

APPLICATION FOR ETHICAL APPROVAL

SECTION A: About You (Principal Researcher)

Full Name:		Hannah Wise			
Tick all boxes which apply:		Member of staff:	☐	Honorary research fellow:	☐
Undergraduate Student	☐	Taught Postgraduate Student	☒	Postgraduate Research Student	☐
Faculty/School/Centre:		University of Wales Trinity St David			
Campus:		Swansea SA1			
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Contact Telephone Number:		07772399810			
For students:					
Student Number:		1900155 - Hannah Wise			
Programme of Study:		PGCE primary			
Director of Studies/Supervisor:		Shan Samuel - Thomas			

SECTION B: Approval for Research Activity

Has the research activity received approval in principle? (please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual)	YES	☒	NO	☐
			Date	
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	☐		
	Faculty Research Committee	☐		
	Other (write in) Catherine Morgan. Module lead.	☒	17.12.19	

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, 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.	
UWTSD Research Ethics & Integrity Code of Practice	☒
UWTSD Research Data Management Policy	☒
	☐

SECTION D: External Collaborative Research Activity

Does the research activity involve collaborators outside of the University?	YES	☐	NO	☒	
If Yes, please provide the name of the external organisation and name and contact details for the main contact person and confirmation this person has consented to their personal data being shared as part of this collaboration.					
Institution					
Contact person name					
Contact person e-mail address					
Has this individual consented to sharing their details on this form?	YES	☐	NO	☐	
Are you in receipt of a KESS scholarship?	YES	☐	NO	☐	
Is your research externally funded	YES	☐	NO	☐	
Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary	YES	☐	NO	☐
	Employed	YES	☐	NO	☐
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	☐
Permission to undertake the research has been provided by the	(If YES attach copy) If NO the application	YES	☐	NO	☐

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

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

SECTION E: Details of Research Activity

Indicative title:	How can introducing subject-specific Welsh vocabulary in a humanities lesson facilitate learner use in year 5 and 6?		
Proposed start date:	27.1.20	Proposed end date:	21.2.20
Introduction to the Research (maximum 300 words) Ensure that you write for a <u>Non-Specialist Audience</u> when outlining your response to the three 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>			
Purpose of Research Activity The purpose of this research is to gain insight into if using Welsh vocabulary as a cross curricular concept will lead learners to enhancing their confidence in using the language more, throughout their learning and if there are any differences in use of the language between learners. The welsh government (WG) aims to get 1 million welsh speakers by 2050 so therefore increasing the use of Welsh within education. They created a "Welsh in Education: Action Plan 2017 – 2021" that aims to develop their Welsh language skills and to use the language confidently in their everyday life. The purpose of this action plan was suggested to set out the Welsh Government's aims for Welsh within the next four years. This research links with one of the five objections that the WG aims to complete by 2021, which is enrichment of experiences in Welsh. As the WG understand that just Welsh lessons alone will not lead to confident Welsh speakers so using Welsh in numerous contexts will enrich their learning. (this box should expand as you type)			
Research Question How can introducing subject-specific Welsh vocabulary in a humanities lesson facilitate learner use in year 5 and 6? (this box should expand as you type)			
Aims of Research Activity The aims of the research are that we want to try and find out whether using Welsh vocabulary as a cross-curricular aspect to learning will enhance learners' opinions on Welsh, rather than just focusing on Welsh on a lesson basis. This will be discovered through interviews and getting a more in depth understanding through the semi-structured interviews but through the observation it will allow us to gain an overall understanding of how the Welsh vocabulary will be utilised in different levels.			

(this box should expand as you type)

Objectives of Research Activity

We will discover the objectives from the lesson through observation, semi-structured interviews and reflection of the lesson study.

Observation of the lesson will establish the learner use of the Welsh vocabulary throughout the lesson. Focusing on the different abilities, the type of Welsh they use and how often they use it.

Semi-structured interviews at the end of the lesson will help the researchers gain more insight into learners' thoughts behind using Welsh in school and through a variety of different lessons.

Reflection on the lesson study completed by the researchers will help us go into more depth about the lesson how the learners utilised Welsh vocabulary. This will also allow for improvement of the lesson before starting the second lesson.

(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.

Lesson study aims to improve teaching techniques and improve pupil progress. The main aim is to focus on developing the teacher's practice knowledge as it gives the teachers time to observe the a specific concept they want to improve. It involves a pair or group of teachers collaboratively planning, teaching, observing and analysing learning and teaching in research lessons. Within the lesson study there will be three specified case study pupils who will be observed specifically in the lesson and then interviewed post lesson. Cordingley et al. (2004) suggest that lesson study blends professional learning that most improves learning and teaching. Using a lesson study has many benefits including; continuous professional learning, using real pupils and collaborative enquiry. Dudley et al. (2011) suggests that lesson studies allows teachers to see pupil learning and find gaps that they assumed were not there.

