

# Information to be Included in Module Handbooks for Research Projects/ Dissertations

## Research Ethics

1. If a student begins their dissertations/ research project without research ethics scrutiny having occurred and approval being in place, he/she will automatically be deemed to have failed the project. Collecting data without research ethics approval constitutes research misconduct.
2. If the student wishes to change any of the procedures specified in the approved ethics proforma they must first discuss it with their supervisor and then get approval for the new procedure as an amendment.
3. Students will be required to include evidence that research ethics scrutiny has occurred in the appendices to their theses. This will be a SHUREC 7, SHUREC 8a or SHUREC8b alongside evidence that research ethics approval has been obtained (e.g. email to student from supervisor).

## 2. Information that must be included on Information sheets to comply with GDPR and ensure the research is legal.

The University undertakes research as part of its function for the community under its legal status. Data protection allows us to use personal data for research with appropriate safeguards in place under the legal basis of public tasks that are in the public interest. A full statement of your rights can be found at: <https://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notices/privacy-notice-for-research>

All University research is reviewed to ensure that participants are treated appropriately and their rights respected. This study was approved by (Name of ethics review group)

Details of who to contact if you have any concerns or if adverse effects occur after the study are given below:

<p><b>You should contact the Data Protection Officer if:</b></p> <ul style="list-style-type: none"><li>• you have a query about how your data is used by the University</li><li>• you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately)</li><li>• you would like to complain about how the University has used your personal data</li></ul> <p><a href="mailto:DPO@shu.ac.uk">DPO@shu.ac.uk</a></p>	<p><b>You should contact the Head of Research Ethics (Professor Ann Macaskill) if:</b></p> <ul style="list-style-type: none"><li>• you have concerns with how the research was undertaken or how you were treated</li></ul> <p><a href="mailto:a.macaskill@shu.ac.uk">a.macaskill@shu.ac.uk</a></p>
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Postal address: Sheffield Hallam University, Howard Street, Sheffield S1 1WB.  
Telephone: 0114 225 5555

### 3. Guidance on Publication Procedures

While it is relatively rare for undergraduate and taught masters students' research to be published, it can happen if your supervisor judges your work to be of a high enough standards to merit publication as a piece of work undertaken at SHU.

In this module, while you create your own research question or topic area, your supervisor makes a significant intellectual contribution to this work as the research progresses. Your supervisor will make the decision on whether your work merits publication based on the quality of the work you have produced. Your supervisor will co-author the paper for publication with you and you will both be listed as authors. You are required to sign the declaration below to confirm that you understand and will follow this procedure.

Declaration

<i>I Ashley Smith confirm that I understand will comply with the Publication Procedure outlined above</i>	
<b><i>Student</i></b>	
Signature	
Date	26/11/2019
<b><i>Supervisor</i></b>	
Signature	