

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:	Ruojin Yan			
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:	University of Wales Trinity Saint David (UWTSD) — Swansea College of Art			
4	Campus:	Swansea			
5	E-mail address:	2408616@student.uwtsd.ac.uk			
6	Contact Telephone Number:	+44 7421725666; +86 18277391113			
For students:					
7	Student Number:	2408616			

8	Programme of Study:	
9	Director of Studies/Supervisor:	

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	<i>[List any other relevant documents here]</i> ☐

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	(If YES attach copy) If NO the application YES ☐ NO ☐

partner organisation?	cannot continue				
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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:	Enhancing Intergenerational Interaction in Dong Community Outdoor Public Spaces through Product–Service Design: A Practice-Led Ethnographic Study			
2	Proposed start date:	01/10/2025	Proposed end date:	30/05/2027	
Introduction to the Research (maximum 300 words per section) Ensure that you write for a <u>Non-Specialist Audience</u> when outlining your response to the points below: <i>Purpose of Research Activity</i> <i>Proposed Research Question</i> <i>Aims of Research Activity</i> <i>Objectives of Research Activity</i> Demonstrate, briefly, how Existing Research has informed the proposed activity and explain <i>What the research activity will add to the body of knowledge</i> <i>How it addresses an area of importance.</i>					
3	Purpose of Research Activity In many rural ethnic communities in China, such as the Dong people, young people are moving to cities for work, while older adults are often left behind. This breaks the traditional passing-down of culture and increases loneliness among the elderly. Public spaces like drum towers and wind-rain bridges, once vibrant hubs for all generations, are now underused. This research aims to tackle this problem by designing a community-centred product-service system—an interactive seating installation and related activities—to naturally bring older adults and young people together. The goal is to foster meaningful interaction, strengthen cultural identity, and improve well-being through design. Previous research has often focused on high-tech, urban solutions for intergenerational interaction, overlooking the cultural and social nuances of rural minority groups. This study draws on theories of ‘cultural affordance’ and ‘meaningful gamification’ to place people and traditions at the heart of the design process. By working directly with the Dong community, this research will produce a culturally-sensitive design approach that blends ethnographic insight with practical product-service design. It will offer new strategies for sustaining cultural heritage and mental well-being in ageing communities, filling a clear gap in current design research. This project addresses two urgent issues: elder loneliness and the loss of cultural traditions. By helping different generations reconnect, the research supports both social well-being and cultural sustainability. Its outcomes can serve as a transferable model for other rural and minority				

	communities in China and globally, promoting inclusive and culturally-grounded design interventions. (this box should expand as you type)
4	Research Question How can we design a product-service system for Dong community public spaces that effectively encourages intergenerational interaction, supports cultural continuity, and reduces social isolation among older adults? (this box should expand as you type)
5	Aims of Research Activity This study seeks to co-design an engaging and culturally responsive seating system and activity programme that helps connect generations. It will use participatory methods, working closely with Dong elders and youth to ensure the design reflects real community needs and values. The project will deliver a detailed digital prototype and a practical implementation toolkit, providing both a theoretical framework and actionable strategies for similar communities worldwide. (this box should expand as you type)
6	Objectives of Research Activity • To organise collaborative workshops with elders and young people in Dong communities to understand their needs and cultural values. • To develop digital prototypes of seating products and service blueprints that encourage interaction. • To test these concepts through scenarios and role-playing, gathering feedback on their cultural relevance and social impact. • To create a practical design framework and implementation guide for improving intergenerational relationships in other ageing minority communities. (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	This research will employ a mixed-methods approach, combining qualitative and quantitative data collection techniques to gather rich, contextually grounded insights. The primary strategy is practice-led and ethnographic, ensuring deep engagement with the Dong community and iterative development of design outcomes. Specific techniques include: 1. Participant Observation & Spatial Behavioural Mapping: Spending extended periods in Dong public spaces (drum towers, bridges, squares) to observe and map how different generations currently use these spaces, noting patterns of interaction, avoidance, or isolation. 2. Semi-Structured Interviews: Conducting in-depth interviews with key stakeholder groups (elders over 60, local youth aged 18-35, and community leaders/ICH inheritors) to understand perceptions of public space, cultural identity, intergenerational relationships, and reactions to initial design concepts. 3. Co-Design Workshops: Facilitating participatory workshops with mixed groups of elders and youth. Activities will include brainstorming, feedback sessions on design prototypes (presented as sketches, storyboards, and digital models), and role-playing to collectively generate ideas and evaluate proposals.

