

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)

1	Full Name:	HOLLY HALLAM			
2	Tick all boxes which apply:	Member of staff:	☐	Honorary research fellow:	☐
3	Undergraduate Student	☐	Taught Postgraduate Student	☒	Postgraduate Research Student
4	Institute/Academic Discipline/Centre:	Institute of management and Health			
5	Campus:	Carmarthen			
6	E-mail address:	hollyhallam@outlook.com			
7	Contact Telephone Number:	07711202874			
For students:					
8	Student Number:	2129252			
9	Programme of Study:	MA in Professional Practice (Voice Pedagogy)			
10	Director of Studies/Supervisor:	Louise Emanuel/ Julie Crossman / Debbie Winter			

SECTION B: Approval for Research Activity

1	Has the research activity received approval in principle? (please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual)	YES	☒	NO	☐
					Date
2	If Yes, please indicate source of approval (and date where known): Approval in principle must be obtained from the relevant source prior to seeking ethical approval	Research Degrees Committee	☐		
3		Institute Research Committee	☐		
4		Other (write in) WAPPAR Ethics Board Representative	☒		

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.	
1	UWTSD Research Ethics & Integrity Code of Practice	☒
2	UWTSD Research Data Management Policy	☒
3		☐

SECTION D: External Collaborative Research Activity

1	Does the research activity involve collaborators outside of the University?	YES	☐	NO	☒	
2	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.					
3	Institution					
4	Contact person name					
5	Contact person e-mail address					
6	Has this individual consented to sharing their details on this form?	YES	☐	NO	☐	
7	Are you in receipt of a KESS scholarship?	YES	☐	NO	☐	
8	Is your research externally funded	YES	☐	NO	☐	
9	Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary	YES	☐	NO	☐
10		Employed	YES	☐	NO	☐
11	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	☐
12	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

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

SECTION E: Details of Research Activity

1	Indicative title:	How does performance anxiety effect the aging voice in professional and amateur vocal performers?		
2	Proposed start date:	3 rd July 2024	Proposed end date:	25 th January 2025
3	Introduction to the Research (maximum 300 words) Ensure that you write for a Non-Specialist Audience 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 Existing Research 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.			
4	Purpose of Research Activity The purpose of this research activity is to gain more understanding into how performance anxiety is experienced in aging voices for professional and amateur female singers. To discover whether performance anxiety and its relevant symptoms increase for mature female singers above 50 years of age, and whether this differs for professional and amateur singers. Additionally discover through my research whether mature female singers measure their levels of performance anxiety through the symptoms associated with performance anxiety. (this box should expand as you type)			
5	Research Question How does performance anxiety effect the aging female voice in professional and amateur vocal performers? (this box should expand as you type)			
6	Aims of Research Activity To develop my own knowledge as a pedagogue of female vocalists, vocal change during later years and how this can affect confidence. To develop a rounded view of what symptoms to outline and be aware of when vocal change is occurring, and whether in hindsight this is more prominent in different experiences and professionalisms, such as professional versus amateur singers. To help develop existing research around the aging voice and performance anxiety. (this box should expand as you type)			
7	Objectives of Research Activity • To review existing research into aging and mature female voices, as well as performance anxiety, to ensure a wide range of pre-existing knowledge to relate my research to. • To approach a wide range of amateur and professional vocalists via social media platforms, and ask about their vocal performance experiences throughout their performing careers, via surveys and questionnaires.			

	• To identify the participants as either professional or amateur, and explore the differences in performing experiences. • To explore any changes in performance confidence through previous years compared to performance after age fifty years, and try to pinpoint the experiences that outlined the change for the performer by using interviews. • To expand my knowledge and identify key factors within this research to better my own practice and share to the wider community. (this box should expand as you type)
8	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.
9	Using hermeneutics I will be looking for data that relates to the performers perspective, for this I will need to use qualitative research methods that allow for participants own expression to come through. For this research I intend to use 3 methods to explore my research question. The first will be use of surveys/questionnaires. These will be closed questions and will be carried out through online survey hosts so that this is accessible for my sample. The questions I intend to focus on will range from personal questions about individuals performing experiences, and may also touch upon any personal life experiences that may have affected their performance during this time. This may also include health information and medical experiences relating to aging. The questions I will be proposing will all have a focus, as to gather as much relevant data as possible, and so participants are not just giving out personal data unnecessarily. The second research method I hope to use in this research will be interviews. One to one interviews with my sample to explore further any symptoms that occurred during aging and any performances, how this made the performer feel at the time and how they feel they would want to deal with this moving forward. This will be a relatively short interview and also will be audio recorded and then transcribed and kept for playback purposes only to the researcher. The participants will be sent a transcription to check for accuracy. Interviews will be a maximum of 15-20 minutes and will be optional. I will also be including a literature review, to develop my knowledge of the existing information within this field, and to find where I can expand this research. Other research methods I may also use diaries kept myself, observation of the participants during interviews and personal field notes to relate my own findings and develop my own thoughts and experiences through this research. (this box should expand as you type)

