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:		Rachel Anne Smyth			
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 Yr Athrofa
4	Campus:	Swansea
5	E-mail address:	2206702@student.uwtsd.ac.uk
6	Contact Telephone Number:	07747773553
	For students:	

7	Student Number:	2206702
8	Programme of Study:	PGCE Secondary School Art
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)	☐		

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	*[List any other relevant documents here]*	☒

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:	Investigating the Impact of Interdisciplinary Connections on Authentic Learning Experiences		
2	Proposed start date:	14/03/2024	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 investigate the impact of making connections to other areas of learning on the authenticity of learning experiences. (this box should expand as you type)			
4	**Research Question** How does making connections to other areas of learning experiences contribute to the development of authentic learning experiences. (this box should expand as you type)			
5	**Aims of Research Activity** • To examine how making connections to other areas of learning influences the authenticity of learning experiences. • To understand the relationship between making connections across different subject areas with student engagement and understanding. • To identify strategies for enhancing the relevance and meaningfulness of learning experiences through interdisciplinary connections. (this box should expand as you type)			
6	**Objectives of Research Activity**			

	• Evaluate how cross-curricular connections impact student engagement and participation during the lesson. • Measure how integrated lessons improve students' grasp of core concepts across various subjects. • Explore the teacher's role in creating connections between different learning areas within the lesson. • Investigate students' views on the relevance and usefulness of cross-curricular learning for authentic experiences. • Identify challenges faced by teachers and students in implementing and adjusting to cross-curricular lessons to enhance future implementations. (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	Surveys: • Administer structured surveys to teachers to gather quantitative data on their perceptions, experiences, and attitudes towards cross-curricular connections. • Develop separate surveys for students to assess their experiences, engagement, and perceptions of authenticity in cross-curricular lessons. Observations: • Conduct classroom observations during cross-curricular lessons to record student engagement levels, teacher facilitation techniques, and overall classroom dynamics. • Use observation checklists to systematically document specific behaviours and interactions related to cross-curricular learning. Interviews: • Conduct semi-structured interviews with teachers to gain in-depth insights into their strategies, challenges, and experiences in implementing cross-curricular lessons. • Conduct interviews with students to gather qualitative data on their learning experiences, perceptions of authenticity, and the impact of cross-curricular connections on their understanding of subjects. Pre and Post Tests: • Administer pre-tests to students before participating in cross-curricular lessons to assess their baseline knowledge, skills, and attitudes. • Following the completion of cross-curricular lessons, administer post-tests to measure changes in student learning outcomes. Action Research: • Collaborate with teachers to implement cross-curricular lesson plans in their classrooms. Collect data on student learning outcomes, teacher reflections, and classroom dynamics throughout the action research process. (this box should expand as you type)
	Location of research activity Identify all locations where research activity will take place.
8	Secondary School in Cardiff (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	*(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:		
	By investigating the effectiveness of cross-curricular connections in enhancing student engagement, understanding, and authentic learning experiences, the research promotes effective educational practices, aiming for better outcomes for individuals and communities, aligning with the goal of creating a prosperous Wales.. (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?	There will be a maximum of 20 participants who will be involved with the observation, questionnaire, and semi structured interviews. These participants will be divided into groups when conducting semi structured interviews. Additionally, 1-1 semi-structured interviews will be conducted with the member of staff. *(this box should expand as you type)*
11	Who will the participants be?	Learners and a member of staff. *(this box should expand as you type)*
12	How will you identify the participants?	To identify participants, a letter of invitation and consent will be sent to the guardians of around 25 learners. Utilising the method of opportunity sampling, up to 20 pupils will be selected from those who express interest in participating in this research study. The selection process will aim to achieve maximum diversity among participants. Additionally, the adult member of staff involved in the assessment of the programme will also receive a letter of invitation and consent. *(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: 1. Physical or psychological harm. 2. Emotional distress. 3. Potential for discomfort and disagreement. 4. Disturbance to relationships with staff. 5. Risk that participants may feel coerced into giving positive or biased responses. *(this box should expand as you type)*	*How you will mitigate the risk to participants:* 1. I will adhere to child protection and safeguarding regulations. Ensure informed consent and assent process are robust and thorough e.g. clarity regarding the purposes, benefits and risks of taking part in the research, ensuring that young people fully understand their own position it relation to the research, and their right to withdraw from it at any time. Establish positive communication with parents and any gatekeepers of provision that the young people attend. Work collaboratively with them in promoting an understanding of the research purposes, and the rights of the young people participating in it, and those that chose not to do so. Ensure that interviews are conducted on a one-to-one basis in a safe and private space, in which participants can express themselves freely without fear of recrimination from staff or peers. Ensure	

