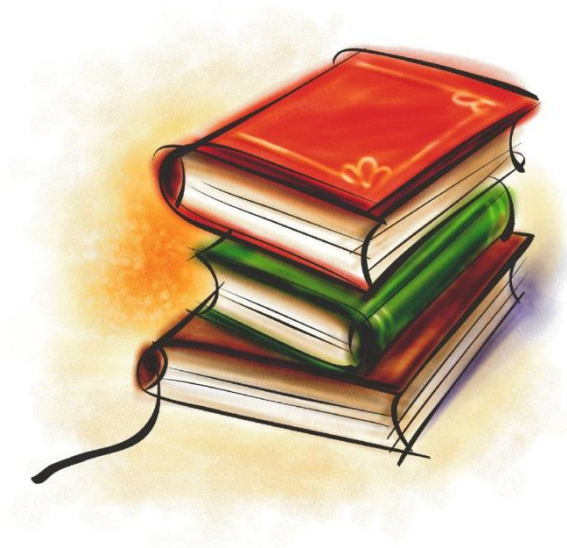




Graduate Diploma in Bible and Theology

**Handbook for
Independent Project (TRDL6022)**



Please note: There may need to be changes made to the content of this handbook.
You will be informed of any changes and an updated version will be available on Moodle.

Contents

Introduction	4
Module Descriptor	5
Choosing a topic	8
Setting out your proposal	8
Ethics	9
Supervision	9
Responsibilities	10
Responsibilities of the student	10
Responsibilities of the supervisor	10
The Process of Research and Writing Up	11
Assessment Criteria	12
Your final submission	13
Format and Structure	13
Appendix 1: Example of a cover page	15
Appendix 2: Examples of a contents page	16
Appendix 3: PG2/E1 FORM - Application for Ethical Approval	19

Introduction

As part of the assessment for your Graduate Diploma, you have to research for and write an extended piece of work on a subject of your choice within the area of Bible and Theology. This work is the Independent Project.

The Project itself is 5,000 words in length and worth 80% of the module mark. The remaining 20% is allocated to the 1000 word (excluding bibliography) proposal that you will submit at the start of the semester in which you study this module.

The Independent Project will enable you to pursue your own academic interests and also to develop and demonstrate your own research skills. The emphasis is firmly placed on developing your skills to work independently, though you will be assisted by a member of staff who will act as your supervisor.



Module Descriptor

MODULE CODE: TRDL6022

TITLE: Independent Project

DATED: 17/07/2014

LEVEL: 6

CREDITS: 20

JACS CODE: V610

AIMS

- To provide students with an opportunity to bring together theories and concepts developed in previous modules in order to investigate in some depth a topic of their choice within their subject area through independent research with guidance from a supervisor.
- To develop students' research skills and ability through a guided programme of independent research.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to demonstrate:

- an ability to apply appropriate research methods and tools to pursue the chosen line of research;
- an ability to identify and engage critically with appropriate primary and secondary resources;
- an ability to develop a clear line of argumentation and analysis on the basis of new research and existing scholarship.

INDICATIVE CONTENT

Students have the opportunity to undertake a research project on a topic of their own choice in consultation with the Programme Director. Students are required to submit a proposal on the basis of which they will be assigned to an appropriate supervisor. The supervisor will advise on the viability of the proposed topic, the availability of the necessary resources for the proposed research, and the relevance of the chosen topic to the degree programme. Students will be expected to consult with their supervisor at agreed times, in order to note progress and seek advice on specific aspects of their research.

LEARNING AND TEACHING STRATEGY

Tutorials and webinars may be used in order to support discussion and critical evaluation of what has been learned as well as enabling students to pursue their own questions. Student chatrooms and webinars enable students to explore aspects of

their research and enable clarification where confusion might have arisen. In addition, tutorial support is available through email or skype conference with module tutors and the Programme Director.

Guided independent study allows students to further their independent learning skills with appropriate support provided by the module tutor. Much of this is included in the material contained in each Unit, though further guidance is available from module tutors and programme directors through email or skype conference.

