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

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:		Jake Brimble			
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:	UWTSD
4	Campus:	Swansea
5	E-mail address:	2302336@student.uwtsd.ac.uk
6	Contact Telephone Number:	07735829245
	For students:	

7	Student Number:	2302336
8	Programme of Study:	Primary PGCE (QTS)
9	Director of Studies/Supervisor:	Jo Bamsey

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) Jo Bamsey	☒	**14.03.2024**	

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	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	If YES then the permission question	**YES**	☐	**NO**	☐

	Professional Learning Partnership (APLP)?	below does not need to be answered.				
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 is the relationship between the use of technology and independent learning in a year 1 and 2 classroom?		
2	Proposed start date:	08.04.2024	Proposed end date:	31.07.2024
	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:** *Purpose of Research Activity* *Proposed Research Question* *Aims of Research Activity* *Objectives of Research Activity* Demonstrate, briefly, how **<u>Existing Research</u>** has informed the proposed activity and explain *What the research activity will add to the body of knowledge* *How it addresses an area of importance.*			
3	**Purpose of Research Activity** The purpose of this research is : - To inform my practise as an educator through gaining a deeper understanding of how technology can be effectively utilised within the classroom to develop independent learning. - To improve my approach as a research practitioner. (this box should expand as you type)			
4	**Research Question** What is the relationship between the use of technology and independent learning in a year 1 and 2 classroom? (this box should expand as you type)			
5	**Aims of Research Activity** To explore the relationship between the use of technology and independent learning in a year 1 and 2 mixed age classroom. (this box should expand as you type)			
6	**Objectives of Research Activity**			

	- Investigate the current level of technology utilisation within the chosen classroom. - Identify the technology commonly used within year 1 and 2 classrooms. - Engage with literature to conduct a review of current, relevant material from a variety of sources and perspectives. - Select an appropriate representative sample from the year 1 and 2 classroom, ensuring validity and generalisability of data. - Develop a suitable research methodology for exploring the relationship between technology use and independent learning within the classroom, considering the more unique context of a mixed year classroom. - Gain consent from participants appropriately. - Implement the proposed methods. - Continuously review ethical considerations surrounding the research, ensuring that all ethical implications are acknowledged and addressed consistently. (this box should expand as you type)
	Proposed methods (maximum 600 words) Provide a brief summary of all the methods that **may** be used in the research activity, making it clear what specific techniques may be used. If methods other than those listed in this section are deemed appropriate later, additional ethical approval for those methods will be needed. 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	- I will implement a staff questionnaire with around 10 questions. - I will implement a whole-class student questionnaire with around 10 questions. - I will undertake semi-structured focus group interviews with students in small groups *(audio recordings will be taken for reference post-interviews).* - I will undertake semi-structured individual interviews with several staff members in the school *(audio recordings will be taken for reference post-interview).* - I will observe several lessons in the chosen classroom and take notes. - I will discuss the technology use from several other classrooms in the school used for independent learning with the class teachers (only staff members will participate in this). - Students will be given frequent opportunities for assent once consent has been approved through the form of a card (one side, green, one side red). Students can flip the card to red if they wish to opt out of the research project, or keep it on green if they wish to continue. (this box should expand as you type)
	Location of research activity Identify all locations where research activity will take place.
8	A primary school in the South Wales area. (this box should expand as you type)
	Research activity outside of the UK If research activity will take place overseas, you are responsible for ensuring that local ethical considerations are complied with and that the relevant permissions are sought. Specify any local guidelines (e.g. from local professional associations/learned societies/universities) that exist and whether these involve any ethical stipulations beyond those usual in the UK (provide details of any licenses or permissions required). Also specify whether there are any specific ethical issues raised by the local context in which the research activity is taking place, for example, particular cultural and/or legal sensitivities or vulnerabilities of participants. If you live in the country where you will do the research then please state this.
9	N/A.

