# The University of Birmingham

School of Computer Science

**Second Semester Mini-Project: Declaration**

This form is to be used to declare your choice of mini-project. Please complete all three sections and upload an electronic copy of the form to Canvas: <https://canvas.bham.ac.uk/courses/38503>

**Deadline: 12 noon, November 15th, 2019**

**1. Project Details**

**Name:**

**Student number:**

**Mini-project title:**

**Mini-project supervisor: Supervisor signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mini-project reader: Reader signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Project Description**

The following questions should be answered in conjunction with a reading of your programme handbook.

|  |  |
| --- | --- |
| **Aim of mini-project** |  |

|  |  |
| --- | --- |
| **Objectives to be achieved** |  |

|  |  |
| --- | --- |
| **Project management skills**  **Briefly explain how you will devise a management plan to allow your supervisor to evaluate your progress** |  |

|  |  |
| --- | --- |
| **Systematic literature skills**  **Briefly explain how you will find previous relevant work** |  |

|  |  |
| --- | --- |
| **Communication skills**  **What communication skills will you practise during this mini-project?** |  |

**3. Project Ethics Self-Assessment Form**

**Please answer YES/NO to the following questions:**

**Does the research involve contact with NHS staff or patients?**

**Does the research involve animals?**

**Will any of the research be conducted overseas?**

**Will any of the data cross international boarders?**

**Are the results of the research project likely to expose any person to physical or psychological harm?**

**Will you have access to personal information that allows you to identify individuals, or to corporate or company confidential information (that is not covered by confidentiality terms within an agreement or by a separate confidentiality agreement)?**

**Does the research project present a significant risk to the environment or society?**

**Are there any ethical issues raised by this research project that in the opinion of the PI or student require further ethical review? If you are unsure, consider whether the project has the potential to cause stress or anxiety in the people you are involving.**

**Human subjects can be involved as users, providers of system requirements, testers, for evaluation, or similar such activities. Does the experiment involve the use of human subjects in any other capacity? If you are unsure, answer YES.**

**Answer YES if ANY of the following are true**

**\* the project has the potential to cause stress or anxiety in the people you are involving, e.g. it addresses potentially sensitive issues of health, death, religion, self-worth, financial security or other such issues**

**\* the project involves people under 18**

**\* the project involves a lack of consent or uninformed consent**

**\* the project involves misleading the subjects in any way**

**If the project’s involvement of people relates only to straightforward information gathering, requirements specification, or simple usability testing, then you can indicate NO.**

**If any of the above questions is answered YES, or you are unsure if further review is needed (the first point is usually a good indicator - may cause stress or anxiety) then you should refer it for review.**

**Further review will involve the School Ethics Officer meeting with the supervisor and ideally the student, reviewing the project, and suggesting any procedures necessary to ensure ethical compliance.**

**DECLARATION**

By submitting this form, 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 these responses. I undertake to observe ethical principles throughout the research project and to report any changes that affect the ethics of the project to the University Ethical Review Committee for review.