Allocation of teaching to deliver the module are:

Activity type	Hours	Percentage
Supervision*	8	4%
Independent learning	192	96%
Placement learning		
TOTAL	200	100%

*Supervision can include preliminary work in identifying a topic, group seminars which do not exceed 30 hours and individual tutorials which do not exceed 20 hours. (Information based on supervision of taught Master's dissertations, AQH Chapter 7.

ASSESSMENT

Component 1 - 20%
1000 word Proposal for Independent Project

Component 2 - 80%
5000 word Independent Project.

Assessment Summary

Activity type	Percentage
Written	
Coursework	100%
Practical	
TOTAL	100%

BIBLIOGRAPHY

A specific booklist will be prepared by the student and Dissertation supervisor tailored to the individual subject.

Essential

Cottrell, S. (2005), *Critical Thinking Skills: Developing effective Analysis and Argument* (Basingstoke: Palgrave).

Recommended

Brown, S. G. (2008), *A Guide to Writing Academic Essays in Religious Studies* (London: Continuum)

Zissner, W., *On Writing Well* (6th ed., New York: HarperCollins).

Choosing a topic

The first thing you have to do is to find a subject or topic for your Independent Project. We do not assign you a topic. So how do you go about choosing the subject? Here are a few suggestions:

- This is your opportunity to work on an individual project that interests you. Pick a subject that will engage your attention and enthusiasm. You are going to spend a lot of time working on it.
- Be practical. You cannot write such a great deal in 5,000 words. By all means start with a broad field but realise that in your preliminary reading you will have to focus on a narrower subject.
- Be guided by the availability of material, access, and language. Get a sense of the important primary and secondary literature in the field, and check to see how much is readily available for your use.

You can approach a member of the teaching staff for an initial, informal discussion about a possible subject and for some advice about how to put together your proposal.

Note: approaching a member of staff and receiving advice from them does not guarantee that member of staff will be your supervisor.

Setting out your proposal

Your proposal should be 1000 words in length (not counting the bibliography), presented on the Independent Project Proposal Form (available on Moodle) and submitted through Moodle. The Proposal will be assigned a mark and will count for 20% of the final mark for the module.

- **Title:** Avoid titles which are too lengthy or unfocussed. A general topic will be much less helpful to you than one which is specific.
- **Aim:** What do you want to achieve in your Independent Project? In other words, what are you trying to say in this piece of work? What will you describe, analyse and evaluate? What kind of argument will you make?
- **Methodology:** What will your research method/methods be? If you intend to rely not just on text-based research but also on methods like interviews, surveys and participant observation, you need to describe these plans in some detail. Please make sure to use these methods only if they will truly make a significant contribution to your research. These methods are time-consuming, and require ethical clearance. If there are ethical issues with your work, an Application for Ethical Approval must be submitted on the PG2 / E1 FORM that is available on Moodle.
- **In the abstract you should think about including provisional chapter headings.** This will show how you intend breaking down your title into smaller units and it will show how you intend to deal with the issues you will discuss in your Independent Project. This section will enable your supervisor to assess how well you have worked out a structure for your proposed

research. Each chapter heading should be followed by a short discussion of what you intend to do in each chapter.

- **Bibliography:** It is not envisaged that your bibliography will be exhaustive at this stage. It is only to be expected that some items you list here might prove to be irrelevant, and that others not listed here might eventually prove to be extremely useful. At this early stage, the bibliography will show your supervisor how well you have thought through your research plan, the extent of available material, and the breadth of your survey (of books, journal articles, web-based resources, etc.). Proposals for Independent Projects should normally have at least 15 items in the bibliography and if specific items relate to specific chapters in the proposal, you should indicate that here.

NB Make sure that your bibliography conforms to the required style.

Once your proposal has been submitted, you will be allocated a supervisor.

Ethics

If you are planning to gather primary data as a part of your research you will need to apply for Ethical Approval. You must not start on any field-research until you have formally obtained ethics approval.

A link to the PG2 / E1 FORM - Application for Ethical Approval - is available on Moodle. A copy is also in appendix 3.

Supervision

Students are able to receive 8 hours of supervision over the course of writing the Project. As noted in the Module Descriptor, 'Supervision can include preliminary work in identifying a topic, group seminars which do not exceed 30 hours and individual tutorials which do not exceed 20 hours'.

How and when meetings will take place should be agreed between the student and the supervisor.