	(this box should expand as you type)

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. *(this box should expand as you type)*		

	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:		
	A prosperous Wales: - Through investigating how technology implementation can enhance independent learning, research contributes through the potential to improve educational outcomes. Students with a strong understanding of how to learn to effectively utilise technology to learn stand a better chance of gaining future employment. A resilient Wales: - Independent learning through technology can improve problem-solving skills and adaptability. A more equal Wales: - This research has the potential to showcase how technology can be used to support independent learning for all students, regardless of their background or circumstances. A globally responsible Wales: - Supporting independent students equipped with technological skills can lead to more effective critical thinking, collaboration and digital literacy. (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.	☐	☒

	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?	Under the age of 18: - 24 students will undertake the questionnaire. - A maximum of 8 (from the group of 24) students will participate in total to form two focus groups of 4 – consent forms will be provided to the parents/guardians, children will be verbally asked if they would like to participate. Adults: - There will be a maximum of 8 school staff participants. Interviews will be conducted – verbal discussion will provide recruitment, ongoing assent will be required. In total, 24 students under 18, 8 adult participants. *(this box should expand as you type)*
11	Who will the participants be?	Primary school students in year 1 and year 2 (from a mixed age classroom) from School X. School staff (teachers, teaching assistants, headteacher, deputy headteacher) from School X. *(this box should expand as you type)*
12	How will you identify the participants?	The school staff will be: - The class teacher for the chosen focus group. - Teaching assistants that work with the chosen focus group. - Headteacher/Deputy Headteacher can provide an oversight relating to their perspectives on technology use for independent learning in the classroom. Students will be selected based on providing a range of academic abilities, ages and amount of experience with technology. The class teacher will identify appropriate students who may wish to participate considering diversity of the group. A consent form with a description of the research project and expectations will then be sent to the parents/guardians. Once informed consent has been authorised, these students will be identified as participants. *(this box should expand as you type)*

	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			
	(this box should expand as you type)			

	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			
	(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	☒
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: a) Physical or psychological harm.	*How you will mitigate the risk to participants:* a) Child protection and safeguarding regulations will be adhered to. I will implement informed consent and assent processes. I will establish positive communication	

		with parents/guardians and gatekeepers of provision that the participants attend. I will proceed in a collaborative manner with them and seek to promote an appropriate comprehension of the research project along with the rights of the participants. I will ensure interviews are conducted in small focus groups in a safe, private space on school grounds, providing an environment for participants to express themselves without fear of repercussions from staff and other students. I will ensure the confidentiality and anonymity of all participants will be protected and maintained appropriately following guidelines. I will avoid revealing any stigmatising information surrounding any of the participants and ensure their participation remains confidential. I will ensure data storage procedures are in accordance with university procedures and ethical guidelines.
	b) Emotional distress.	b) I will ensure to access appropriate support should emotional distress become evident and reconsider/revise my approach. Work with gatekeepers in clarifying the availability of support services for the participants in the research project. Clarify with participants regarding the interviews being conducted, what will be discussed and their rights to stop or withdraw from the interview at any time. Consult with staff, parents/guardians to ensure the interviews are conducted in a sensitive manner, in order to ensure the interview subject matter does not cause emotional distress. I will ensure, as fully as possible, that participants comprehend the nature of the research project, its purposes and possible implications in order to avoid any misunderstandings and to manage expectations. I will re-affirm consent and update participants where appropriate on the progress of the journey.
	c) Potential for discomfort and disagreement.	

	d) Disturbance to relationships with staff. e) Risk that participants may feel coerced into giving positive or biased responses. *(this box should expand as you type)*	c) I will provide participants with an information sheet, reminding them of the following: context and background to the research, purpose of the discussion, research questions, informed consent, 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 interviews, providing reminders as to the purpose of the discussion to ensure UWTSD codes of conduct are followed. If interviewees begin to be critical in a manner that exposes participants to any degree of risk to the reputation of the individuals or UWTSD, I will remind interviewees of their obligations with regards to professional conduct. d) I will ensure understanding with all participants regarding the aims and focus of the research. Keep disturbances of day-to-day activities to a minimum within the research project. Ensure confidentiality and anonymity of participants at all times. Ensure appropriate and secure data storage. Reassure participants that the information they provide will not be disclosed without their consent. Ensure interviews are conducted in a suitably confidential environment. Work with gatekeepers to promote an understanding of the nature of the research, and to gain assurances that the participants contribution in it is fully supported and will not result in recrimination by staff or peers. e) 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 and synopsised transcript of the discussion will be available to participants following the discussion. *(this box should expand as you type)*

