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**Department of Geography**

**Ethics Approval Form for Undergraduate & Masters Students**

PhD students and staff should apply for ethical approval through the online College system: <https://www.royalholloway.ac.uk/iquad/services/researchsupport/ethics/ethicsandgovernance.aspx>

This form should be completed electronically. Hand-written forms will not be accepted.

If you have any queries, please contact the Chair of the Departmental Ethics Committee. Email: GeographyEthics@rhul.ac.uk

**Name:**

**Dissertation Advisor:**

**SECTION 1: OVERVIEW OF THE PROJECT**

**Title of Project:**

**Start date:**

**Duration:**

**Summary of the research questions/ aims (50-150 words)**

**Summary of the research methods (50-150 words)**

**SECTION 2: RESEARCH INVOLVING HUMAN PARTICIPANTS**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 2.1 Does the research involve human participants (with or without their permission or knowledge at the time)? If NO, go to Section 3 |  |  |
|  |  |  |
| **CONSENT & CONFIDENTIALITY** |  |  |
| 2.2 Will you get written consent from participants?  |  |  |
| 2.3 Is there a risk that participants may be identifiable?  |  |  |
| 2.4 Will data be kept securely? |  |  |
| 2.5 Will financial inducements (other than reasonable expenses & compensation for time) be offered to participants? |  |  |
|  |  |  |
| **VULNERABLE PARTICIPANTS** |  |  |
| 2.5 Does your research involve children (under 16)? |  |  |
| 2.6 Does your research involve participants with cognitive or physical impairment that may render them unable to give informed consent? |  |  |
| 2.7 Does your research involve participants who may be vulnerable for personal, emotional or psychological reasons? |  |  |
| 2.8 Does your research involve participants who may become vulnerable as a result of the conduct of the study (e.g. because it raises sensitive issues) or as a result of what is revealed in the study (e.g. criminal behaviour, or behaviour which is culturally or socially unacceptable)? |  |  |
| 2.9 Does your research involve participants in unequal power relations (e.g. groups that you teach or work with, in which participants may feel coerced or unable to withdraw)? |  |  |
| 2.10 Does your research involve participants who are likely to suffer negative consequences if identified (e.g. professional censure, exposure to censure or abuse, damage to professional or social standing)? |  |  |

If your answer appears in a shaded box (NO for questions 2.2 & 2.4, or YES for all others), please explain how you will deal with the ethical issues raised.

**SECTION 3: RESEARCH INVOLVING USE OF SECONDARY DATASETS OR ARCHIVES RELATING TO PEOPLE**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 3.1 Does the research involve use of secondary datasets or archives relating to people? If NO, go to Section 4 |  |  |
|  |  |  |
| 3.2 Is there a risk that individuals may be identifiable?  |  |  |
| 3.3 Will the research involve the use of administrative or secure data that requires permission from the appropriate authorities before use? |  |  |

If you have answered YES to any of these questions, please explain how you will deal with the ethical issues raised.

**SECTION 4: RESEARCH INVOLVING ACCESS TO FIELD SITES**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 4.1 Does the research involve physical or environmental geography research at particular field sites? If NO, go to Section 5 |  |  |
|  |  |  |
| 4.2 Will the research take place on private or government property without permission? |  |  |
| 4.3 Will geological or sedimentological samples be taken without permission? |  |  |
| 4.4 Will cultural or archaeological artefacts be removed without permission? |  |  |
| 4.5 Does the research involve animals? |  |  |

If you have answered YES to any of these questions, please explain how you will deal with the ethical issues raised.

**SECTION 5: RISK TO RESEARCHER**

**ALL** students must complete a risk assessment before starting research. This is in addition to this ethics form.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 5.1 Is there a possibility that the researcher could be placed in a vulnerable situation either emotionally or physically (e.g. by being alone with vulnerable or potentially physically aggressive participants, by entering an unsafe environment, or working in countries in which there is unrest)? |  |  |
| 5.2 Is the topic of the research sensitive or controversial such that the researcher could be ethically or legally compromised (e.g. as a result of disclosures made during the research)? |  |  |
| 5.3 Will the research involve the investigation or observation of illegal practices, or the participation in illegal practices? |  |  |

If you have answered YES to any of these questions, please explain how you will deal with the ethical issues raised.

**DECLARATION**

I declare that the questions above have been answered truthfully and to the best of my knowledge and belief, and that I take full responsibility for my responses. I undertake to observe ethical principles throughout the research and to report any changes that affect the ethics of the project to the Department of Geography Ethics Committee.

**Student’s signature:**

**Dissertation advisor’s signature:**

Undergraduate students: submit the form electronically following the guidance in the UG Dissertation handbook.

MA/MSc students: submit the form by email to the Chair of the Departmental Ethics Committee. GeographyEthics@rhul.ac.uk

**DEPARTMENTAL ETHICS COMMITTEE**

This project has been considered by the Geography Department Ethics Committee and has been approved for …...….. months.

Signed:

Print Name:

Date:

(Chair, Departmental Ethics Committee)

OR

This project has been approved by Chair’s action and is authorised for …...….. months.

Signed:

Print Name:

Date:

(Chair, Departmental Ethics Committee)