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

PG2 / E1 FORM

APPLICATION FOR ETHICAL APPROVAL

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.

Delete the Guidance Notes at the end of the form BEFORE submitting your application

SECTION A: About You (Principal Researcher)

Full Name:		Bethan Jane Petty			
Tick all boxes which apply:		Member of staff:	☐	Honorary research fellow:	☐
Undergraduate Student	☐	Taught Postgraduate Student	☒	Postgraduate Research Student	☐

Faculty/School/Centre:	Yr Athrofa, University of Wales Trinity Saint David
Campus:	SA1 Swansea
E-mail address:	1601574@student.uwtsd.ac.uk
Contact Telephone Number:	07792450133
For students:	
Student Number:	1601574
Programme of Study:	MA Education
Director of Studies/Supervisor:	Catherine Morgan

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 13/11/19**

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	☒
BERA Guidelines	☒
EWC Guidelines	☒

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	Voluntary	**YES**	☐	**NO**	☐

undertake this research in either a paid or voluntary capacity?	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 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

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 effectively is the 'What Went Well/Even Better If' Assessment for Learning strategy utilised within the primary school setting?		
Proposed start date:	8th January 2020	Proposed end date:	20th February 2020

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:

- *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.*

Purpose of Research Activity

The main purpose of the research activity is to examine if a specific method of Assessment for Learning that is utilised in the primary school setting is being used effectively. More specifically within the Key Stage Two phase. Assessment for Learning is a method of formative assessment. The strategy is known as 'What Went Well and Even Better If'. The strategy is designed to help pupils reflect upon their learning. Children decide upon a positive aspect of the lesson for the 'What Went Well' aspect. Then children decide upon something they could improve upon for the 'Even Better If' dimension.

Research Question

The overarching question is- How effectively is the 'What Went Well/Even Better If' Assessment for Learning strategy utilised within the primary school setting?'

Sub questions would be;
-Do teachers regularly encourage pupils to reflect upon their learning?
-Do children fully understand what is required of them when undertaking the strategy?
-Does the strategy help pupils reflect upon their learning?

Aims of Research Activity

The aim is to discover if the Assessment for Learning strategy is being used effectively. More so, if it is being used to its full potential. Moreover, if children understand the purpose of the 'What Went Well and Even Better If' Assessment for Learning strategy. Also, another aim is to gain a better understanding of whether there is a common understanding of how to utilise the Assessment for Learning strategy amongst members of staff and pupils.

Objectives of Research Activity

One of the main objectives is to examine if the Assessment for Learning strategy 'What Went Well and Even Better If' is being used effectively within the Key Stage Two phase in the primary school setting. If the findings disprove this, then there will be an examination of more suitable strategies. The way the strategy is meant to be implemented effectively would be discussed in the school's teaching and learning policy. This would hopefully be compared to the research project findings. Empirical evidence may suggest that the strategy is not being used to its full potential.

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.

Interviews/Focus groups-
A group of children from every key stage two class will be interviewed in a semi structured manner. Approximately four to six children from each key stage two class shall be interviewed. The children shall be mixed gender and randomly picked by the class teacher. To alleviate any potential pressure of being interviewed alone, children will be interviewed in small groups, in a focus group manner. Throughout the interview, the children will be invited to respond to pre-planned questions. The questions shall include, what does Assessment for Learning mean to you? The children will be in an informal setting and I shall make notes of their responses. I shall write in short hand and then type up any notes after the interview has been completed. I intend to prepare the pre-planned questions that I will ask and shall attach these in the appendix of my research project. The children shall not be forced into participating and no direct individual questioning will take place if a child does not wish to respond. I also intend to interview different teachers to gain understanding of how they utilise Assessment for Learning within their classroom. Also, I intend to gather teachers' opinions on how their children embrace Assessment for Learning. The teachers will be interviewed separately and their answers they provide shall remain anonymous.

Questionnaires-
The questionnaires shall be distributed to every child in Key Stage Two. The questionnaire terminology will be suitable for the target audience, which are pupils ranging from seven to eleven years old. The questionnaire shall not be overloaded with information and will attempt to be appealing to the target audience. Within the questionnaire, there shall be a mixture of open and closed ended questions. The aim of the questionnaires would be to gather qualitative data. This data then will be triangulated with the interviews/focus groups to reach conclusions. The questionnaire designed for the children will primarily be based on their understanding of Assessment for Learning and how they and their class teachers use it in class.