Responsibilities

Responsibilities of the student

The Independent Project module is intended to:

- Help you to develop the skills associated with independent learning
- Help you to be able to produce competently and on schedule a sustained argument and an attractively produced piece of work

Consequently it is your responsibility to:

- Come up with a coherent and deliverable subject for study
- Make sure you are satisfied that sufficient resources exist for you to complete the project
- Manage your time to ensure that you can complete your research and writing within the set deadlines. **START EARLY!**
- Familiarise yourself with the contents of this handbook
- Take care with grammar, punctuation, writing style, etc.
- Proof-read your work
- Keep to the word limit

Responsibilities of the supervisor

The supervisor's role is to advise you on how to complete your work successfully. This relates primarily to the feasibility of your proposal, your approach to the subject and your intended argument.

Supervisors **will not**:

- Find a subject for you
- Write any section of the Independent Project for you
- Proof-read and correct the final draft

The Process of Research and Writing Up

Your supervisor is there to guide you through your research and to make sure that you understand what is required of you. However, this is an independent piece of research and you must take responsibility for planning your work and keeping to schedule.

Here are some hints:

- Try to be organised and methodical right from the start. As you read you should make careful notes and note the bibliographical details of your sources.
- Do not be afraid to start writing. You do not need to wait until all your research is complete before you put pen to paper (or finger to keyboard). You do not need to keep everything you write in the final submission.
- Make a timetable for yourself, working backwards from the submission date. Ask yourself: on what date has the Project to be submitted? How much time do I need to allow for proof-reading the text? How much time do I need to allow for binding? Careful planning eliminates panic.
- Keep the word limit in mind
- Keep copies of your work
- Avoid plagiarism and all other forms of unfair practice! Make sure that you reference correctly and that you present direct quotations correctly.

Assessment Criteria

Each Independent Project will be double-marked internally and a mark agreed. The work will then be moderated by an external examiner.

Assessment Criteria for the Independent Project

You must demonstrate:

- The suitability of your research aim and scope for an Independent Project
- A clear, focussed and developmental structure in your Independent Project
- An ability to situate your topic within current scholarship
- An ability to use a range of primary and secondary sources critically
- An ability to suggest (and defend) a new and innovative angle, or perspective, on your topic
- Highly developed communication and presentation skills. You will be expected, for example, to present quotations, references and bibliography correctly.

The Final Submission

- The submission date for the Independent Project will depend on the semester during which you are registered for the module. The submission deadline will be confirmed by the Programme Director and will normally be towards the end of the semester during which you are registered for the module.
- Before you submit your Independent Project, read through it one last time. Pay close attention to style and make sure that you are expressing yourself clearly. Use a spell-check and proof-read your work before submitting it.
- Make sure that you do not exceed the word limit. The word limit does not include footnotes when all they contain are references. However, if additional material is placed in footnotes, that will count in the word count. The word count also excludes the front cover, abstract and bibliography. The work may contain a limited number of selected images, graphs, diagrams or tables. You can include a glossary - this too is not included in the word count.
- You can include appendices, but these should be kept to a minimum and included only with the agreement of your supervisor. They will not count towards the word limit, but they will also not count towards the overall assessment of your work and should only be used to contain material absolutely necessary to verify the claims made in the project.
- Two bound hard copies of the Independent Project and an electronic copy (via Moodle) must be submitted on or before the submission deadline.
- Hard copies are normally either spiral/coil bound or tape bound.
- Hard copies should be sent to:

The Faculty Office
University of Wales Trinity Saint David
LAMPETER CAMPUS
College Street
Lampeter
Ceredigion
SA48 7ED

Format and structure

You should format and structure your work as follows:

- The work should be printed on A4 paper. One and a half line spacing should be used throughout. The point size should be no smaller than 12. The pages should be numbered sequentially. The margins on the left need to allow for binding.
- **The front cover** (see example in Appendix 1) should display:
 - (a) Exact title of Independent Project
 - (b) Your name
 - (c) Title of Programme being followed (ie Graduate Diploma in Bible and Theology)
 - (d) Module name, code and number of credits
 - (e) The following declaration:

‘I certify that this Independent Project is my own work, and that any use of other people’s work is fully acknowledged in the references’.