	4. Cultural Artifact & Symbol Analysis: Systematically photographing and analysing cultural symbols in Dong architecture, textiles, and ritual objects to inform a culturally resonant design language. 5. Quantitative Surveys: Administering short questionnaires using Likert scales to a broader audience to quantify metrics like intergenerational interaction frequency and spatial satisfaction, providing supplementary data to the qualitative findings. Data will be analysed using Thematic Analysis for qualitative data (interview transcripts, observation notes) and Descriptive Statistics for quantitative survey data. The research may also utilise spatial analysis of behavioural maps. All data collection methods are chosen to align with the participatory and culturally sensitive nature of the project. (this box should expand as you type)
	Location of research activity Identify all locations where research activity will take place.
8	The primary location for research activity will be Dong ethnic communities in the Guangxi Zhuang Autonomous Region, China, specifically focusing on rural villages within counties such as Sanjiang and Liping. Key fieldwork sites will include communal public spaces such as drum towers (Gǔ Lóu), wind-and-rain bridges (Fēngyǔ Qiáo), and village squares. Secondary research activities, including data analysis, literature review, and digital prototyping, will be conducted at the researcher's home institution in the UK. (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	Research will be conducted overseas in the People's Republic of China. The researcher is responsible for ensuring full compliance with all local ethical norms and legal requirements. In China, there are no single, universal ethical guidelines for socio-design research akin to the UK's ESRC Framework; however, standard international principles for ethical research will be strictly adhered to. Formal permission will be sought from relevant local authorities, including village committees and local cultural bureaus, prior to commencing fieldwork. The researcher does not currently reside in China. Local Ethical Stipulations & Contextual Sensitivities: Gaining community trust and formal access is the primary prerequisite. Research involving ethnic minorities in China requires heightened cultural and political sensitivity. Specific ethical issues include: • Cultural Sensitivity: The Dong community has its own customs, language, and social hierarchies. Protocols for engaging with elders and participating in or recording rituals must be strictly observed. Prior consultation with community leaders is essential to determine what can be recorded or published. • Vulnerability of Participants: Participants include elderly individuals, who may be illiterate or not fluent in Mandarin. Informed consent procedures will be adapted accordingly, using verbal explanations in the Dong language and visual aids, witnessed by a trusted community member. • Anonymity and Identification: In small, close-knit communities, individuals are easily identifiable. To protect participants, pseudonyms will be used (e.g., Elder A, Youth B), and the specific village name may be generalised (e.g., "a Dong community in Guangxi") in public outputs to maintain confidentiality. • Data Sovereignty and Security: All data collection and storage will comply with both UK (GDPR) and

	Chinese data protection laws. Sensitive data will be stored encrypted, and physical materials will be kept secure. <i>(this box should expand as you type)</i>
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10	Use of documentation not in the public domain: Are any documents <u>NOT</u> publicly available?	NO	☒
		YES	☐
11	If Yes, please provide details here of how you will gain access to specific documentation that is not in the public domain and that this is in accordance with the current data protection law of the country in question and that of England and Wales. <i>(this box should expand as you type)</i>		

