (p. ii)

Tasg

- ▶ Bydd partner 1 yn darllen canllawiau BERA
- ▶ Partner 2 yn darllen cod ymarfer y Brifysgol
- ▶ Cymharwch a gwrthgyferbynnwch y ddwy ddogfen

Cydymffurfio: y Rheoliad Diogelu Data Cyffredinol ac ymchwil

Egwyddorion craidd y Rheoliad Diogelu Data Cyffredinol yw egwyddorion rheoli data ymchwil yn foesebol:

- ▶ Peidiwch â chasglu mwy o ddata gan unigolion nag y mae ei angen at y diben y caiff ei ddefnyddio;
- ▶ Gofynnwch am ddata personol yn deg gan yr unigolyn, trwy roi hysbysiad iddynt eich bod yn ei gasglu, a'i ddiben penodol;
- ▶ Peidiwch â chadw'r data am gyfnod hwy nag y mae ei angen at y diben hwnnw;
- ▶ Cadwch ddata'n ddiogel;
- ▶ Rhowch gopi i unigolyn o'i ddata personol os bydd yn gofyn amdano.

UWTSD Research Data Management

- ▶ Dylech hefyd gyfeirio at y ddogfen hon yn eich ffurflen foeseq.

Tasg Heddiw

- ▶ Cwblhau'r Ffurflen Foeseq!

Tasgau dydd Llun

1. Ewch i'ch ysgol PTE er mwyn i aelod o staff, fel arfer y pennaeth neu'r uwch fentor, lofnodi eich ffurflen moeseg rydych wedi'i chwblhau;
2. Paratowch daflen wybodaeth i'r disgyblion

Cynnwys y daflen wybodaeth

- ▶ Beth mae'r ymchwil yn ceisio ei ddarganfod;
- ▶ Diben yr ymchwil;
- ▶ Pwy sy'n ei gario allan;
- ▶ Beth yn union a ofynnir i gyfranogwyr wneud;
- ▶ Sut y bydd y wybodaeth yn cael ei gofnodi;
- ▶ Beth fydd yn digwydd i'r data wedyn;
- ▶ Pa fath o gyfrinachedd ac anhysbysrwydd a roddir;
- ▶ Sut y bydd y wybodaeth yn cael ei ddadansoddi;
- ▶ Sut y bydd y canfyddiadau'n cael eu hadrodd;
- ▶ Pwy fydd yn gweld canlyniadau'r astudiaeth.

Ddydd Mawrth, bydd angen i chi gyflwyno copi caled o:

- ▶ Eich ffurflen foeseg;
- ▶ Eich taflen arsylwi;
- ▶ Cwestiynau eich cyfweiliad grŵp ffocws;
- ▶ Eich taflen ar gyfer adfyfyrio;
- ▶ Eich taflen wybodaeth.

Cyflwynwch eich gwaith:

- ▶ Mewn un polypocket (nid ffeil fawr) NEU
- ▶ Wedi'i staplo/'paperclip'-io gyda'i gilydd

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

Llenwi'r Ffurflen Foeseq

Adran B

SECTION B: Approval for Research Activity

Has the research activity received approval in principle? (please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual)		YES	☐	N	
					<i>Date</i>
If Yes, please indicate source of approval (and date where known):	Research Degrees Committee		☐		
	Faculty Research Committee		☐		
	Other (write in)		☐		

Approval in principle must be obtained from the relevant source prior to seeking ethical approval.

Rhowch y dyddiad

Cynhwyswch Enw'r Aelod Staff a'i Rôl Ddynodedig

Adran C

SECTION C: External Ethical Guidance Materials

Please list the core ethical guidance documents that have been referred to during the completion of this form (including any discipline-specific codes of research ethics, and also any specific ethical guidelines relating to the proposed methodology). Please tick to confirm that your research adheres to these codes and guidelines.

Cynhwyswch God Moeseg Y
Drindod Dewi Sant ynghyd
â Chodau Ymchwil
Moesegol sy'n Benodol i'r
Ddisgyblaeth

	☐
	☐
	☐

Adran D

Na!

SECTION D: External Collaborative Research Activity

Does the research activity involve collaborators outside of the University?	YES	☐	NO	☐
If Yes, please provide the name of the external organisation and name and contact details for the main contact person:				
Institution				
Contact person name				
Contact person e-mail address				

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

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

Adran E

Sicrhewch fod y
dyddiad arfaethedig
AR ÔL
cyfarfod y Pwyllgor
Moeseg

SECTION E: Details of

Indicative title:

Proposed start date:

Proposed end date:

Purpose of research activity (including aims and objectives)

Outline the purpose, aims and objectives of the research activity, including key research questions. Show briefly how existing research has informed the proposed activity and explain what the research activity will add and how it addresses an area of importance. (Maximum 300 words)

(this box should expand as you type)

Proposed methods

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. (Maximum 600 words)

(this box should expand as you type)

Byddai'n syniad da
defnyddio
Pwyntiau Bwled ar gyfer
nodau, amcanion a
chwestiynau ymchwil

Adran E

Disgrifiad o'r ysgol(ion),
ond di-enw.

