PWYLLGOR YMCHWIL A MOESEG
Y GYFADRAN ADDYSG A CHYMUNEDAU

CANLLAWIAU AR GYFER CYFLWYNO FFURFLENNI

MAI 2017

TROSOLWG AR Y BROSES

- Mae'r broses cymeradwyaeth foesegol yn fodd i'r Brifysgol geisio sicrhau bod yr holl ymchwilwyr yn ystyried yn ofalus oblygiadau eu gweithgarwch ymchwil.
- Mae disgwyliad y bydd dyluniad a methodoleg yr ymchwil wedi eu cymeradwyo ar gyfer pob cynnig prosiect ymchwil trwy brosesau'r Ysgol/Cyfadran **CYN** ceisio cymeradwyaeth foesegol.
- Dylai pob Ysgol sefydlu gweithdrefn i sicrhau y dilynir y prosesau isod.
- Llenwir pob cais am gymeradwyaeth foesegol ar y ffurflen **PG2-E1**.

PWYLLGOR MOESEG Y GYFADRAN

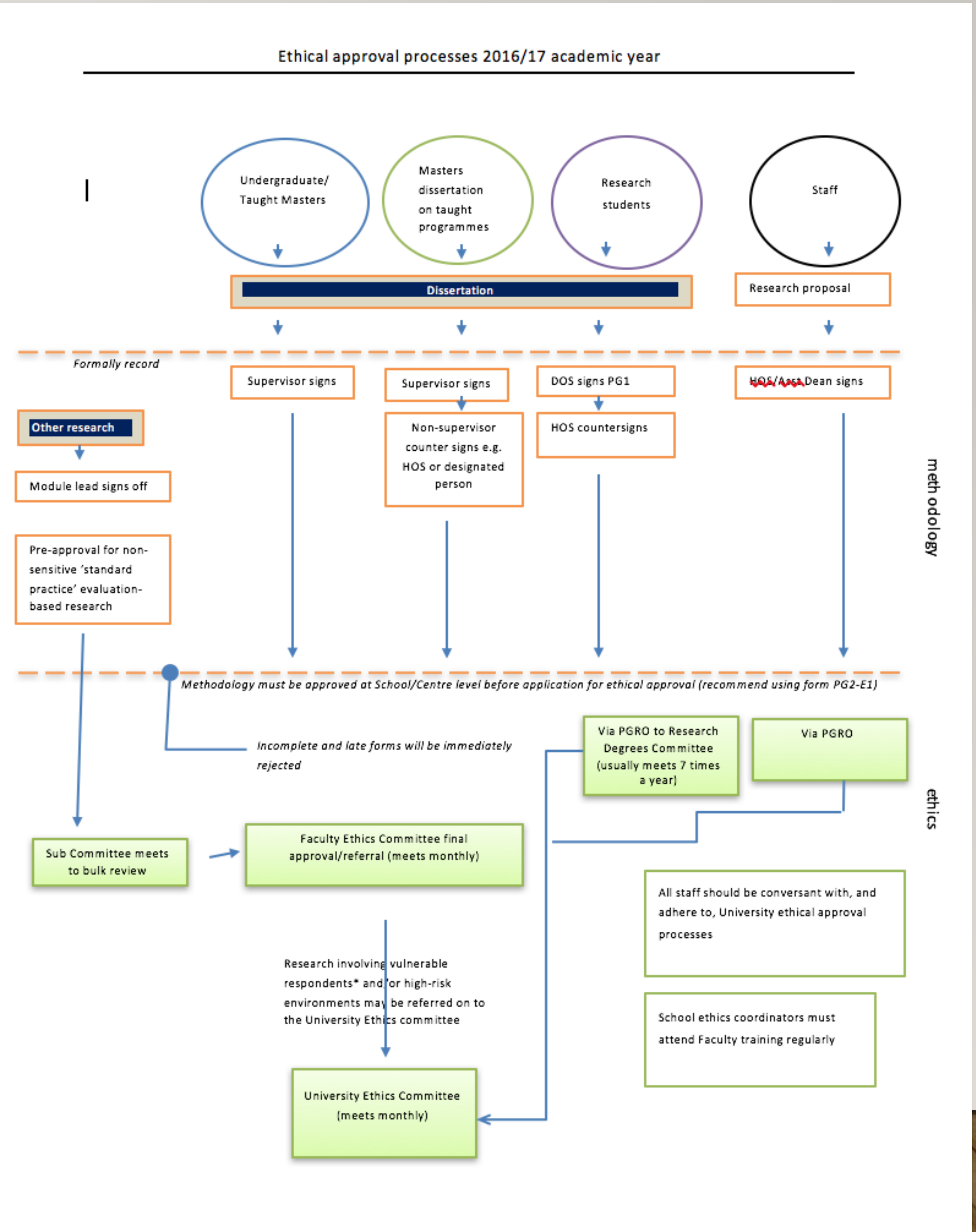
- Dyddiadau terfynol cyflwyno –12 canol dydd ar ddydd Gwener olaf pob mis;
- Bydd y pwyllgor Moeseg yn cyfarfod ar brynhawn Mercher cyntaf pob mis (oni nodir yn wahanol oherwydd ymrwymiadau Bwrdd y Brifysgol), gyda 10 niwrnod ar gyfer adolygiad moesegol ac ymatebion i'w dychwelyd at yr arweinydd Modwl/goruchwyliwr trwy ysgrifennydd y pwyllgor.
- Cyfrifoldeb y Goruchwyliwr/arweinydd Modwl yw dosbarthu'r deilliannau i'w myfyrwyr.
- Ni chaiff ffurflenni anghyflawn/gwan eu hystyried, a bydd angen eu hailgyflwyno yn y cyfarfod nesaf.
- Cyfeirir unrhyw brosiectau arbennig o sensitif at Bwyllgor Moeseg y Brifysgol i gael cyngor.