You must sign this declaration.

(f) The word count

- **The second page** should contain an abstract of no more than 300 words. The abstract is a brief synopsis of your work and does not contribute to the word count.
- **The third page** should be a Contents page (see examples in Appendix 2).
- You can include:
 - A list of abbreviations (if needed)
 - Acknowledgements (if desired)
- This will be followed by the main text of the Independent Project.
- Lastly will be the **Bibliography**.
- The Independent Project should include a completed Independent Project Coversheet (available on Moodle). This should not be bound with the work but should be placed loose inside the front cover.



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

Title of Independent Project

Student name

Graduate Diploma in Bible and Theology
Independent Project TRDL6022

I certify that this project is my own work, and that any use of other people's work is fully acknowledged in the references.

Student signature

Word Count:

Contents

Introduction	1
1 Christian anti-Judaism and the Nazis	4
Nazi antisemitism as a religious struggle	4
The Christ-killers legacy	7
The diabolisation of Jews	14
Usury and high finance	17
2 Medieval Christian prejudices renewed	19
The blood libel	19
Anti-Jewish Church law for the twentieth century	20
3 The toxic legacy of Martin Luther	23
Conclusion	31
Bibliography	33

CONTENTS

ABSTRACT.....	II
CONTENTS.....	III
ACKNOWLEDGEMENTS.....	V
ABBREVIATIONS.....	VI
CHAPTER	
I INTRODUCTION.....	7
PART I The Problem of Metaphysical Evil	
a. What is the Problem?.....	7
b. What is <i>not</i> the Problem.....	9
c. Objectives and Limitations.....	10
II METAPHYSICAL OUTLOOK AND THE FIRST PREMISE.....	12
PART I Thomistic Metaphysics: An Overview	
a. <i>Ente et Essentia</i>	12
b. <i>Actus et Potentia</i>	14
c. The Four Causal Principles.....	16
d. Conclusion.....	17
PART II The First Premise	
a. The Argument from Existence.....	18
III THE SECOND PREMISE.....	21
PART I Evil in Aristotle, St Augustine, and St Aquinas	
a. What <i>is</i> Evil?.....	21
b. <i>Malum</i> in Act and Potency.....	24
c. Conclusion.....	25
PART II Accountability of Evil in St Aquinas	
a. Two Kinds of Evil.....	26
i. <i>Malum Poenae</i>	27
ii. <i>Malum Culpae</i>	29
IV THE FINAL PREMISE.....	31
PART I Recapitulation	
a. A Brief Summary.....	31
PART II Whether God Causes Pain?	

a. The Logical Necessity of Evil, Pain, and Suffering.....	33
PART III Whether God Causes Fault?	
a. The Defective Act Implies the Defective Will.....	36
PART IV Whether God Causes Evil?	
a. Conclusion.....	40
BIBLIOGRAPHY.....	41

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.

SECTION A: About You (Principal Researcher)

Full Name:					
Tick all boxes which apply:					
Member of staff:	☐	Student:	☐	Honorary research fellow:	☐
Faculty/School/Centre:					
Campus:					
E-mail address:					
Contact Telephone Number:					
For students:					
Student Number:		Undergraduate	☐		
Programme of Study:		Taught Postgraduate	☐		
Director of Studies/Supervisor:		Research	☐		

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	Research Degrees Committee	☐		

approval (and date where known):	Faculty Research Committee	☐	
	Other (write in)	☐	

Approval in principle **must** be obtained from the relevant source prior to seeking ethical approval.

SECTION C: 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.	
	☐
	☐
	☐

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:				
Institution				
Contact person name				
Contact person e-mail address				

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:			
Proposed start date:		Proposed end date:	
Purpose of research activity (including aims and objectives) Outline the purpose, aims and objectives of the research activity, including key research questions. Show briefly how existing research has informed the proposed activity and explain what the research activity will add and how it addresses an area of importance. (Maximum 300 words)			
(this box should expand as you type)			

Proposed methods

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. (Maximum 600 words)

(this box should expand as you type)

Location of research activity

Identify all locations where research activity will take place.

(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 sensitivities or vulnerabilities of participants.