	Does your research relate to one or more of the seven aims of the Well-being of Future Generations (Wales) Act 2015?	YES	NO
12	A prosperous Wales	☐	☒
13	A resilient Wales	☐	☒
14	A healthier Wales	☐	☒
15	A more equal Wales	☐	☒
16	A Wales of cohesive communities	☐	☒
17	A Wales of vibrant culture and thriving Welsh language	☐	☒
18	A globally responsible Wales	☐	☒
19	If YES to any of the above, please give details: <i>(this box should expand as you type)</i>		

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	It is expected that approximately 15-25 participants will be

	expected?	involved across the various research activities. This number is manageable for in-depth qualitative engagement and allows for a diverse representation of the community while remaining feasible for a practice-led study. <i>(this box should expand as you type)</i>
11	Who will the participants be?	Participants will be recruited from three key stakeholder groups within the Dong community to ensure a comprehensive perspective: 1. Elders (approx. 10-12): Individuals aged 60 and above, preferably those who are active community members and knowledgeable about local culture and traditions (e.g., participants in Dong choir groups, holders of traditional craft knowledge). 2. Youth (approx. 6-8): Individuals aged 18-35, including both local residents who have remained in the community and those who have migrated for work or education but have returned for a period (returnees). 3. Community Leaders & Culture Bearers (approx. 3-5): This includes village administrators, recognised Intangible Cultural Heritage (ICH) inheritors, and respected elders who hold organisational roles in communal activities (e.g., drum tower managers, festival organisers). <i>(this box should expand as you type)</i>
12	How will you identify the participants?	A multi-faceted recruitment strategy will be employed to ensure respectful and effective engagement: • Identification via Gatekeepers: Initial contact and identification of potential participants will be facilitated through community gatekeepers such as the village head and recognised ICH inheritors. Their endorsement is crucial for building trust and legitimising the research within the community. • Stratified and Snowball Sampling: A purposive sampling approach will be used to ensure all key stakeholder groups are represented. Within these groups, snowball sampling will be encouraged, where initial participants help identify and introduce other potential participants, which is particularly useful for reaching more isolated elders. • Site-Based Recruitment: Recruitment will also occur organically in public spaces (e.g., drum towers, markets) during different times of the day and week to engage a broader cross-section of the community. The research purpose will be explained verbally, and written information sheets (translated into Chinese) will be provided where appropriate. • Informed Consent: All participants will be provided with detailed information about the study. Written consent will be sought using approved consent forms. For participants who are illiterate or not comfortable with written consent, a verbal consent process, witnessed and documented by a trusted community member, will be used in accordance with ethical best practices. <i>(this box should expand as you type)</i>

Information for participants:	YES	NO	N/A
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13	Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?	☒	☐	☐
14	Will you tell participants that their participation is voluntary?	☒	☐	☐
15	Will you obtain written consent for participation?	☒	☐	☐
16	Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	☒	☐	☐
17	If the research is observational, will you ask participants for their consent to being observed?	☒	☐	☐
18	Will you tell participants that they may withdraw from the research at any time and for any reason?	☒	☐	☐
19	With questionnaires, will you give participants the option of omitting questions they do not want to answer?	☒	☐	☐
20	Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	☒	☐	☐
21	Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	☒	☐	☐
22	If NO to any of above questions, please give an explanation			
<i>(this box should expand as you type)</i>				

	Information for participants:	YES	NO	N/A
24	Will participants be paid?	☐	☒	☐
25	Is specialist electrical or other equipment to be used with participants?	☐	☐	☒
26	Are there any financial or other interests to the investigator or University arising from this study?	☐	☒	☐
27	Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	☒	☐
28	If YES to any question, please provide full details			
<i>(this box should expand as you type)</i>				