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:	*How you will mitigate the risk to the investigator:*
	a) Allegations while conducting interviews.	a) I will ensure access to a suitable space that secures confidentiality of the participants, whilst also being visibly to other colleagues.
	b) Accusations of fabrication or falsification of data.	b) 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. I will work with gatekeepers to promote a comprehensive understanding of the nature of the research project.
	c) Concerns of coercion.	c) It will be made explicit that participants are free to disengage with the project and that in that event, this will not impact on assessment or outcomes of their programme of study.
	d) Participants may wish to withdraw.	d) In the case of withdrawal from the student group, discussions would be conducted with the remaining participants and new participants will be recruited, if required, who will be fully briefed, and whose informed consent will be sought. For the case of a withdrawal from the staff group, a nominee will be sought in the relevant department/specialism.
	e) A possible conflict of interests between the myself and participants.	e) Where there is a potential conflict of interest between myself and participants, I will not assess that participants work.
	f) A confidentiality breach due to data being released accidentally.	f) 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

	g) Risks relating to the possibility of unexpected negative emotions of the interviewees. *(this box should expand as you type)*	or on my personal password-protected Macbook and subject to university protocols. GDPR statements will be included in any participant information and consent. I have also completed training on GDPR and will ensure that all records are kept in secure location. g) I will be cautious about the interview locations and select quiet, public spaces. Participants will be assured that all their personal data will be securely stored in the UWTSD cloud or on my password protected MacBook. I will ensure all the related laws and regulations are carefully studies before the research takes place to avoid unintentional misconduct. *(this box should expand as you type)*
5	**University/institutional risks** For example: adverse publicity, financial loss, data protection	
	Risk to the University: a) Reputational damage. *(this box should expand as you type)*	*How you will mitigate the risk to the University:* a) I will ensure I adhere to the UWTSD code of ethics and research standards and commonly agreed standards of good practise. I will ensure compliance with data storage regulations and university guidelines and security procedures. I will ensure appropriate methods and a robust research methodology. I will adhere to the UWTSD code of conduct and the EWC code of conduct. I will establish clarity regarding procedures on reporting of disclosures in field work settings. I will work to promote a comprehensive understanding regarding the nature of the research in order to avoid misunderstandings and manage expectations. *(this box should expand as you type)*
6	**Environmental risks** For example: accidental spillage of pollutants, damage to local ecosystems	
	Risk to the environment: a) Use of paper, travel – carbon footprint. *(this box should expand as you type)*	*How you will mitigate the risk to environment:* a) This research project will mostly use electronic systems, working to reduce the requirement for paper and travel.

		(this box should expand as you type)

	Disclosure and Barring Service			
	If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants.	**YES**	**NO**	**N/A**
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.	**001680508552**		

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 provide an email address to participants (school staff and parents/guardians) to enable them to ask questions for further details or results. *(this box should expand as you type)*
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.
	A form will be sent out with information describing what participants are involved in and how their data may be used for the research. *(this box should expand as you type)*
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.
	Throughout my notes – I will refer to participants through letters (e.g. student A, teacher A). Through my research write-up, I will anonymise any names as listed above. I will ensure any personal information will be redacted immediately upon return on consent forms. All sensitive information will be kept in a secure password-protected folder on my Macbook or on the secure UWTSD cloud to ensure only I have access to it. *(this box should expand as you type)*

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	Audio data will be recorded throughout the interviews, this will be kept anonymous where possible. The collection of this audio data is to ensure I can collect the information accurately and allows me to record exactly what participants said in their own words to avoid any fabrication/falsification of data. *(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	*(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:		
	Questionnaires will be provided in a paper format, these will be anonymised and scanned before the paper copies are destroyed. All data will be stored on my MacBook, which is password protected, or uploaded to the UWTSD secure cloud storage. All participants will be provided a unique identifier as stated previously to ensure confidentiality, this list will be kept securely in a separate password protected folder. If any cloud storage is required, I will use the UWTSD Office 365 system, which will be encrypted and the data in the cloud is anonymised. The data will be stored until the receipt of the assignment result and then deleted. Participants will have the right to ask to see what data is held relating to them and this data will be deleted immediately if the participant requests this, in which case the data will not be used in the project. *(this box should expand as you type)*		

	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):		
	(this box should expand as you type)		
22	List all who will have access to the data generated by the research activity:		
	Myself *(this box should expand as you type)*		
23	List who will have control of, and act as custodian(s) for, data generated by the research activity:		
	Myself *(this box should expand as you type)*		
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 observations and questionnaires will be stored in a secure place in a password protected MacBook or the UWTSD 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 will be unavailable to anyone except the researcher. On receiving the feedback and mark for this assignment, the signed informed consent forms will be destroyed and audio data will be deleted. *(this box should expand as you type)*		
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. (*Most relevant to academic staff)*		
	(this box should expand as you type)		
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:**	Jake Brimble	**Date:** 14.03.24

For STUDENT Submissions:

2	Director of Studies/Supervisor:	Jo Bamsey	**Date:** 14.03.23
3	Signature:	J.Bamsey	

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) *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.

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.