Location of research activity

Identify all locations where research activity will take place.

(this box should expand as you type)

Research activity outside of the UK

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

(this box should expand as you type)

Adran F

Dylid gwneud sylwadau ar unrhyw flychau y ticiwyd **IE** ar eu cyfer yn y Fethodoleg (Adran E)

SECTION F: Scope of Research Activity

Will the research activity include:		
Use of a questionnaire or similar research instrument?	☐	☐
Use of interviews?	☐	☐
Use of diaries?	☐	☐
Participant observation with their knowledge?	☐	☐
Participant observation without their knowledge?	☐	☐
Use of video or audio recording?	☐	☐
Access to personal or confidential information without the participants' specific consent?	☐	☐
Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	☐
Performance of any acts which may cause embarrassment or affect self-esteem?	☐	☐
Investigation of participants involved in illegal activities?	☐	☐
Use of procedures that involve deception?	☐	☐
Administration of any substance, agent or placebo?	☐	☐
Working with live vertebrate animals?	☐	☐
Other primary data collection methods, please explain in this box	☐	☐

Adran G

Participant numbers and source

Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited?

this box should expand as you type)



Rhowch nifer y cyfranogwyr a
dywedwch **SUT** byddwch chi'n nodi
cyfranogwyr

Adran H

Mae risg ynghlwm wrth **bob** gwaith ymchwil os
yw'n cynnwys cyfranogwyr
sicrhewch y nodir y risgiau
Peidiwch â rhoi '**Amherthnasol**'

Mae risg ynghlwm wrth **bob** gwaith ymchwil
sicrhewch y nodir y risgiau
Peidiwch â rhoi '**Amherthnasol**'

Mae risg ynghlwm wrth **bob** gwaith ymchwil
sicrhewch y nodir y risgiau
Peidiwch â rhoi '**Amherthnasol**'

Ar gyfer unrhyw risg a nodir yn yr adran uchod,
mae angen esbonio'r mesurau lleddfu yma

SECTION H: Anticipated Risks

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

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

Full risk assessment completed and appended?

Yes ☐

No ☐

Risks to participants

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

(this box should expand as you type)

If research activity may include sensitive, embarrassing or upsetting topics (e.g. sexual activity, drug use) or issues likely to disclose information requiring further action (e.g. criminal activity), give details of the procedures to deal with these issues, including any support/advice (e.g. helpline numbers) to be offered to participants. Note that where applicable, consent procedures should make it clear that if something potentially or actually illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities

(this box should expand as you type)

Risks to investigator

For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest

(this box should expand as you type)

University/institutional risks

For example: adverse publicity, financial loss, data protection

(this box should expand as you type)

Adverse outcomes

List measures put in place to limit any adverse effects or outcomes of research activity where appropriate. Include any emergency protocols.

(this box should expand as you type)

Adran I

Researchers are required to indicate in the ethics form that consent forms are given to all participants and, if this work involves minors (under 18 in line with UWTSD), that parents/guardians are also asked for their consent.

SECTION I: Feedback, Consent and Confidentiality

Feedback

What feedback will be provided to participants, how will this be done and when?

(this box should expand as you type)

Informed consent

Describe the arrangements to inform potential participants, before providing consent, of what is involved in participating. Describe the arrangements for participants to provide full consent before data collection begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded.

(this box should expand as you type)

Confidentiality / Anonymity

Set out how anonymity of participants and confidentiality will be ensured in any outputs. If anonymity is not being offered, explain why this is the case.

(this box should expand as you type)

Gwnewch gyfeiriad penodol at **SUT** y sicrheir cysyniad gwybodus, cyfrinachedd a chyfranogi dienw

Gwnewch gyfeiriad penodol at **SUT** y sicrheir cysyniad gwybodus, cyfrinachedd a chyfranogi dienw

Dangos y gwahaniaeth rhwng anhysbysrwydd a chyfrinachedd
Sut bydd cyfranogwyr yn tynnu'n ôl o ymchwil?

