**Ethics proposal form for (Level Seven) Master’s dissertations**

**Research Institute of Information and Language Processing (RIILP)**

You should read the University Ethics Guidance before filling in this form. This is available from: <https://www.wlv.ac.uk/research/research-policies-procedures--guidelines/ethics-guidance/>

[*For your information, the ACL currently adopts the ACM Code of Ethics and Professional Conduct:* [*https://www.acm.org/code-of-ethics*](https://www.acm.org/code-of-ethics)*. This may be helpful when considering the ethical issues raised by your proposal. Another useful document for large-scale projects is:*

[*https://www.turing.ac.uk/sites/default/files/2019-08/understanding\_artificial\_intelligence\_ethics\_and\_safety.pdf*](https://www.turing.ac.uk/sites/default/files/2019-08/understanding_artificial_intelligence_ethics_and_safety.pdf)].

Once completed fully, please submit this ethics proposal form to your supervisor for the project you are undertaking. Once the supervisor has approved and signed it, you must append a copy to your project placed as appendix A. Please note that this permission is only concerned with ethical issues and does not indicate anything about the intellectual merit of your project.

Please type details into the form.

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| **1.** | **Name** |  |
| **2.** | **Student number** |  |
| **3.** | **Email address** (this must be your University email address) |  |

If this is a group project, please list ALL other students involved. (Full names and student numbers – number the new tables as 1.a., 2.a., 3.a.; 1.b.; 2.b, 3.b.; etc.):

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| **4.** | **Subject to which the study will contribute:** |
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| **5.** | **Name of supervisor(s)** |  |

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| **6.** | **Module code and title** |  |

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| **7.** | **Project title:** |
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| **8.** | **I confirm that I have:**  (Tick to confirm) | | |
| **a.** | **Discussed my research with my supervisor.** |  |
| **b.** | **Read the Guide to Ethics and consulted the** [**Ethics Guidance Web**](https://www.wlv.ac.uk/research/research-policies-procedures--guidelines/ethics-guidance/) **pages** (https://www.wlv.ac.uk/research/research-policies-procedures--guidelines/ethics-guidance/) |  |

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| **9.** | **Project research category:**  (Tick to as applicable) | | |
| **Category 0** | Research that does not involve human subjects or raise any ethical concerns. |  |
| **Category A** | Research that involves human subjects but is considered not to cause any physical or psychological harm. |  |
| **Category B** | Research that:   * may be considered likely to cause physical or psychological harm. * may be contentious and/or risks bringing the University into disrepute. * requires accessing confidential data. * involves individuals considered to be vulnerable.   **Undergraduate and Taught Masters students are not normally permitted to undertake Category B research.** |  |

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| **10.** | **The project involves:** (Please tick all that apply) | |
| Making video |  |
| Making audio recording |  |
| Observation of human subjects |  |
| Opinion surveys |  |
| Participant observation |  |
| Telephone and/or Email contact with individuals or organisations |  |
| Interviews (structured/semi-structured/unstructured)  [*Delete as appropriate*] |  |
| Questionnaires (including on-line questionnaires) |  |
| Access to confidential information |  |
| Contact with minors (anyone under the age of 18) |  |
| Contact with other vulnerable people (e.g. victims of crime, the recently bereaved, low IQ) |  |
| Eye tracking |  |
| Keystroke logging |  |
| Creation of a new corpus from online data |  |
| Manual annotation of corpora |  |
| Research requiring access to user generated content, including product reviews, forum posts, and data from social media |  |
| Research about a controversial issue |  |
| Research in which project outputs will be used to help provide public services or services to people beyond the University of Wolverhampton |  |
| Collection of personal data |  |
| Other [Please specify. E.g. Will project research outputs be open access?   |  | | --- | |  | |  |

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| **11.** | **Brief outline of the project**  [*Expand as necessary. A quarter of a page may be sufficient.*] |
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| **12.** | **Methodology**  The description should also indicate:   * Your objective in gathering primary data from participants. * How participants will be identified (including sampling method if doing questionnaires).   [*For GDPR compliance, online surveys should be conducted using either JISC Online Surveys (JISC OS) or Microsoft Forms (via MS Teams). The University of Wolverhampton has site licenses for both. All students can access them.*]   * The number of research participants. * A sample of questions (if conducting either interviews or surveys). * A sample of materials used to recruit research participants.   [*Expand as necessary.*] |
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| **13.** | **Ethical Issues**  Give a brief indication of the ethical issues (e.g anonymity, data protection, items selected in Section 10, etc) raised by your proposal and how you intend to address these issues.  [*Expand as necessary.*] |
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| **14.** | **Is ethical approval required by an external agency/parents of participants?**  [*If yes, please provide further details*]   |  | | --- | |  | |  |

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| **Student Signature** |  |
| **Date:** |  |
|  | |
| **Name of Supervisor 1** |  |
| **Approval Signature of Supervisor 1** |  |
| **Date:** |  |
|  | |
| **Name of Supervisor 2** |  |
| **Approval Signature of Supervisor 2** |  |
| **Date:** |  |