

ONLINE ETHICS SYSTEM

STUDENT GUIDE

ACCESSING THE SYSTEM

The ethics system can be accessed through the departmental student dashboard:

<https://psy770.gold.ac.uk/student>

There are two steps to log in. When you click on the link a pop-up box will appear, you need to enter the following:

Username: student

Password: goldpsy

This will then take you to the login page, log in using your usual college username and password. You will then be on the Student Dashboard.

This currently has only two sections, Ethics and Log out.

ACCESSING ETHICS FORMS

Click on Ethics Forms, this takes you to the page showing a list of your ethics forms.

From here, you can add a new ethics form, or review a submitted form.

SUBMITTING AN ETHICS FORM

Click on the 'Add new ethics form' link to create a new ethics form.

The next page has three boxes to complete:

- Project Type – select from drop down list – note you can only create one form for a project type
- Project Title – enter title here
- Supervisor – select from drop down list

Once you have completed all three boxes, click on Add. This will take you to the next page which will show a list of all forms you have submitted, and their current status.

PUTTING THE ETHICS TOGETHER

There are two parts to submitting your ethics:

- Ethics form
- Supporting documentation

Both parts need to be completed before you can finally submit the form.

The My Ethics Forms page shows the form you are submitting, and gives you the following information:

- Form type
- Supervisor
- Project Title
- Status

There are also 6 links next to this:

- Edit – click on this to edit the form
- View – this shows the current form
- Documents – this is the upload link for supporting information
- Comments – this shows comments from your supervisor or the ethics committee
- Messages – messages from your supervisor/ethics committee
- Delete – to delete the form (avoid doing this unless you need to start from the beginning)

DOCUMENTS

You need to submit supporting documents before the form can finally be submitted:

- Box A – consent and debrief forms
- Box B – academic rationale, ethical issues, how these will be dealt with

Upload the relevant document using the Documents link.

THE ETHICS FORM

Click on the edit link to go the form. You need to answer all the questions, either using the drop down menus, or by completing the text boxes.

You will need to give information on the following:

- Purpose of project and academic rationale
- Brief description of methods and measurements
- Participants: recruitment methods, number, age, gender, exclusion/inclusion criteria
- Consent and participant arrangements, debriefing

You need to answer all questions to be able to submit the form. If you miss any questions these will be highlighted.

You can save the form at any time and come back to it. Once you have completed all the questions and uploaded the documents, you will be able to submit the form using the Submit button at the bottom of the form.

WHAT HAPPENS NEXT

Once submitted the form goes to your supervisor to review, and the status changes to 'With Supervisor'. You will not be able to edit the form at this stage.

Your supervisor will then review the form, and will send you a message through this system if any changes are needed.

It is important that all messages about this form are sent through the system, to avoid confusion.

If the supervisor has requested changes they will send the form back to you, the status changes to 'With Student' and you will be able to edit and then submit again.

Once the supervisor has approved the form, the status will change to 'Being Processed by Ethics Committee'. Any amendments will be requested by the Committee through this system, and the form will be returned to you for amendment.

Once approval has been granted an automatic email will be sent to you.

IF THERE ARE PROBLEMS

If you have difficulties with the system, or are unsure what to do, please contact Caroline Rix (c.rix@gold.ac.uk)