SECTION H: Anticipated Risks

Outline any anticipated risks that may adversely affect any of the participants, the researchers and/or the University, and the steps that will be taken to address them. If you have completed a full risk assessment (for example as required by a laboratory, or external research collaborator) you may append that to this form.							
1	Full risk assessment completed and appended?		<table border="1"> <tr> <td>Yes</td> <td>☒</td> </tr> <tr> <td>No</td> <td>☐</td> </tr> </table>	Yes	☒	No	☐
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. Emotional Distress: Discussions of loneliness, ageing, and cultural change may cause discomfort or sadness.	How you will mitigate the risk to participants: 1. Mitigating Emotional Distress: The researcher will be trained in sensitive communication techniques. Participants will be reminded of					

	2. Breach of Confidentiality: The small size and close-knit nature of Dong communities increase the risk of participants being identified in research outputs. 3. Physical Discomfort/Fatigue: Elderly participants may find prolonged engagement in workshops or interviews tiring. 4. Cultural Insensitivity: Inadvertent disrespect towards local customs, rituals, or social hierarchies. <i>(this box should expand as you type)</i>	their right to skip any question or pause/withdraw at any time. A list of local mental health support contacts (where available) will be provided. 2. Protecting Confidentiality: All participants will be assigned pseudonyms (e.g., Elder A, Youth B). Potentially identifying details will be anonymised or generalised (e.g., "a village in Guangxi" instead of a specific name). Data will be stored on encrypted, password-protected devices. 3. Preventing Physical Discomfort: Sessions will be kept to a reasonable length (max 1.5 hours), with breaks provided. Sessions will be scheduled at times convenient for elders and held in accessible, comfortable locations. 4. Avoiding Cultural Insensitivity: The researcher will work closely with a local community liaison or gatekeeper (e.g., a village leader) to ensure all activities are culturally appropriate. Prior informed consent will be obtained for observing or participating in any cultural practices. <i>(this box should expand as you type)</i>
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	
	1. Informed Consent: The Participant Information Sheet will explicitly state that the discussion may touch on personal and potentially sensitive topics related to community life and personal well-being. 2. Right to Withdraw: Participants will be consistently reminded of their right to not answer a question or to end their participation immediately without any negative consequences. 3. Researcher Conduct: The researcher will monitor participants for signs of distress and be prepared to pause or stop the session. 4. Support Resources: Although professional counselling services may be limited in rural areas, the researcher will provide participants with contact information for the principal investigator/supervisor (as a first point of contact) and available local community support systems (e.g., village committee, trusted local doctor) if they experience distress after the research. <i>(this box should expand as you type)</i>	
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. Personal Health & Safety: Risks associated with travel to and extended stay in a remote rural location (e.g., limited healthcare access, travel accidents). 2. Emotional Distress: Exposure to participants' emotional narratives about isolation and cultural displacement may lead to secondary trauma or researcher fatigue. 3. Risk of Accusation: Potential for cultural	<i>How you will mitigate the risk to the investigator:</i> 1. Mitigating Health & Safety Risks: Comprehensive travel insurance will be secured. The researcher will register with the local Public Security Bureau (PSB) upon arrival, as required for foreigners. A detailed itinerary will be shared with the university supervisor and a personal contact. 2. Managing Emotional Distress: The researcher will engage in regular debriefing sessions with the academic supervisor to

