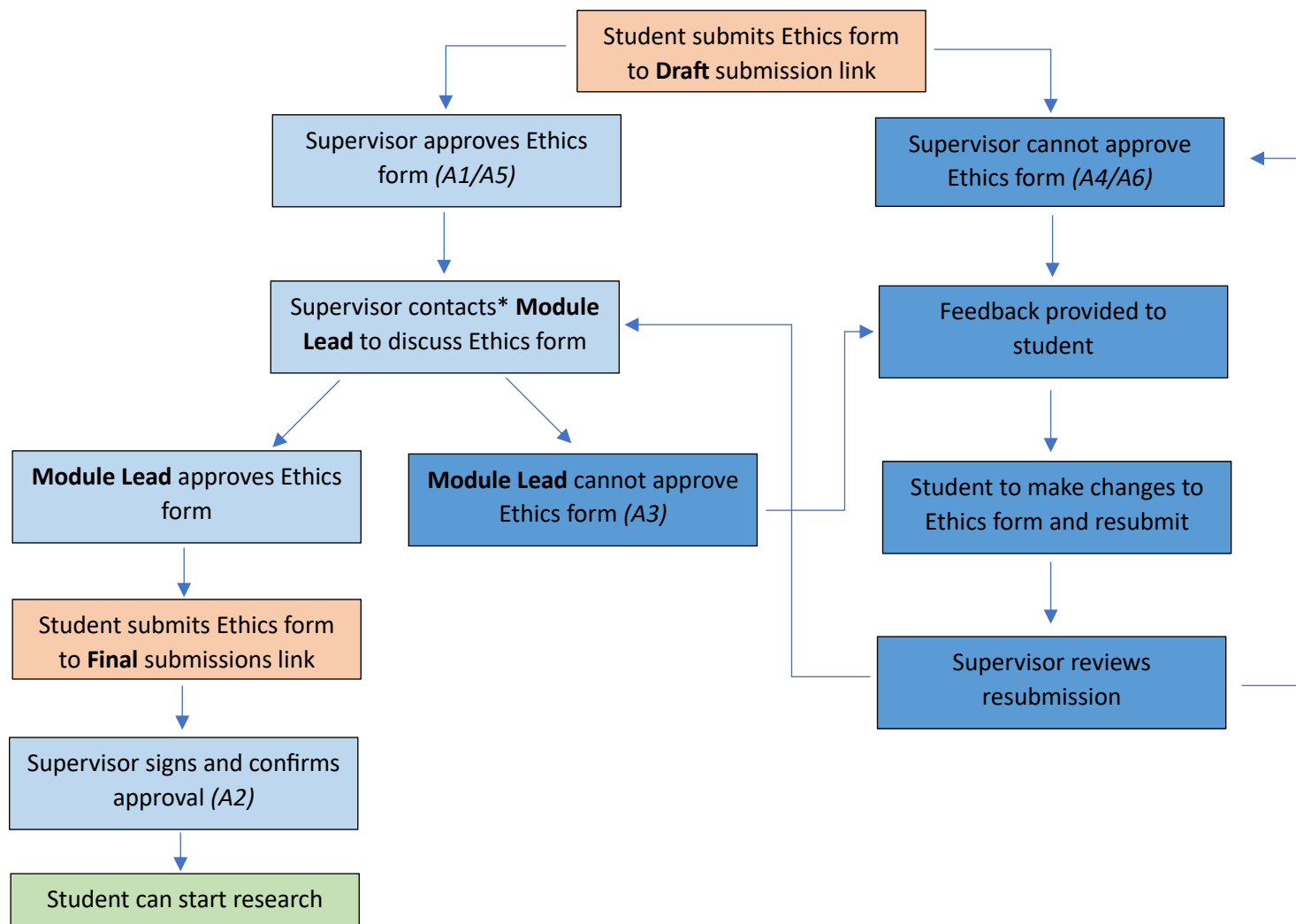


Ethics Form Approval Process (Secondary Research)

Module Leads to set up Moodle tile for Ethics form Draft submission link with a deadline and allow multiple submissions, as well as a Final submission link.