Examples of pupils' work-
To support my research I may use examples of pupils' work. I may scrutinise their books and see how and when the Assessment for Learning strategy is being used. However, prior to gaining the samples of work, I will ensure I have gained the class teacher's consent and the consent of the pupil to which the work belongs. Upon gathering the examples I will take responsibility of the work and ensure confidentiality is upheld. If I was to use a photocopied example of the work in my report, I would ensure if the child's name was on the piece of work, I would blank out the name to maintain anonymity.

Location of research activity Identify all locations where research activity will take place.
The research project shall take place at a school that is located in a South West Wales Valley. More specifically, in the borough of Bridgend. The school is a voluntary aided faith school. There are approximately 220 children on roll.
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.
Not applicable.

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. Internal paperwork within the school domain-Teaching and Learning Policy.		

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: Examples of pupils' work Focus groups	☒ ☒	☐ ☐

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:		

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?	The participants shall include all pupils from each Key Stage Two class. Which would be approximately 100 pupils. Also included shall be approximately seven members of teaching staff.
Who will the participants be?	The participants shall be pupils from Key Stage Two classes. The participants shall be mixed gender. All children shall partake in the questionnaire if they wish to complete it. If all children undertake the questionnaire, this should be about approximately 100 pupils. Then the researcher will select, at random, about four to six pupils from each Key Stage Two class to interview.
How will you identify the participants?	The questionnaires will remain anonymous. Children and teachers who wish to participate shall be informed that they should not put their name on the questionnaires. During interviews, children shall be identified as Pupil A/B/C.

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			

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			

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:	*How will you mitigate the Risk to Participant*
Consent- The risk to participants is that they could be part of the research without providing either informed consent or assent. **Understanding-** Also, participants could be part of the research not fully understanding the purpose of the research project. **Transfer of personal data-** Another risk could be breaching participant confidentiality. **Emotional distress-** Also, another risk may be that the participants may become uncomfortable, I will endeavour to reduce any sense of intrusion to the norm and put them at ease. Another risk might be the impact upon participant's wellbeing.	**Consent and Understanding-** I will ensure that all consent procedures are in place before informing children and staff about the research project. I will discuss these procedures and the purpose of the research project with the participants before commencing the project. Further, I will explain to staff and children they have the right to withdraw and can leave the research, or express that they do not want any of their collected data to be utilised, at any time (BERA, 2018). I shall seek permission from the children to use their answers in my research. Prior to this I shall ask their parents to provide informed consent. **Transfer of personal data-**There will be no personal data included in the research project and participants will remain anonymous. I will comply with the legal requirements of storage and use of data. All data will be saved in a password protected online account and made confidential with all names removed. **Emotional distress-** I will monitor the children's wellbeing and stop any activity if they become uncomfortable or distressed. I will ensure that no child is treated differently. No incentives will be offered to pupils to reduce the impact of bias on the data and to ensure the pupils don't feel pressured. I will pose questions that do not make pupils feel discontented with their language learning and will word my questions in a way that does not risk changing their viewpoints in a negative way or showing my bias towards any particular answer. Hence the questions will not be leading and will open and allow pupils to answer honestly.

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

Not applicable.

Risks to investigator For example: personal safety, physical harm, emotional distress, risk of accusation of harm/ impropriety, conflict of interest	
Risk to Investigator: **Accusation of conflict of interest-** The risk to the researcher is that I could be accused of unprofessional practice or conduct. Also, as an insider carrying out the research I might be accused of conflict of interest or bias. This may risk my personal reputation. Another pressure could be that the research could uncover findings the school may disagree or agree with. **Workload-** Another risk could be use of time and added pressure to the workload.	*How will you mitigate the Risk to Investigator:* I will mitigate any personal risk by adhering to BERA guidelines and the Data Protection Act (1998) and also follow my plan for ethical conduct. I have read the University of Wales Trinity Saint David Guidelines on Research, Ethics, and Integrity Code of Professional Conduct and Practice (2017) and BERA (2018). I shall adhere to both guidelines. **Accusation of conflict of interest-** To limit the accusation of conflict of interest I shall endeavour to remain unbiased throughout the research project. The methods I use will contain unbiased questions. To limit the accusations of conflict of interest, I shall ensure that my role as researcher shall not precede my role as a teacher. I will ensure that the data collected from the research project impacts upon the school's improvement whether the findings are positive or negative. **Workload-** I would enable that I have a reasonable timescale in place. I would ensure that I let children undertake the research methods during assembly time, therefore, hopefully not impacting upon our teaching and learning time.
University/institutional risks For example: adverse publicity, financial loss, data protection	
Risk to University: There should be no risk to the University if I manage the risks to the participants and the researcher as detailed throughout this ethics form. One risk could be adverse publicity. I acknowledge that as a student of University of Wales Trinity Saint David, I need to uphold the good reputation of the establishment and cause no adverse publicity. I would do this by conducting myself and my research in a professional, appropriate, and ethical manner	*How will you mitigate the Risk to University:* I will always adhere to comply with ethical, legal and professional frameworks. Also, I shall always adhere to obligations and standards as required by the statutory and regulatory authorities, as well as with the university's Research Integrity and Ethics Code of Practice. There should be no risk to the University if I manage the risk to the participant and the researcher as detailed throughout this ethics form.