	missteps to be misinterpreted, leading to complaints or damage to the researcher's reputation. 4. Data Security: Risk of losing or having research data stolen or compromised during travel. <i>(this box should expand as you type)</i>	process fieldwork experiences. Maintaining a reflective journal and adhering to a structured work-life balance will be encouraged. 3. Preventing Accusation: All actions will be guided by the principle of working with the community. The researcher will operate with transparency, always accompanied by or in close consultation with a trusted local gatekeeper to navigate social interactions and avoid cultural offences. <i>(this box should expand as you type)</i>
5	University/institutional risks For example: adverse publicity, financial loss, data protection	
	Risk to the University: 1. Reputational Damage: Should the research be conducted in an ethically or culturally inappropriate manner, it could damage the University's reputation and its future collaboration prospects in China. 2. Data Protection Breach: Failure to adequately protect participant data could lead to a breach of UK GDPR and Chinese data protection laws, resulting in legal and financial penalties. <i>(this box should expand as you type)</i>	How you will mitigate the risk to the University: 1. Protecting Reputation: The university's ethical approval process will be strictly adhered to. The research will be conducted under the close guidance of experienced supervisors with relevant regional expertise. All fieldwork activities will be preceded by obtaining necessary local permissions. 2. Ensuring Data Protection: The researcher will complete all mandatory university training on data protection and research ethics. All data management will comply with the university's Research Data Management Policy and UK GDPR. Data will be anonymised at the earliest possible stage and stored on university-approved secure systems. <i>(this box should expand as you type)</i>
6	Environmental risks For example: accidental spillage of pollutants, damage to local ecosystems	
	Risk to the environment: The research activities are primarily conducted in communal public spaces and involve social interaction and co-design workshops. There is no laboratory work or use of hazardous materials. Therefore, the environmental risks are assessed to be very low. Potential Minor Risks: • Electronic Waste: The eventual disposal of a small number of electronic devices used for data recording or presentation (e.g., voice recorder, tablet for showing digital prototypes) at end-of-life. • Paper Consumption: Minor paper usage for printing consent forms and information sheets in the field where digital access may be limited. <i>(this box should expand as you type)</i>	How you will mitigate the risk to environment: The researcher will adhere to the University's sustainable waste management policies. Digital data collection will be prioritised. Any necessary printing will be done double-sided and minimised. At the end of their life, any electronic devices will be recycled through a certified e-waste recycler. <i>(this box should expand as you type)</i>

Disclosure and Barring Service			
If the research activity involves children or vulnerable adults, a Disclosure	YES	NO	N/A

	and Barring Service (DBS) certificate must be obtained before any contact with such participants.			
7	Does your research require you to hold a current DBS Certificate?	☐	☒	☐
8	If YES, please give the certificate number. If the certificate number is not available please write "Pending"; in this case any ethical approval will be subject to providing the appropriate certificate number.			

SECTION I: Feedback, Consent and Confidentiality

1	Feedback What de-briefing and feedback will be provided to participants, how will this be done and when?
	All participants will be offered a summary of the overall research findings upon the project's completion. This feedback will be provided in a non-technical, accessible format, such as a simple illustrated booklet (in Chinese) or a short verbal presentation delivered to the community. The feedback will focus on the general themes and design outcomes that emerged from the community's input, celebrating their collective contribution. This will be arranged after data analysis is complete, likely during a final visit to the community or disseminated via the local village committee. Individual feedback or raw data will not be shared to protect participant confidentiality. <i>(this box should expand as you type)</i>
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.
	Arrangements to Inform Participants: Before consent is sought, all potential participants will be provided with a Participant Information Sheet (PIS). This sheet, translated into Chinese, will clearly explain the research purpose, procedures, risks, benefits, confidentiality measures, and their rights in simple language. The researcher will verbally explain the project and answer any questions. Arrangements for Obtaining Consent: Written consent will be obtained using a university-approved consent form (in Chinese) prior to any data collection. For participants who are illiterate or uncomfortable with written consent, a verbal consent procedure will be used. This will be audio-recorded (with permission) and formally documented in the researcher's notes, witnessed by a trusted community member (e.g., a village official). This process ensures full consent is obtained and recorded in accordance with UK and data protection principles. <i>(this box should expand as you type)</i>
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.
	The anonymity of participants and the confidentiality of their data will be ensured through several measures: • Anonymisation: All participants will be assigned pseudonyms (e.g., Elder A, Youth B) in all research notes, transcripts, and outputs. • De-identification: Any potentially identifying information (e.g., specific village name, precise job details) will be removed or generalised (e.g., referring to "a Dong community in Guangxi"). • Secure Data Storage: All electronic data will be stored on password-protected, encrypted devices and university-approved secure cloud storage. Physical documents (e.g., consent forms) will be stored separately from the anonymised data in a locked filing cabinet. • Confidentiality in Outputs: Any published or disseminated findings will be presented in a way that prevents the identification of individual participants. <i>(this box should expand as you type)</i>