(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	☐	☐

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 under 18?	☐	☐
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):	☐	☐

Participant numbers and source

Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited?

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			
(this box should expand as you type)			

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			
(this box should expand as you type)			

SECTION H: Anticipated Risks

Outline any anticipated risks that may adversely affect any of the participants, the researchers and/or the University, and the steps that will be taken to address them.
Risks to participants For example: emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information
(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
(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
(this box should expand as you type)
University/institutional risks For example: adverse publicity, financial loss, data protection
(this box should expand as you type)
Adverse outcomes List measures put in place to limit any adverse effects or outcomes of research activity where appropriate. Include any emergency protocols.
(this box should expand as you type)

Disclosure and Barring Service			
If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants.	YES	NO	N/A
Has a DBS certificate been obtained?	☐	☐	☐

SECTION I: Feedback, Consent and Confidentiality

Feedback What feedback will be provided to participants, how will this be done and when?
(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.
(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.

(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/>).

	YES	NO
Does the research activity involve personal data (as defined by the Data Protection Act)?	☐	☐
If YES, provide a description of the data and explain why this data needs to be collected:		
(this box should expand as you type)		
Does it involve sensitive personal data (as defined by the Data Protection Act)?	☐	☐
If YES, provide a description of the data and explain why this data needs to be collected:		
(this box should expand as you type)		
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 Data Protection Act (and/or any international equivalent):		

(this box should expand as you type)

Will the research activity involve storing personal 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 data confidentiality, including details of password protection, encryption and anonymisation:

(this box should expand as you type)

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

(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:

(this box should expand as you type)

Give details of data storage arrangements, including where data will be stored, how long for, and in what form. Will data be archived – if so how and if not why not.

(this box should expand as you type)

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:

Date:

For students:

Director of Studies/Supervisor:	
Signature:	
Date:	

For staff:

Head of School/Assistant Dean:	
Signature:	
Date:	

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 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.

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 Postgraduate Research 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.

Notes for guidance in completion of this form

Section A: About You

Please complete all relevant sections

Section B: Approval for research activity

Research proposals must be approved in principle before applying for Ethical Approval. The proposal approval only becomes final when the ethical approval is received.

The process for proposal approval varies according to the individual and programme of study:

- Research students, by application on form PG1 to the Research Degrees Committee
- Taught students by review of research proposal within Faculties (Faculties provide specific details of these processes)
- Staff, by agreement by the Head of School/Assistant Dean

Section C: External Ethical Guidance materials

Many discipline areas are required to operate with the discipline specific codes of research ethics (for example health, psychology, education etc.), any such codes must be listed and you must tick to confirm that you have consulted with these.

Section D: External Collaborative Research Activity

Provide details of the external collaborative partners, where appropriate you might want to submit a copy of the external collaboration agreement with the Ethical Approval Form. If the partner requires the research to be subject to its own internal Ethical approval process then please provide details of that process and a copy of any final (or interim) approvals received from the organisation.

Section E: Details of Research Activity

Remember that the individuals reviewing this Ethical Approval Form may not have seen your research proposal, and also may not be experts in the specific area of your research. The information provided should therefore be jargon free and clearly stated.

Indicative Title: please use the same title as used on the research proposal.

Purpose: the Ethical approval process will want to ensure that the methods you propose are adequate and appropriate to address the research aims and objectives. Excessive additional data collection can be seen as unethical.

Proposed Methods: the Ethical approval process seeks to ensure that you understand the methods that are intended, and that the implementation of those methods will be appropriate and without unnecessary impact on respondents. Please be specific.

Location: this needs to mention geographical location and also local situation (for example, within Local Authority Offices in Cardiff, using a private room but close to other individuals). If you are collecting data within an organisational setting then you need to explain the permissions that you have obtained to do this.

Research Activity outside of the UK: please complete this section in detail, and note any guidance you have received. Also describe your own familiarity (or not) with the location that you will be utilising.

Section F: Scope of Research Activity

Please tick ALL of the research activities that might be undertaken. If any additional types of activity are intended then please add an extra box and describe these.

If you have answered no to all questions in F then sections G and J do not need to be completed. Section H should be considered, and may be completed. Signatures are still required in section K.

Section G: Intended Participants

Please tick all categories that might apply.