10	Location of research activity Identify all locations where research activity will take place.
11	Maldon & District Dramatics Society, Maldon, Essex St Lawrence, Essex Bicknacre, Essex Southminster, Essex Also over zoom, email 7 online survey platforms where applicable. (this box should expand as you type)
12	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.
13	NA (this box should expand as you type)

14	Use of documentation not in the public domain: Are any documents NOT publicly available?	NO	☒
		YES	☐
15	If Yes, please provide details here of how you will gain access to specific documentation that is not in the public domain and that this is in accordance with prevailing data protection law of the country in question and England and Wales. (this box should expand as you type)		

SECTION F: Scope of Research Activity

1	Will the research activity include:	YES	NO
2	Use of a questionnaire or similar research instrument?	☒	☐
3	Use of interviews?	☒	☐
4	Use of diaries?	☒	☐
5	Participant observation with their knowledge?	☒	☐
6	Participant observation without their knowledge?	☐	☒
7	Use of video or audio recording?	☒	☐
8	Access to personal or confidential information without the participants' specific consent?	☐	☒
9	Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	☒
10	Performance of any acts which may cause embarrassment or affect self-esteem?	☐	☒
11	Investigation of participants involved in illegal activities?	☐	☒
12	Use of procedures that involve deception?	☐	☒

13	Administration of any substance, agent or placebo?	☐	☒
14	Working with live vertebrate animals?	☐	☒
15	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.	☒	☒
16	Details of any other primary data collection method: (this box should expand as you type)		

If NO to every question, then the research activity is (ethically) low risk and **may** be exempt from **some** of the following sections (please refer to Guidance Notes).

If YES to any question, then no research activity should be undertaken until full ethical approval has been obtained.

SECTION G: Intended Participants

1	Who are the intended participants:	YES	NO
2	Students or staff at the University?	☐	☒
3	Adults (over the age of 18 and competent to give consent)?	☒	☐
4	Vulnerable adults?	☐	☒
5	Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	☐	☒
6	Prisoners?	☐	☒
7	Young offenders?	☐	☒
8	Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	☒
9	People engaged in illegal activities?	☐	☒
10	Others (please identify specifically any group who may be unable to give consent) please indicate here and tick the appropriate box.	☐	☒
11	Other – please indicate here: (this box should expand as you type)		

12	Participant numbers and source Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited?	
13	How many participants are expected?	The estimated number of participants in my research will be 10. Split into 5 amateur female singers over 50 years of age, and 5 professional female singers over 50 years of age. (this box should expand as you type)
14	Who will the participants be?	The participants will be female vocalists, who are above 50 years of age. These will be defined by amateur vocalists who sing vocationally or for fun, and professional vocalists who have been singing paid events or gigs for more than 5 years leading up to this year. (this box should expand as you type)

15	How will you identify the participants?	I will recruit participants by using social media platforms such as Facebook and Instagram. I will put out a social media post outlining the title of my study with the participant requirements for both amateur and professional singers. I will use my personal email address as contact for participants, and this will be voluntary so that participants will be able to choose if they wish to be a part of it. Email will also be used to contact participants with a survey/questionnaire which will include a consent form before being able to be a part of the study. Professional participants will need to disclose the nature of their professionalism and experience as parameters, whilst amateur participants will just need to disclose previous amateur singing experiences. <i>(this box should expand as you type)</i>
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16	Information for participants:	YES	NO	N/A
17	Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?	☒	☐	☐
18	Will you tell participants that their participation is voluntary?	☒	☐	☐
19	Will you obtain written consent for participation?	☒	☐	☐
20	Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	☒	☐	☐
21	If the research is observational, will you ask participants for their consent to being observed?	☒	☐	☐
22	Will you tell participants that they may withdraw from the research at any time and for any reason?	☒	☐	☐
23	With questionnaires, will you give participants the option of omitting questions they do not want to answer?	☒	☐	☐
24	Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	☒	☐	☐
25	Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	☒	☐	☐
26	If NO to any of above questions, please give an explanation			
27	<i>(this box should expand as you type)</i>			