One major drawback to lesson study is the amount of time a lesson study takes, including the planning, interviewing and the post observation discussion. Huntington Research School (2017) suggest that lesson study may be a vehicle for continuous professional development but there is limited expert input to ensure that there is meaningful change in practice. Mon et al. (2016) suggest the final limitation of lesson studies is the perception by teachers of being observed as they expressed tension and uncomfortable feelings when they are being observed.

Participant observation will be used in this research as the method to collect data, particularly to collect information about people, processes and cultures through the use of qualitative research (Kawulich, 2005). Marshall and Rossman (1989, pp. 79) define observation as "the systematic description of events, behaviours and artefacts in the social setting chosen for study". Participant observation is suggested to enable the researchers to learn about the people within the research and what they do during the activities. Observation methods are suggested to gain a holistic understanding that is objective and as accurate as possible (Dewalt and Dewalt, 2002). Bernard (1994) suggest that there are numerous areas that need to be considered to increase the validity of the results including familiarisation to the environment to make the participants act as naturally as possible so reducing the reactivity of the participants being observed. A major advantage of this data collection is that it gives a rich and detailed description of the situation describing behaviours, intentions, situations and events as detailed by Demunck and Sobo (1998). However, one major disadvantage that needs to be considered before completing the research is that different researchers can gain different understanding of what they observe so there may be different interpretations of what may happen in the research (Dewalt and Dewalt, 2002). Therefore, having numerous observers or specific guidelines as to the purpose of the observation may reduce this issue.

In this research semi-structured interviews will be used. The use of semi- structured interviews is very beneficial when completing small-scale research such as this one (Drever, 1995). The use of semi-structured interviews will also allow for thematic analysis of the results (Alvarez and Urla, 2002). Having a semi-structure to the interview questions allows for the interview to not sway off the purpose of the questioning but it also has flexibility to follow a line of enquiry if deemed appropriate. However, when interviewing children there are a few considerations that need to be thought about such as being easily distracted; not always clear in their responses; limited attention span; interview may be seen as a test. Interviewing is the one of the data collection methods as it provides a rich data source and gaining an insight into the language used by the participants (Newton, 2010). The purpose of these interviews will be to provide an insight and to produce themes of consideration (Newton, 2010).

Once we have completed the first lesson study myself and my research partner will reflect on how it went. This will be done following out outline and questions completed previously and done through several methods; orally and in writing. When reflecting orally suggestions for improvement for the next lesson that will be undertaken. Reflecting can help focus our thoughts and develop our ideas through organising our thinking. Reflecting involved three processes; experiencing, thinking and learning from the experience. Within our research we will follow Gibbs (1988) reflection model and it has six distinctive stages. These include:

1. Experience
2. Feelings
3. Evaluation
4. Analysis
5. Conclusion
6. Action plan

These will contribute to how we will progress onto the next lesson.

(this box should expand as you type)

Location of research activity

Identify all locations where research activity will take place.

One of the primary schools is a yellow categorised school, suggesting it is doing well and knows the key areas that it needs to improve, including access to ten days of support, as seen in Fig. 1 (Welsh Government, 2019). It is located rurally in South Wales and supports villages close by but also buses in pupils outside of these villages with <1% claiming free school meals (FSM) (My Local School, 2014).

The second primary school is based within an urban area with 34% free-school meals. It has excellent teaching suggested by Estyn and looks at implementing the new curriculum.

(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.

n/a

(this box should expand as you type)

Use of documentation not in the public domain: Are any documents **NOT** publicly available?

NO

☐

✓

YES

☐

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 prevailing data protection law of the country in question and England and Wales.

(this box should expand as you type)

SECTION F: Scope of Research Activity

Will the research activity include:	YES	NO
Use of a questionnaire or similar research instrument?	☐	☒
Use of interviews?	☒	☐
Use of diaries?	☐	☒
Participant observation with their knowledge?	☒	☐
Participant observation without their knowledge?	☐	☒
Use of video or audio recording?	☒	☐
Access to personal or confidential information without the participants' specific consent?	☐	☒
Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	☒
Performance of any acts which may cause embarrassment or affect self-esteem?	☐	☒
Investigation of participants involved in illegal activities?	☐	☒
Use of procedures that involve deception?	☐	☒
Administration of any substance, agent or placebo?	☐	☒
Working with live vertebrate animals?	☐	☒
Other primary data collection methods, please explain in this box For example, 'focus groups'. Please indicate the type of data collection method(s) in this box and tick the accompany box.		
Details of any other primary data collection method: Focus group interviews Audio recording of these interviews Reflection of the lesson study (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