Numbers & Source: if you are using a series of different methods or research activities please list numbers for each stage/phase. Be clear about how you will find respondents. Will you use intermediaries, and if so how? How will you ensure compliance with your sampling strategy?

Information for participants: all participants should be appropriately informed about the research, what is expected of them and what will happen to the information that they provide. The Ethical review process does not ask to see this documentation, but requires this to be reviewed and approved by the Director of Studies in the case of research students, the supervisor/module tutor in relation to students on taught programmes and the Head of School/Assistant Dean in relation to staff research.

Section H: Anticipate Risks

All research carries some level of risk. The answers you provide to questions in this section will be reviewed to ensure that you have an appropriate understanding of the type of risks involved and how you can mitigate against these risks.

Risk to participants Think very carefully about how your actions/questions/discussions might affect the people you are involving as participants. You might identify the risk as small but it would still be a risk. Many types of question have the potential to make respondents less content with their life / job; you need to recognise and try to ameliorate any such effects

If these are business owners, time with you may reduce profit.

In some locations physical risk is very real to both participants and yourself, please consider this.

Risk to you, the researcher Think about where you will meet people, if there are any dangers involved in the location. If you are meeting people as individuals think about using a public place. In general do not visit people in their own homes or remote locations. If you are talking to individuals about certain issues think about how their responses might affect you emotionally. What about the risk of collecting insufficient data?

Risk to the University When undertaking your research, you are acting as a member of the University (student or staff). Professionalism is important, so it is important to be well organised and well prepared. Punctuality, clarity etc. are all part of this. What will you do to ensure this? You must ensure you do not harm the good name of the University in any way and do nothing to undermine the reputation of the research it conducts and sponsors. Upholding high standards of conduct and integrity are vital in this regard. You must also conduct the research in such a way to minimise the potential for claims of negligence made against the University, its researchers and any collaborating individual or organisation. In this respect you should always comply with ethical, legal and professional frameworks, obligations and standards as required by statutory and regulatory authorities, as well as the university's Research Integrity and Ethics Code of Practice. Research misconduct in this respect can take many forms, including:

- fabrication: making up results or other outputs (eg, artefacts) and presenting them as if they were real
- falsification: manipulating research processes or changing or omitting data without good cause
- plagiarism: using other people's material without giving proper credit
- failure to meet ethical, legal and professional obligations: for example failure to declare competing interests; misrepresentation of involvement or authorship; misrepresentation of interests; breach of confidentiality; lack of informed consent; misuse of personal data; and abuse of research subjects or material
- improper dealing with allegations of misconduct: failing to address possible infringements such as attempts to cover up misconduct and reprisals against whistle-blowers

Adverse Outcomes. Think carefully about the possibilities, and cover here

Section I: Feedback, Consent and Confidentiality

Feedback to participants: outline your approach. Will interview transcripts be shared with respondents to check accuracy? Will summaries of questionnaire analysis be made available to respondents in some way? Will an overview report be provided? How and when?

Informed consent: Draft letter / e-mail / or heading (or footer) section of questionnaire must be approved by DoS/supervisor (if research student), supervisor/module tutor if taught student, or Head of School / Assistant Dean if a member of staff.

Confidentiality/Anonymity. Explain clearly how you will ensure confidentiality and anonymity.

Section J: Data Protection and Storage

Before completing this section it is necessary to read the University's Research Data Management information. The questions that follow are designed to ensure compliance with the Data Protection Act as well as established research protocols.

Many research activities will involve electronic transfer of data and use of data management systems in the summarisation and analysis of data. You will need to explain these in relation to compliance with the Data Protection Act.

Think carefully about who will have access to your data, this will include supervisors and examiners. Also that a thesis will be made available via the University library and the British Library system. If you are seeking an access bar for a period of time after completion then mention it here. If you will provide a copy of your findings, or intend to give a presentation, to a facilitating/ supporting/accessing organisation then explain that in this section. But also think about the general principle of data sharing, as explained in the Research Data Management information.

In terms of storage of data please ensure security, and also mitigate against loss of data.

Section K: Declaration

Ensure the appropriate countersignatures have been provided

Look carefully at the checklist and ensure that you comply with and tick all that are relevant to your research.