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

SECTION H: Anticipated Risks

1	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.		
2	Full risk assessment completed and appended?	Yes	☐
		No	☒
3	Risks to participants For example: emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information		
4	Risk to Participant: Emotional distress through discussion of personal or sensitive information about that particular participant and their experiences. <i>(this box should expand as you type)</i>	How will you mitigate the Risk to Participant Initially by outlining the questions in advance to the interview, so that participants have time to prepare and be familiar with the nature of the questions. This might help to reduce any anxiety	

		or distress by not knowing what to expect. Participants will also be made aware that they are able to refuse to answer any questions during the interview, and that they can exit the interview at any time. By ensuring that any questionnaires are kept confidential, and by ensuring that at the end of any interviews, there is a debrief. Also there will be a debriefing letter at the end of the research. <i>(this box should expand as you type)</i>		
5	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 research may include uncomfortable discussion surrounding emotional/embarrassing situations relating to voice symptoms during aging and potential experiences that are negative within the amateur or professional setting for the individual. There may also be discussion of medical concerns/issues and experiences surround aging, which not all participants may be comfort in discussing. These themes will be clearly outlined beforehand in the initial proposal to partake in research, and if at any point the participants do not feel as if they can discuss topics or answer questions, this will be taken into account at the time of the research. <i>(this box should expand as you type)</i>			
6	Risks to investigator For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest			
	Risk to Investigator: Emotional distress through discussing potentially highly emotional experiences with participants through interviews. <i>(this box should expand as you type)</i>	<i>How will you mitigate the Risk to Investigator:</i> By actively taking field notes and keeping an investigators diary that will be kept confidential, there will be an outlet for any emotional distress. Keeping any face to face situations where emotions are high to a shorter period of time, and recording and transcribing the audio at a later date. I could also approach the university or other outside sources that could offer counselling for any unresolved feelings or distress I experience throughout this research. <i>(this box should expand as you type)</i>		
7	University/institutional risks For example: adverse publicity, financial loss, data protection			
	Risk to University: There could be data protection risks when recording and transcribing the interviews. <i>(this box should expand as you type)</i>	<i>How will you mitigate the Risk to University:</i> Ensure that all data is stored on password protected devices, folders and usb sticks. Transcribing will only be shared to participant for authentication checking purposes. <i>(this box should expand as you type)</i>		
8	Disclosure and Barring Service			
9	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

10	Does your research require you to hold a current DBS Certificate?	☐	☒	☐
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SECTION I: Feedback, Consent and Confidentiality

1	Feedback What de-briefing and feedback will be provided to participants, how will this be done and when? Post interviews, there will be a short debrief immediately after. Participants will then be required to sign a form stating they were debriefed and an email address will be given for any further details or results. <i>(this box should expand as you type)</i>
2	Informed consent Describe the arrangements to inform potential participants, before providing consent, of what is involved in participating. Describe the arrangements for participants to provide full consent before data collection begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded in accordance with prevailing data protection legislation. Paper surveys and questionnaires will have a consent form, and will count as personal data. These will be stored confidentially, and if they are scanned and transferred into computer format, these will be kept in a password encrypted folder. Online questionnaires will have a front screen before the questions that acts like a consent form, which they have to accept and continue through to the questions to participate. <i>(this box should expand as you type)</i>
3	Confidentiality / Anonymity Set out how anonymity of participants and confidentiality will be ensured in any outputs. If anonymity is not being offered, explain why this is the case. Participants will all be given an anonymous identifier so that any data recorded is anonymous, and there is no infringement on privacy and data protection. <i>(this box should expand as you type)</i>

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/>).

1	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.	X	☐
2	If YES, provide a description of the data and explain why this data needs to be collected:		
	Audio recordings of the participants in one to one settings. This is for interviews, this needs to be collected to ensure that a whole scope of experiences and emotions are recorded and not missed from each participant. Also all consent forms either scanned or digital will come under this act, and all the above will be stored on password protected folders.		