SECTION J: Data Protection and Storage

	Does the research activity involve personal data (as defined by the General Data Protection Regulation 2016 “GDPR” and the Data Protection Act 2018 “DPA”)?	YES	NO
1	“Personal data” means any information relating to an identified or identifiable natural person (‘data subject’). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Any video or audio recordings of participants is considered to be personal data.	☒	☐
	If YES, provide a description of the data and explain why this data needs to be collected:		
2	The research will involve personal data. This includes: • Audio recordings of interviews and co-design workshops. • Transcripts generated from these recordings. • Field notes from observations, which may contain details about participants' behaviours, preferences, and opinions. • Questionnaire/survey data containing demographic information (e.g., age range, role in community) and responses on interaction frequency and spatial satisfaction. • Visual data including photographs of cultural artifacts (with consent) and spatial behavioural maps. Reason for Collection: This personal data is essential to achieve the research objectives. Audio recordings and transcripts are necessary for accurate thematic analysis of participants' experiences and perspectives. Field notes provide the rich, contextual detail required for ethnographic research. Questionnaire data is needed to quantify and identify patterns in intergenerational interaction and spatial use. Visual data is crucial for analysing cultural symbols and spatial configurations to inform the culturally-grounded design. <i>(this box should expand as you type)</i>		
	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),	☒	☐
	If YES, provide a description of the special category data and explain why this data needs to be collected:		
4	The research will involve special category data as defined by GDPR. This includes: • Data revealing racial or ethnic origin: The research focuses specifically on the Dong ethnic minority community. Participation itself implies ethnic origin. • Data concerning health: Discussions may indirectly reveal information about participants' general well-being, and potentially mental health (e.g., experiences of loneliness or social isolation), particularly among elderly participants. Reason for Collection: Collecting data on ethnic origin is fundamental and necessary as the research aims to develop design interventions that are culturally specific and meaningful for the Dong community. It is impossible to study cultural affordance and culturally-sensitive design without this context. Data related to well-being is not directly sought but may emerge organically from		

	discussions about community life and intergenerational dynamics. It will be treated with the highest level of confidentiality and is valuable for understanding the broader social impact of the proposed designs. <i>(this box should expand as you type)</i>
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	Will data from the research activity (collected data, drafts of the thesis, or materials for publication) be stored in any of the following ways?	YES	NO
5	Manual files (i.e. in paper form)?	☒	☐
6	University computers?	☒	☐
7	Private company computers?	☐	☒
8	Home or other personal computers?	☒	☐
9	Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☒	☐
10	"Cloud" storage or websites?	☒	☐
11	Other – specify:	☐	☒
12	For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of backup procedures, password protection, encryption, anonymisation and pseudonymisation:		
	The security of all stored data will be ensured through the following measures, compliant with GDPR and University policy: • Anonymisation/Pseudonymisation: All data will be pseudonymised at the earliest opportunity (e.g., transcripts, field notes). Participants will be referred to by codes (e.g., P01, P02) in all working files. The key linking codes to identifiable information will be stored separately and encrypted. • Encryption: All digital data, including audio files, transcripts, and the pseudonymisation key, will be stored on encrypted drives (e.g., using BitLocker for Windows or FileVault for Mac). • Secure Storage Locations: - University Systems: Master copies of all data will be stored on the University's secure, GDPR-compliant OneDrive/SharePoint platform. - Personal/Laptop Computers: Data on these devices will only be stored on the encrypted drives mentioned above. - Portable Storage: The use of portable storage devices (e.g., USB sticks) will be minimised. Any used will be encrypted. - Manual Files: Paper-based data (e.g., signed consent forms, original field notes) will be stored in a locked filing cabinet in the researcher's university office. • Access Control: All digital files and devices will be protected by strong passwords known only to the researcher and the supervisory team. • Data Backup: Regular backups will be made from the encrypted laptop drive to the University's secure cloud storage (OneDrive/SharePoint). • Data Transmission: Any data transmission will use secure methods only (e.g., University email, OneDrive share links). <i>(this box should expand as you type)</i>		