		robust procedures for maintaining the confidentiality and anonymity of all participants to the research. Avoid revealing any stigmatising information regarding any of the participants, ensuring that their participation remains confidential. Ensure procedures for data storage are in accordance with university procedures and ethical guidelines. 2. Ensure access to appropriate support should this become evident and reconsider/revise the approach being taken. Work with gatekeepers in clarifying the availability of support services for those participating in the research. Work collaboratively with gatekeepers in exploring any issues that may arise in the interviews which may be a cause of distress to each of the young people taking part in the research. Be clear with the young people regarding the conduct of the interviews, the area to the covered, and their rights to stop the interview or withdraw from it at any time. Consult with staff, parents/guardians, to gain an understanding of personal circumstances of the young people participating in the research in order to ensure that the interviews are conducted in a sensitive way, and that the interview subject matter does not cause distress. Ensure, as fully as possible, that participants understand the nature of the research, its purposes, and possible implications in order to avoid misunderstandings and manage expectations. Ensure regular followup communication with participants in order tore-affirm consent and to update them on the progress of the research. 3. To avoid discomfort and disagreement during the focus group discussion, I will develop a discussion guide which will define the parameters and scope of the questions being discussed. Participants will be given a participant information sheet intended to remind them of the following: Context and background to the research; Purpose of the discussion; Research questions; Informed Consent; Specific questions/statements to be addressed; Use of the data gathered in the discussion; Closure and briefing on the use of the information and data gathered in the discussion. I will moderate the discussion, providing reminders throughout as to the purpose of the discussion so as to ensure professional

		decorum is maintained in line with UWTSD codes of conduct. During the discussion about the engagement of learning, if group members begin to be critical in a way that exposes participants to any degree of risk to the reputation of individuals or UWTSD, I will remind group members of their obligations with regards to professional conduct. 4. Ensure clarity with all young people and staff/gatekeepers regarding the aims and focus of the research. Minimise disturbance of day-to-day activities within the provision due to the research project. Ensure confidentiality and anonymity of those participating in the research at all times. Ensure appropriate and secure storage of data. Reassure participants that the information that 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 young people's participation in it is fully supported and will not result in recrimination by staff or peers. 5. Prior to the group questionnaire and 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 interview. *(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: 1. Allegations while conducting interviews.	*How you will mitigate the risk to the investigator:*