	(this box should expand as you type)		
3	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),	x	☐
4	If YES, provide a description of the special category data and explain why this data needs to be collected:		
	Yes, data will be collected on physical and mental health. This research topic surrounds female health, menopause and aging-related health concerns. This is relevant for the research so that there is a rounded view of when any performance anxiety was elevated during aging for these participants, and whether they experience less or more as they have aged. (this box should expand as you type)		

5	Will the research activity involve storing personal data and/or special category data on one of the following:	YES	NO
6	Manual files (i.e. in paper form)?	☒	☐
7	University computers?	☐	☒
8	Private company computers?	☐	☒
9	Home or other personal computers?	☒	☐
10	Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☒	☐
11	“Cloud” storage or websites?	☐	☒
12	Other – specify:	☐	☒
13	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:		
	This information will be kept on a password protected computer that only the investigator will have access to. This will also be anonymous information, names and contact numbers to identify the participant will not be stored, and instead the information will just be translated onto documents on the computer without their identification. Participants will be given a unique identifier to ensure confidentiality and kept in a password protected folder. Any paper evidence will be scanned onto digital format and the paper copy destroyed. All data will be kept until the end of the project then deleted. (this box should expand as you type)		
14	All Data Storage		
15	Will the research activity involve any of the following activities:	YES	NO
16	Electronic transfer of data in any form?	☒	☐

17	Sharing of data with others at the University?	☒	☐
18	Sharing of data with other organisations?	☐	☒
19	Export of data outside the European Union or importing of data from outside the UK?	☐	☒
20	Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☒	☒
21	Publication of data that might allow identification of individuals?	☐	☒
22	Use of data management system?	☐	☒
23	Data archiving?	☒	☐
24	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):		
	Any USB sticks will be password encrypted and all transfer of this data will be kept in password protected folders. All data will be kept in electronic format, on my personal Lenovo laptop, in a password encrypted file. My computer is also password encrypted. This will only be used for research purposes and will not be made public or shared to anyone. All participants will have a unique identifier code so that all data and experiences are kept anonymous. Keeping in line with the DPA2018, participants will have the right to ask to see what data is held relating to them, and this data will be deleted immediately if the participant requests this, in which case the data will not be used in the project. <i>(this box should expand as you type)</i>		
25	List all who will have access to the data generated by the research activity:		
	Myself – Principal researcher <i>(this box should expand as you type)</i>		
26	List who will have control of, and act as custodian(s) for, data generated by the research activity:		
	Myself – Principal researcher <i>(this box should expand as you type)</i>		
27	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 data will be kept in a password encrypted folder on my laptop, all and any USB sticks used will be password encrypted. The participants will hold the right to see the data relating to them whenever they want to. Also if participants decide to withdraw from the research, they also have the right to do so and any and all data will be deleted immediately if participant requests it, and this data will not be included in this research. <i>(this box should expand as you type)</i>		
28	Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtسد.ac.uk/). If so please explain. <i>(Most relevant to academic staff)</i>		
	<i>(this box should expand as you type)</i>		
29	Confirm that you have read the UWTSD guidance on data management (see https://www.uwtسد.ac.uk/library/research-data-management/)	YES	☒
		NO	☐
30	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

31	The information which I have provided is correct and complete to the best of my knowledge. I have attempted to identify any risks and issues related to the research activity and acknowledge my obligations and the rights of the participants. In submitting this application I hereby confirm that I undertake to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice which is published on the website: https://www.uwtsd.ac.uk/research/research-ethics/		
	Signature of applicant:	<i>Holly Hallam</i>	Date: 13/05/2024

For STUDENT Submissions:

32	Director of Studies/Supervisor:	Laura James	Date: 25.6.24
33	Signature:	<i>Laura James</i>	

For STAFF Submissions:

34	Academic Director/ Assistant Dean:		Date:
35	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 Academic Director.
☒	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:

<https://www.uwtsd.ac.uk/academic-office/appendices-and-forms/>

Application Process

All staff research projects and all research students must submit the Ethical Approval Form to the **University Research 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 Institute procedures explained below.

Taught masters and taught undergraduate research Ethical Approval Forms are considered **within Institutes**. Institutes will provide details of the specific processes for this. Where the Ethical issues within any single ethical application are of particular concern the Institute will refer these to the University Research 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.