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):		
	Q13 (Electronic Transfer): Data will be transferred electronically from the field (China) to the UK using the University's secure, encrypted OneDrive/SharePoint platform. This is the primary method for creating secure backups. All transfers will use encrypted connections (HTTPS/SSL). Q16 (Export/Import): Personal data collected in China will be transferred to the UK for analysis and storage. This international transfer is necessary for the completion of the research degree. The transfer will be conducted using the University's GDPR-compliant cloud storage (OneDrive/SharePoint), which provides appropriate safeguards for international data transfers under Article 46 of the UK GDPR. Q19 (Data Management System): The University's OneDrive/SharePoint will be used as the primary data management system for secure storage, version control, and backup of all research data. This system is managed by the University and complies with its data protection policies. Q20 (Data Archiving): The fully anonymised research data (e.g., anonymised transcripts, fully anonymised quantitative datasets) that underpin the findings of the thesis will be archived in the UWTSD Research Data Repository upon project completion to ensure long-term preservation and potential for reuse in accordance with funder and institutional policies. <i>(this box should expand as you type)</i>		
22	List all who will have access to the data generated by the research activity:		
	The Principal Researcher: Ruojin Yan The Academic Supervisors : <i>(this box should expand as you type)</i>		
23	List who will have control of, and act as custodian(s) for, data generated by the research activity:		
	The Principal Researcher Ruojin Yan will have primary control and act as the day-to-day custodian. The Academic Supervisors will have oversight and share custodianship responsibility for the duration of the study. <i>(this box should expand as you type)</i>		
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.		
	Storage Location & Security: Primary master copies will be stored on the University's secure OneDrive/SharePoint. Data on personal devices (laptop, encrypted USB drives) will be stored on encrypted partitions (e.g., BitLocker/FileVault). Paper-based data (consent forms) will be stored in a locked filing cabinet on University premises.		

	Duration: All raw data (including identifiable data) will be retained until 5 years after the completion of the PhD examination (as required by UWTSD policy), after which it will be securely destroyed. The anonymised archive dataset in the repository will be retained indefinitely. Form: Data will be stored in its original and analysed forms (e.g., audio files, transcripts, spreadsheets, design files). The archived data will be in non-proprietary formats where possible (e.g., .txt, .csv, .pdf) to ensure long-term accessibility. Archiving: As stated, fully anonymised data will be deposited in the UWTSD Research Data Repository. <i>(this box should expand as you type)</i>		
25	Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtsd.ac.uk/). If so please explain. <i>(Most relevant to academic staff)</i>		
	Yes. The anonymised research data that forms the basis of the thesis's conclusions will be archived in the UWTSD Research Data Repository. This is to ensure the long-term preservation, discoverability, and potential for verification and reuse of the research data, in line with best practices for open research. The data will be accompanied by comprehensive metadata to ensure it can be understood and used effectively. <i>(this box should expand as you type)</i>		
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:	Date:

For STUDENT Submissions:

2	Director of Studies/Supervisor:	Date:
3	Signature:	

For STAFF Submissions:

4	Academic Director/ Assistant Dean:	Date:
5	Signature:	

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

☒	I have read the guidance notes supplied before completing the form.
☒	I have completed ALL RELEVANT sections of the form in full.
☒	I confirm that the research activity has received approval in principle
☒	I have attached a copy of final/interim approval from external organisation (where appropriate)
☒	I have attached a full risk assessment (where appropriate) 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.