School of Computer Science – Coursework Issue Sheet

Session	2024-2025	Semester	Full Year
Module Name	Software Engineering Group Project	Code	COMP2043.GRP
Module Convenor	Prof Dave TOWEY		

Coursework Name	Completion of Ethical Approval	Weight	3%
Deliverables	Completed Ethical Approval forms, through the submission point in Moodle		
Format	Softcopy/ies of Ethical Approval form(s)		

Issue Date	October 15, 2024
Submission Date	[ALL PROJECTS] Step 1: Preliminary Checklist: Monday, **9 pm, October 21** [SOME PROJECTS] Step 2: Full Checklist: Monday, **9 pm, October 28**
Submission Mechanism	Online: through Moodle (http://moodle.nottingham.ac.uk)
Late Policy	See below
Feedback Date	N/A
Feedback Mechanism	As soon as each team's submitted ethics forms have been approved, an announcement will be made in the Moodle Announcements forum.

Instructions	Each team must complete Step 1 and submit the signed form by the deadline. Those teams with ethical issues identified in Step 1 need to complete the form (and additional documents) for Step 2, and submit by the deadline. All forms/questions should first be discussed by the Team, then signed by the Tam and Supervisor/Advisor. **No work involving data collection or dealing with animals or humans may begin until the Team has received approval from the Convenor!**
Assessment Criteria	Once the Convenor agrees that the forms are complete and sufficient, the any follow-up processes (e.g. submission to Faculty/University Ethics) will be initiated by the Convenor. If there have been no mistakes requiring the Convenor to tell the Team to redo the forms, and if the deadlines were met, then the Team will receive the full 3 marks. Any mistakes or missed deadlines will incur a 1-mark deduction each.