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?

De-briefing will take place prior to the commencement of the research. Before children complete the questionnaires, I shall explain the involvement process and the purpose of the research project. Children will be made aware that they do not have to complete the interviews or questionnaires. The questionnaires designed for the teachers will include an information sheet for them to read through and then date and sign. Before the interviews, a similar process shall be carried out, where the pupils have the purpose of the research and involvement process explained to them.

After the data has been examined, the researcher will compile a report and feedback to staff at the school. This would be delivered during a staff meeting. If the senior leadership team deem necessary, the findings may also be shared with the school's challenge advisor and/or governing body.

As the parents have given their consent to their children partaking in the research, they can also have feedback if and when requested. This feedback would be done face to face if required. The children themselves may also request feedback on the research. This feedback would be done face to face if required.

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.

Participation consent (Children)
I will converse with the children to inform them of the research I shall be undertaking, providing reason and rationale behind the research. The level of terminology I shall use when conversing with children shall be adapted to suit their knowledge and understanding. I will verbally ask children whether they wish to participate in the research. I will ask the children to provide a form of assent. Children will have to colour a smiley face in either green (which shows their willingness to participate in the research) or red (which shows that they are not willing to participate in the research). If they do not wish to complete the activity they can withdraw at any time.

Prior to this, I would have asked the participating children's parents to provide a form of informed consent. The parents will have been provided with and information sheet discussing the purpose of the research project and their child's potential role in the research. Parents will have to sign and date the information sheet. Children will also be informed they can approach me at any time to discuss their contribution to the research project and explain whether they wish to participate. When the children are being questioned by myself their wellbeing and best interests will be paramount. Furthermore, as teachers act in 'loco parentis' I shall check with the class teachers if they are willing to let the children participate in the research project.

Participation consent (Teacher)
For the class teachers, I shall ask them to sign a document if they agree to take part in the research. If they are not willing to sign the document, then I shall not use them in the research project. The consent form will include a box for the participant to tick if they agree with the statements, one of which is I have read and understand the information. The statements shall all be read to the participants also. The statements shall inform the teachers of the purpose of the research. Teachers will need to sign and date the form. The teachers will be informed that the information I obtain is confidential. Also, the teacher shall be informed that it is voluntary for them to participate and they can withdraw at any time.

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.

I shall ensure that no individual data is made available. Only a non-identifiable summary of data shall be provided in this way. I will also inform participants that if they decide to remain anonymous maintaining anonymity will be a priority and every practical precaution will be taken to disguise identity. All materials generated from any interview or questionnaire shall remain confidential. Also, any examples of pupils work shall remain anonymous. If a teacher has marked the example of pupils' work, I shall blank out the name.

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:		

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:		

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/ CDs/ Portable disk-drives/ memory sticks?	☐	☒
"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:		

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):

The participants in my research shall remain anonymous. Participants will have their data stored securely by the researcher. Once the data has been utilised by the researcher then it will be destroyed so there is no trace remaining. This process will be in accordance to the Data Protection Act (1998). The researcher shall be adhering to the Data Protection Act (1998) throughout the research project. This research project and data gathered will also comply with the University Data Guidelines (University of Wales Trinity Saint David, 2017).

The data will be stored and archived under a password protected University of Wales Trinity Saint David One Drive account.

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

The principal researcher (Myself).

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

The principal researcher (Myself).

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.

All students at University of Wales Trinity Saint David are provided with a One Drive account. This account system has very tight security measures in place. The One Drive account requires an email address and password private to their user, thus making the system highly protected. Data will be archived only on the One Drive account until the module has been passed and then destroyed.

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)*

Not applicable.

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:	B.J.Petty	**Date:** 14th December 2019

For STUDENT Submissions:

Director of Studies/ Supervisor:		**Date:**
Signature:		

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.

Reference List

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