BETH DYLAI'R PWYLLGOR EI WNEUD AC NA DDYLAI EI WNEUD

- Dylai…
  - gyfarfod yn rheolaidd (bob mis)
  - canolbwyntio ar oblygiadau moesegol pob cam yn yr ymchwil arfaethedig
  - rhoi adborth clir, amserol a chryno ar y ffurflen a gyflwynwyd
  - ystyried fel arfer yn unig ffurflenni ôl-raddedig a addysgir ac ymchwil ac yn unig y ffurflenni israddedig hynny sydd â gofynion moesegol penodol

- Ni ddylai…
  - dderbyn cyflwyniadau hwyr
  - gwneud sylwadau ar fethodoleg oni bai fod goblygiadau moesegol

Y BROSES AR GYFER CEISIO CYMERADWYAETH FOESEGOL



ENWI FFEILIAU

- Dylech chi fabwysiadu'r confensiwn canlynol ar gyfer enwi'r ffurflen electronig a gyflwynir: **CYFENW_ENW_RHAGLEN_DYDDIAD**
  - SMITH TARC 4 Ebrill 2017
  - JONES TARU 4 EBRILL 2017
  - SMITH BA SS 17 Ebrill 2017
  - WILLIAMS MSocStud 23 Mai 2017

AILGYFLWYNO

- Sicrhewch fod unrhyw newidiadau wedi eu hamlygu mewn COCH
  - Newidiwch liw y ffont yn unig
  - PEIDIWCH â defnyddio Track Changes
- Bydd y Pwyllgor Moeseg yn canolbwyntio ar y newidiadau yn unig

10 DIFFYGION CYFFREDINOL

1. Adran B:
   - Hepgor y dyddiad
2. Adran B:
   - Hepgor enw'r aelod staff a'i rôl ddynodedig
3. Adran C:
   - Hepgor Cod Moeseg y Brifysgol
4. Adran D:
   - Nodi 'Ie' pan y gallai 'Na' fod yn fwy priodol.
     - *Nid yw hyn yn berthnasol fel arfer i brofiadau lleoliad prifysgol sy'n rhan o raglen astudio myfyrwyr e.e. ysgolion, mudiadau ieuenctid, lleoliadau arsylwi*
     - *Yn yr achosion hyn, byddech chi'n nodi 'Ie'*

10 DIFFYGION CYFFREDINOL

5. Adran E:
   - Sicrhewch fod y dyddiad dechrau arfaethedig **ar ôl** cyfarfod y Pwyllgor Moeseg
6. Adran F:
   - Dylid gwneud sylwadau ar unrhyw flychau a diciwyd yn y fethodoleg (adran E)
7. Adran G:
   - Rhowch nifer y cyfranogwyr a dweud sut byddwch chi'n nodi cyfranogwyr
8. Adran H:
   - Mae risg ynghlwm wrth **bob** gwaith ymchwil
     - Sicrhewch fod y risgiau wedi eu nodi
     - Peidiwch â rhoi 'Amherthnasol'
9. Adran K:
   - Cynhwyswch lofnodion y goruchwyliwr
   - Gall y rhain fod naill ai ar ffurf electronig neu lawysgrif
10. Adran K:
    - Cynhwyswch ddyddiad y llofnod a thicio'r blychau perthnasol ar y rhestr wirio.