Who are the intended participants:	YES	NO
Students or staff at the University?	☐	☐ ✓
Adults (over the age of 18 and competent to give consent)?	☐	☐ ✓
Vulnerable adults?	☐	☐ ✓
Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	☐ ✓	☐
Prisoners?	☐	☐ ✓
Young offenders?	☐	☐ ✓
Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	☐ ✓
People engaged in illegal activities?	☐	☐ ✓
Others (please identify specifically any group who may be unable to give consent) please indicate here and tick the appropriate box.	☐	☐ ✓
Other – please indicate here: (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?	
How many participants are expected?	55 and they will be identified by the upper key stage 2 that the researchers are placed in. (this box should expand as you type)
Who will the participants be?	Primary classes in year 5 and 6 in the two schools (9 – 11 years old)– with a specific focus on 3 learners in each class that determined closer to the lesson study process. (this box should expand as you type)
How will you identify the participants?	These will be identified from choosing 1 higher, 1 middle and 1 lower ability from both classes. (this box should expand as you type)

Information for participants:	YES	NO	N/A
Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?	☐ ✓	☐	☐
Will you tell participants that their participation is voluntary?	☐ ✓	☐	☐
Will you obtain written consent for participation?	☐ ✓	☐	☐
Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	☐ ✓	☐	☐
If the research is observational, will you ask participants for their consent to being observed?	☐ ✓	☐	☐
Will you tell participants that they may withdraw from the research at any time and for any reason?	☐ ✓	☐	☐
With questionnaires, will you give participants the option of omitting questions they do not want to answer?	☐	☐	☐ ✓
Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	☐ ✓	☐	☐
Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	☐	☐	☐ ✓
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
Will participants be paid?	☐	☒	☐
Is specialist electrical or other equipment to be used with participants?	☐	☒	☐
Are there any financial or other interests to the investigator or University arising from this study?	☐	☒	☐
Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	☒	☐
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.

Full risk assessment completed and appended?

Yes

☐

No

☒

Risks to participants

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

Risk to Participant:

1. As we will have different abilities in the focus group interview the lower ability learner may feel less able if they are not able to use the Welsh.
2. There could be a pressure for the learners to give the right answers
3. Safeguarding issues
4. Anonymity

(this box should expand as you type)

How will you mitigate the Risk to Participant

1. This could be mitigated by detailing to the class that there are no right or wrong answers in the lesson or within the interviews.
2. This will be mitigated by ensuring the children are aware there will be no wrong answers when in the focus group interview
3. The researcher will be expected to behave in a professional manner in conjunction with the Education Workforce Council code of conduct.
4. Anonymity will try to be adhered to by removing participant names.

(this box should expand as you type)

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

n/a

(this box should expand as you type)

Risks to investigator

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

Risk to Investigator:

1. Allegations from pupils
2. Favouritism
3. Fabrication or falsification of data
4. Bias when choosing the focus pupils

(this box should expand as you type)

How will you mitigate the Risk to Investigator:

1. This will be mitigated by ensuring that we act in accordance with guidelines set out in BERA and UWTSD Research Ethics & Integrity Code of Practice
2. Let the learners know that the learners will be randomly chosen (4).
3. Raw data will be removed when completed

(this box should expand as you type)

University/institutional risks

For example: adverse publicity, financial loss, data protection

Risk to University:

How will you mitigate the Risk to University:

1. Need to uphold a good name of the university 2. Not falsifying any data that could impact the representation and standards of the university 3. Not behaving in a way that could impact the relationship between school and university <i>(this box should expand as you type)</i>	1. The researchers will act in accordance to the Research Ethics & Integrity Code of Practice. (3) 2. Ensure that all data is used accurately and not to falsify any data. <i>(this box should expand as you type)</i>
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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
Does your research require you to hold a current DBS Certificate?	☐ ✓	☐	☐

SECTION I: Feedback, Consent and Confidentiality

Feedback

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

Feedback will be provided to the participants in a lesson later in the week. We will discuss how the lesson was on a whole class level, which could include some of the questions involved in the semi-structured interviews for the focus learners. Once there has been

(this box should expand as you type)

Informed consent

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

Before completing the study each class will understand what the research question and both consent from the parents and assents from the learners will be needed to be provided for them to take part in the research. If consent or assent is not collected from the learners prior to the research they will not take part in the study or be analysed for the write up. The learners will also be given the opportunity to withdraw at any time if they no longer want to take part as suggested by UNCRC article 12. In addition, the learners we will continue to gain on-going assent from the learners so they have numerous opportunity to withdraw if they no longer want to take part.

(this box should expand as you type)

Confidentiality / Anonymity

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

BERA (2019, pp. 21) suggest that the “confidential and anonymous treatment of participants’ data is considered the norm for the conduct of research”. Therefore, when referring to participants in the main body of research they will be anonymised and referred to as participant 1, participant 2, participant 3 etc. However, there will be a focus group interview it will be difficult to gain complete anonymity within the class or the school but we will minimise the amount of people knowing by anonymising the participant names. To ensure that the “data is kept securely and the form of any publication does not directly or indirectly lead to a breach of agreed confidentiality” (BERA, 2019, pp. 25) we will ensure that the observation schedule will be completed on a password protected laptop and any interview recording / transcription kept on a password protected laptop.