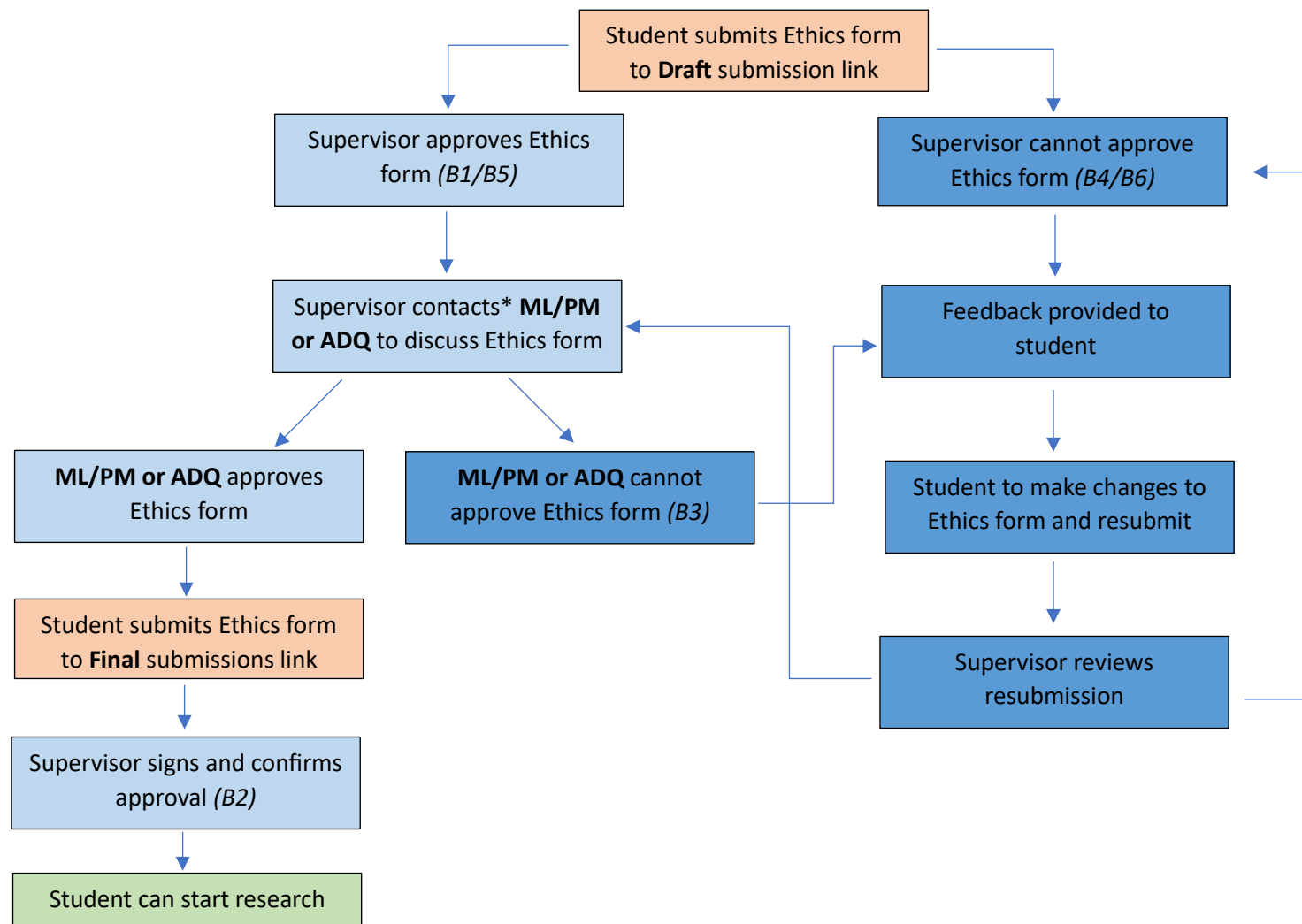
Supervisors and students should be reviewing the Ethics form before starting this process. Form must be Approve or Not Approve and supervisors state why (see templated feedback from page 3).



*Supervisors/Module Leads/PMs/ADs/ADQ are required to keep each other updated via email.

Ethics Form Approval Process (Primary Research)

Module Leads to set up Moodle tile for Ethics form Draft submission link with a deadline and allow multiple submissions, as well as a Final submission link. **Supervisors and students should be reviewing the Ethics form before starting this process.** Form must be Approve or Not Approve and supervisors state why (see templated feedback from page 3).



*Supervisors/Module Leads/PMs/ADs/ADQ are required to keep each other updated via email.

Templated Wording in Feedback

(the respective statement(s) below and date must be included in your feedback to the student)

Secondary Research

(A1) Approved by Supervisor, sent to ML: Your ethics form has been approved by the supervisor and has been sent to the Module Lead for final approval. You cannot begin your research until your supervisor tells you to.

(A2) Approved by Supervisor: Congratulations, your ethics form has been fully approved. Please begin your research.

(A3) Not Approved by Module Lead: Your ethics form has gone to the module lead who cannot approve your form. Please view the feedback from the module lead and revise. Once changes have been made, re-upload your form to the Draft submissions link and let your supervisor know.

(A4) Not Approved by Supervisor: Your ethics form in its current state cannot be approved. Please view the feedback from the supervisor and revise. Once changes have been made, re-upload your form to the Draft submission link and let your supervisor know so they can review it.

(A5) Approved after Revision: After reviewing your changes, your ethics form has been approved by the supervisor and has been sent to the module lead for final approval. You cannot begin your research until your supervisor tells you to.

(A6) Not Approved after Revision: Your ethics form still requires revision. Please contact your supervisor to review this further.

Primary Research

(B1) Approved by Supervisor, sent to PM/ADQ: Your ethics form has been approved by the supervisor and has been sent to the [Programme Manager or Assistant Dean (Quality and Enhancement)] for final approval. You cannot begin your research until your supervisor tells you to.

(B2) Approved by Supervisor: Congratulations, your ethics form has been fully approved. Please begin your research.

(B3) Not Approved by PM or ADQ: Your ethics form has gone to the [Programme Manager or Assistant Dean (Quality and Enhancement)] who cannot approve your form. Please view the feedback from

them and revise. Once changes have been made, re-upload your form to the Draft submissions link and let your supervisor know.

(B4) Not Approved by Supervisor: Your ethics form in its current state cannot be approved. Please view the feedback from the supervisor and revise. Once changes have been made, re-upload your form to the Draft submission link and let your supervisor know so they can review it.

(B5) Approved after Revision: After reviewing your changes, your ethics form has been approved by the supervisor and has been sent to the [Programme Manager or Assistant Dean (Quality and Enhancement)] for final approval. You cannot begin your research until your supervisor tells you to.

(B6) Not Approved after Revision: Your ethics form still requires revision. Please contact your supervisor to review this further.