Adran J

Data personol yw'r data sy'n ymwneud ag unigolyn byw y gellir ei adnabod ar sail y data hynny neu ar sail y data hynny a gwybodaeth arall sydd ym meddiant, neu sy'n debygol o ddod i feddiant y rheolwr data ac sy'n cynnwys mynegi unrhyw farn am yr unigolyn ac unrhyw arwydd o fwriadau'r rheolwr data. Mae hyn yn cynnwys unrhyw berson arall sy'n gysylltiedig â'r unigolyn (Deddf Diogelu Data 1998).

Data Personol Sensitif yn ôl dioffffinad Deddf Diogelu Data 1998, yw'r data sy'n ymwneud â hil, tarddiad ethnig, barn wleidyddol person, ei gredoau crefyddol neu rai tebyg, aelodaeth undeb llafur, iechyd neu gyflwr corfforol ac iechyd a chyflwr meddwl, bywyd rhywiol, trosedd a gyflawnwyd neu drosedd honedig a gyflawnwyd (honnwyd) neu ddedfryd unrhyw lys mewn trafodion o'r fath.

SECTION J: Data Protection and Storage

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

	YES	NO
Does the research activity involve personal data (as defined by the Data Protection Act)? <i>"personal data" means data which relate to a living individual who can be identified—</i> (a) from those data, or (b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.	☐	☐
If YES, provide a description of the data and explain why this data needs to be collected: (this box should expand as you type)		
Does it involve sensitive personal data (as defined by the Data Protection Act)? <i>"Sensitive personal data" means personal data consisting of information as to –</i> (a) the racial or ethnic origin of the data subject, (b) his political opinions, (c) his religious beliefs or other beliefs of a similar nature, (d) whether he is a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992), (e) his physical or mental health or condition, (f) his sexual life, (g) the commission or alleged commission by him of any offence, or (h) any proceedings for any offence committed or alleged to have been committed by him, the disposal of such proceedings or the sentence of any court in such proceedings.	☐	☐
If YES, provide a description of the data and explain why this data needs to be collected: (this box should expand as you type)		

Adran J

Ystyr trosglwyddo data ar ffurf electronig yw cyfleu data rhwng dyfeisiau electronig e.e. o'r naill gronfa ddata i'r llall.

NID yw hyn yn golygu cadw gwaith ar gofbin USB

A fyddwch chi'n archifo'r data?

Will the research activity involve any of the following activities:	YES	NO
Electronic transfer of data in any form?	☐	☐
Sharing of data with others at the University?	☐	☐
Sharing of data with other organisations?	☐	☐
Export of data outside the European Union or importing of data from outside the UK?	☐	☐
Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	☐
Publication of data that might allow identification of individuals?	☐	☐
Use of data management system?	☐	☐
Data archiving?	☐	☐
If YES to any question, please provide full details, explaining how this will be conducted in accordance with the Data Protection Act (and/or any international equivalent): (this box should expand as you type)		

Adran J

DIM OND ar gyfer **DATA CRAI** y mae hyn yn berthnasol a dylech chi ystyried yn ofalus pwy a ddylai gael manteisio arnyn nhw **Fel arfer** yr ymchwilydd a'r goruchwyliwr fyddai'r rhain ond yng nghyd-destunau lleoliad, gallai hyn fod yn arweinydd neu'n berson dynodedig

Under normal circumstances, raw data should be destroyed at the first opportunity e.g. after transcription. Exceptions might include circumstances where raw data is needed in the preparation of publications or re-submission of assignments. Researchers should seek advice from supervisors if in any doubt. The key principle for researchers to consider is protecting the anonymity of participants.

SECTION J: Data Protection and Storage

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

(this box should expand as you type)

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

(this box should expand as you type)

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

(this box should expand as you type)

Adran K

SECTION K: Declaration

The information which I have provided is correct and complete to the best of my knowledge. I have attempted to identify any risks and issues related to the research activity and acknowledge my obligations and the rights of the participants.

In submitting this application I hereby confirm that I undertake to ensure that the above named research activity will meet the University's [Research Ethics and Integrity Code of Practice](#)

Signature of applicant:

Date:

For students:

Director of Studies/Supervisor:

Signature:

Date:

Dyddiad

For staff:

Head of School/Assistant
Dean:

Signature:

Date:

MATERION CYFFREDINOL - COFIWCH . . .

Sicrhewch eich bod
yn nodi naill ai
'IE', 'NA' neu **Amh**
Ar gyfer pob un lle
mae angen croes

[illegible]

I GLOI . . .

Yn aml
marciwyd y
blwch hwn trwy
gamsvniad



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

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

Cofiwch...!

ddileu'r cyfarwyddiadau
o waelod y ffurflen
cyn ei gyflwyno