RHAGOR O SYLWADAU CYFFREDINOL

- Adran C ac E:
  - Dylid cyfeirio at ganllawiau moeseg y tu allan i'r DU os gwneir yr ymchwil O ALLAN Y DU
- Adran E:
  - O dan 'leoliad y gweithgarwch ymchwil' mater i'r goruchwyliwr yn ôl ei ddisgresiwn ei hun wrth sgwrsio â'r myfyriwr yw cynnwys enw sefydliad
  - Argymhellir defnydd pwyntiau bwled ar gyfer
    - Nodau Ymchwil
    - Amcanion Ymchwil
    - Cwestiynau Ymchwil
- Adran G:
  - Sicrhewch eich bod chi'n ticio'r blychau naill ai **'IE', 'NA'** neu **AMH**

RHAGOR O SYLWADAU CYFFREDINOL

- Adran H:
  - Dylai ‘canlyniadau andwyol’ gysylltu â’r risgiau yn y blychau blaenorol
- Adran I:
  - Gwnewch gyfeiriad penodol, at y modd y sicrheir cysyniad gwybodus, cyfrinachedd ac anhysbysrwydd
- Adran J:
  - Golyga trosglwyddiad electronig data gyfleu data rhwng dyfeisiau electronig e.e. o’r naill gronfa ddata i’r llall. Nid yw hyn yn golygu cadw gwaith ar gofbin USB.
  - O dan ‘rhestrwch bawb sydd â mynediad i’r data a gynhyrchir gan y gweithgarwch ymchwil..’ mae hyn yn berthnasol i ddata crai a dylech chi ystyried yn ofalus pwy a ddylai gael eu defnyddio. Fel arfer yr ymchwilydd a’r goruchwyliwr fyddai’r rhain ac mewn cyd-destunau lleoliad, arweinydd neu berson dynodedig.
  - Sicrhewch eich bod chi’n darparu manylion os bydd bylchau wedi eu ticio
- Ar ddiwedd y ffurflen, peidiwch â chynnwys y Broses Ymgeisio nac unrhyw atodiadau

ADRAN B

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):	Research Degrees Committee	☐			
	Faculty Research Committee	☐			
	Other (write in)	☐			

...ned from the relevant source prior to seeking ethical approval.

Cynhwyswch Enw'r Aelod Staff a'i Rôl Ddynodedig

Rhowch y Dyddiad

ADRAN C

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.

	☐
	☐
	☐

Cynhwyswch God Moeseg Y Drindod Dewi Sant ynghyd â Chodau Ymchwil Moesegol sy'n Benodol i'r Ddisgyblaeth

Os ydych chi'n cyflawni eich gwaith y tu allan i'r DU cynhwyswch y Canllawiau Moesegol perthnasol

ADRAN D

Ticio 'Ie' pan allai 'Na' fod yn fwy priodol. Nid yw hyn fel arfer yn berthnasol i brofiadau lleoliadau prifysgol sy'n rhan o raglen astudio'r myfyrwyr e.e. ysgolion, mudiadau ieuenctid, lleoliadau arsylwi.
Yn yr achosion hyn byddech chi'n ticio **'Na'.**

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				

ADRAN E

Sicrhewch fod y dyddiad arfaethedig **AR ÔL** cyfarfod y Pwyllgor Moeseg

Byddai'n syniad da defnyddio **Pwyntiau Bwled** ar gyfer nodau, amcanion a chwestiynau ymchwil

SECTION E: Details of Rese

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)

ADRAN E

Mater i'r **Goruchwyliwr** yn ôl ei ddisgresiwn ei hun wrth sgwrsio â'r myfyriwr yw cynnwys enw sefydliad.