	2. Accusations of fabrication or falsification of data. 3. Concerns of coercion. 4. Participants may wish to withdraw. 5. A confidentiality breach due to data being released accidently. 6. Risks relating to the possibility of unexpected negative emotions of the interviewees. *(this box should expand as you type)*	1. I will ensure access to a suitable space that secures the confidentiality of the of the participant contributions, whilst also being visible to other colleagues. 2. I will clarify with participants regarding access to transcripts of interviews or field notes. Ensure debriefing with participants to include recapping on and clarifying where necessary the contributions that they have made. Work with gatekeepers to promote a comprehensive understand of the nature of the research project. 3. I will make it explicit that participants are free to disengage and that in that event, this will not impact on assessment or outcomes of their programme of study. 4. I will conduct discussions with the remaining participants and recruit new participants, if necessary, who will be fully briefed and have their informed consent sought, in the case of withdrawal from the student group. In the event of a withdrawal from the staff group, I will seek a nominee in the relevant department/specialism. 5. I will ensure that the research is stored on the UWTSD cloud, and all recordings, data, or transcripts will be password protected in electronic folders on UWTSD systems, following university protocols. Additionally, I will include GDPR statements in all participant information and consent forms. Having completed training on GDPR, I will take precautions to keep all records in secure cloud locations, avoiding storage on any hard drive. 6. I will exercise caution when selecting interview locations, opting for quiet and public places. Participants can be assured that all personal data will be securely stored in safe locations. Prior to commencing research activities, I will thoroughly study all relevant laws and regulations to prevent unintentional misconduct that may cause suspicion or antagonism from authorities. *(this box should expand as you type)*
5	**University/institutional risks** For example: adverse publicity, financial loss, data protection	
	Risk to the University: 1. Reputational damage. *(this box should expand as you type)*	*How you will mitigate the risk to the University:* 1. I will ensure adherence to the UWTSD code of ethics and research standards, as well as commonly agreed standards of good practice. Compliance with data storage regulations, university guidelines, and security procedures will also be maintained. It is essential to establish robust research methodology and ensure the appropriateness of methods used. Additionally, I will adhere to the UWTSD code of conduct, and if applicable, the EWC code of conduct as a teacher. Clear procedures for reporting disclosures in fieldwork settings will be established. Collaborating with partners, I will promote a comprehensive understanding of the research nature to avoid misunderstandings and effectively 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: 1. Use of paper. Travel - carbon footprint. *(this box should expand as you type)*	*How you will mitigate the risk to environment:* 1. This research activity will mostly use electronic systems reducing the need for bleached paper and need for 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.	**001841507422**		

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 thank pupils and make them aware that the research has stopped. On request I will share results with participants. *(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.
	Before seeking consent, I will provide potential participants with detailed information about the research study. This information will be presented in participant information sheets designed to be easily understandable and accessible to both guardians and children. The documents will outline the purpose of the study, the procedures involved, any potential risks or benefits, and the voluntary nature of participation. Additionally, I will be available to address any questions or concerns that potential participants or their guardians may have. Once potential participants and their guardians have been fully informed about the study, I will request their consent to participate. Guardians of the pupils will be provided with consent forms to review and sign, indicating their agreement for their child to participate in the research. For the adult participant, consent will be obtained directly from them through a separate consent form. Consent forms will clearly outline the terms of participation, including the voluntary nature of involvement and the right to withdraw at any time. In addition to obtaining consent from the guardians of the children, I will also seek assent directly from the children themselves. To ensure their understanding and willingness to participate, I will explain the research study in age-appropriate language, highlighting the purpose and procedures involved. I will encourage open communication and provide opportunities for the children to ask questions or express any concerns they may have. Assent forms will be used to record the children's agreement to participate in the research. These forms will be designed in a clear and understandable manner, taking into account the children's age and developmental level. The assent process will emphasise the voluntary nature of participation and the children's right to withdraw at any time without consequences. *(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.
	There will be no identifiable information in the research data or in the final results of this study. The name of the school will not be mentioned, as well as no names of any pupils or staff involved. *(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	*(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:		
	(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:		
	Rachel Smyth (Researcher) *(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:		
	Rachel Smyth (Researcher) *(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 observation and questionnaire will be stored in a secure place in a password protected personal computer or the University Office 365 system which will be encrypted. All personal identification information will be removed or anonymised during transcription. Signed informed consent forms in paper form will be kept in a locked file cabinet and will be unavailable to anyone except the researcher. On receiving the feedback and mark for this piece of work, the signed informed consent forms will be destroyed and audio- and/or video-taped 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:**	Rachel Smyth	**Date:** **14/03/2024**

For STUDENT Submissions:

2	Director of Studies/Supervisor:	Jo Bamsey	**Date:** **14/03/2024**
3	Signature:	JBamsey	

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.