## **DEPARTMENTAL ETHICAL APPROVAL FORM**

For staff and student dissertations and research projects involving data collection from research participants (observations, interviews, questionnaires, group discussions, recordings, videos etc.).

This form should be discussed and completed jointly by both student and supervisor (and in the case of staff, with their immediate line manager) with each keeping a signed copy of the form.

If the proposed work involves human participants, and is judged by the supervisor/line manager potentially to give rise to ethical problems, ethical approval must be sought in advance. The supervisor will recommend whether the completed/signed form and any supporting material should be considered only by the Department’s internal ethical approval procedures or be referred to the College Ethics Committee.

**To be completed by the applicant** *(delete as*

  *appropriate)*

1. Will the study be *covert* in any way? YES/NO
2. Will resulting data be used for purposes outside this study? YES/NO
3. Are you working with a vulnerable population? YES/NO
4. Is it possible that your study will cause distress or harm to participants? YES/NO

If the answer to any of the above questions is ‘YES’please supply relevant supporting materials and explanations.

The working title of my dissertation/project is:

I am fully aware that the research carried out for my undergraduate/masters/doctoral dissertation/study *(delete as appropriate)* requires that I take due care of ethical issues. I will ensure that consent is obtained from all participants which, saving exceptional cases will be in writing. For students - these issues have been discussed with my supervisor. For staff – these issues have been discussed with my line manager

**Staff/Student Name (print below): Signature: Date:**

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**To be completed by the supervisor (students) or line manager (staff)**

Issues of ethics, copyright and data protection have been considered where necessary as indicated in the attached material and appropriate measures have been recommended. All necessary materials have been seen and the Ethics Committee’s *Notes for Guidance* have been consulted.

Please tick one box only:

1. No referral necessary [ ]
2. Form to be referred to department ethical approval procedures [ ]
3. An application must be made to the College Ethics Committee [ ]

(For 2. and 3. please append supporting documents as required eg. research project proposal, questionnaires, consent forms.)

**Line Manager/Supervisor Name (print below): Signature: Date:**

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