(this box should expand as you type)

SECTION J: Data Protection and Storage

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

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
"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.	☐ ✓	☐
If YES, provide a description of the data and explain why this data needs to be collected:		
Consent forms completed by the parents of the participants will include names. The information collated will be secured adhering to data protection policies and will be destroyed once the research is complete. Any data collection and storage will adhere to the University's Research Data Management Policy.		
<i>(this box should expand as you type)</i>		
Does it involve special category data (as defined by the GDPR)?	YES	NO
"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:		
<i>(this box should expand as you type)</i>		
Will the research activity involve storing personal data and/or special category data on one of the following:	YES	NO
Manual files (i.e. in paper form)?	☐ ✓	☐ ✓
University computers?	☐	☐ ✓
Private company computers?	☐	☐ ✓
Home or other personal computers?	☐	☐ ✓
Laptop computers	☐ ✓	
"Cloud" storage or websites?	☐ ✓	
Other – specify:	☐	☐ ✓

For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of password protection, encryption, anonymisation and pseudonymisation:

UWTSD research data management policy suggests that confidential data are kept secret between two parties that are not in the public domain. Therefore, if stored on a laptop they will be kept behind a password and if as a paper copy it will be stored in a locked cupboard. The participants will not be named therefore anonymising the work. **They will be destroyed once the final examination board has met and agreed the module marks.**

(this box should expand as you type)

All Data Storage

Will the research activity involve any of the following activities:	YES	NO
Electronic transfer of data in any form?	☒	☐
Sharing of data with others at the University?	☒	☐
Sharing of data with other organisations?	☒	☐
Export of data outside the European Union or importing of data from outside the UK?	☐	☒
Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	☒
Publication of data that might allow identification of individuals?	☐	☒
Use of data management system?	☐	☒
Data archiving?	☐	☒

If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and DPA (and/or any international equivalent):

GDPR means that there are six principles to follow for processing personal data including:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality

This means that the data that is produced from this research needs to be collected only when consent and assent is attained from all participants. The data is collected when the purpose is known by the participants and will only be held for a pre-determined time after the assignment is handed in. The personal data will be kept to a minimum; only their names for consent and assent. When this personal data is finished with they will be deleted.

(this box should expand as you type)

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

This will include my research partner and myself.

(this box should expand as you type)

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

The researchers will have control of the data being generated and it may be necessary that the tutors will need to have access to the data generated.

(this box should expand as you type)

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.		
Data will be stored on my personal laptop which will be password protected. Any paper documents that have personal data on them will be stored in a locked cupboard. The teacher, participants, researcher and the tutors. Data will not be archived, as this is not appropriate when following GDPR guidelines. <i>(this box should expand as you type)</i>		
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>		
No <i>(this box should expand as you type)</i>		
Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.ac.uk/library/research-data-management/)	YES	☐ ✓
	NO	☐
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	☐ ✓
	NO	☐

SECTION K: Declaration

The information which I have provided is correct and complete to the best of my knowledge. I have attempted to identify any risks and issues related to the research activity and acknowledge my obligations and the rights of the participants. In submitting this application I hereby confirm that I undertake to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice		
Signature of applicant:	H.Wise	Date: 17/12/19

For STUDENT Submissions:

Director of Studies/Supervisor:	Shan Samuel -Thomas	Date: 17/12/19
Signature:	S. Samuel - Thomas	

For STAFF Submissions:

Head of School/Assistant Dean:		Date:
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 (and have NOT completed Section H of this form) (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 Head of School.
☒	I have deleted the guidance notes before submitting the PG2 for consideration

RESEARCH STUDENTS AND 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.

You will be informed of the outcome of your claim by email; therefore it is important that you check your University and personal email accounts regularly.

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.

This form is available electronically from the Academic Office web pages:

<http://www.uwtsd.ac.uk/academic-office/>

Application Process

All staff research projects and all research students must submit the Ethical Approval Form to the **University Ethics Committee** via the Academic Office (pgresearch@uwtsd.ac.uk). Staff research directly in relation to personal study for taught undergraduate or Masters programmes should be submitted via the Faculty procedures explained below.

Taught masters and taught undergraduate research Ethical Approval Forms are considered **within Faculties**. Faculties will provide details of the specific processes for this. Where the Ethical issues within any single ethical application are of particular concern the Faculty will refer these to the University Ethics Committee. Any student activity that involves the collection of primary data needs to undergo Ethical approval, this includes assignment work as well as dissertations.