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)

ADRAN F

Dylid gwneud sylwadau ar unrhyw flychau y ticiwyd **IE** ar eu cyfer yn y Fethodoleg (Adran E)

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	☐	☐

ADRAN G

SECTION G: Intended Participants

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)

Rhowch nifer y cyfranogwyr a dywedwch **SUT** byddwch chi'n nodi cyfranogwyr

ADRAN H

Mae risg ynghlwm wrth **bob** gwaith ymchwil os yw'n cynnwys cyfranogwyr
sicrhewch y nodir y risgiau
Peidiwch â rhoi **'Amherthnasol'**

Mae risg ynghlwm wrth **bob** gwaith ymchwil sicrhewch y nodir y risgiau
Peidiwch â rhoi **'Amherthnasol'**

Mae risg ynghlwm wrth **bob** gwaith ymchwil sicrhewch y nodir y risgiau
Peidiwch â rhoi **'Amherthnasol'**

Ar gyfer unrhyw risg a nodir yn yr adran uchod, mae angen esbonio'r mesurau lleddfu yma

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?	☐	☐	☐

ADRAN I

Researchers are required to indicate in the ethics form that they will follow the Ethical policy within their place of work/placement, to provide a letter which demonstrates the organizations support for the research, in addition consent forms given to all participants and if this work involves minors (under 18 in line with UWTSD) that parents/guardians are also asked for their consent.

Gwnewch gyfeiriad penodol at SUT y sicrheir cysyniad gwybodus, cyfrinachedd a chyfranogi dienw

Gwnewch gyfeiriad penodol at SUT y sicrheir cysyniad gwybodus, cyfrinachedd a chyfranogi dienw

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)

ADRAN J

Data personol yw'r data sy'n ymwneud ag unigolyn byw y gellir ei adnabod ar sail y data hynny neu ar sail y data hynny a gwybodaeth arall sydd ym meddiant, neu sy'n debygol o ddod i feddiant y rheolwr data ac sy'n cynnwys mynegi unrhyw farn am yr unigolyn ac unrhyw arwydd o fwriadau'r rheolwr data. Mae hyn yn cynnwys unrhyw berson arall sy'n gysylltiedig â'r unigolyn (Deddf Diogelu Data 1998).

Data Personol Sensitif yn ôl dioffiffinad Deddf Diogelu Data 1998, yw'r data sy'n ymwneud â hil, tarddiad ethnig, barn wleidyddol person, ei gredoau crefyddol neu rai tebyg, aelodaeth undeb llafur, iechyd neu gyflwr corfforol ac iechyd a chyflwr meddwl, bywyd rhywiol, trosedd a gyflawnwyd neu drosedd honedig a gyflawnwyd, penderfyniad trafodion ar gyfer trosedd a gyflawnwyd (honnwyd) neu ddedfryd unrhyw lys mewn trafodion o'r fath.

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)		

ADRAN J

Ystyr trosglwyddo data ar ffurf electronig yw cyfleu data rhwng dyfeisiau electronig e.e. o'r naill gronfa ddata i'r llall.
NID yw hyn yn golygu cadw gwaith ar gofbin USB

SECTION J: Data Protection and 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 Data Protection Act (and/or any international equivalent):		
(this box should expand as you type)		

ADRAN J

DIM OND ar gyfer **DATA CRAI** y mae hyn yn berthnasol a dylech chi ystyried yn ofalus pwy a ddylai gael manteisio arnyn nhw
Fel arfer yr ymchwilydd a'r goruchwyliwr fyddai'r rhain ond yng nghyd-destunau lleoliad, gallai hyn fod yn arweinydd neu'n berson dynodedig

Under normal circumstances, raw data should be destroyed at the first opportunity e.g. after transcription. Exceptions might include circumstances where raw data is needed in the preparation of publications or re-submission of assignments. Researchers should seek advice from supervisors if in any doubt. The key principle for researchers to consider is protecting the anonymity of participants.

SECTION J: Data Protection and Storage

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)

ADRAN K

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:**

Cofiwch gynnwys y Dyddiad

For students:

Director of Studies/Supervisor:	
Signature:	
Date:	

Cofiwch gynnwys y Dyddiad

Cynhwyswch lofnod eich goruchwyliwr
Gall hwn fod naill ai ar ffurf electronig neu lawysgrif

For staff:

Head of School/Assistant Dean:	
Signature:	
Date:	

MATERION CYFFREDINOL COFIWCH . . .

Sicrhewch eich bod yn nodi naill ai **'IE', 'NA'** neu **Amh** Ar gyfer pob un lle mae angen croes

YES	NO	N/A
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

I GLOI . . .

Yn aml marciwyd y blwch hwn trwy gamsyniad

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.

Cofiwch ddileu'r cyfarwyddiadau o waelod y ffurflen cyn ei hanfon at eich goruchwyliwr

POLISI RHEOLI DATA YMCHWIL 27/01/2016

- http://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/strategies-policies/Research-Data-Management-Policy-27.01.16.pdf