# Ethics Submission guidelines for Honours Project students – updated for 2021

**Step 1 – Form completion by Student**

Student must complete Part A**( in red).** For Student Signature: name can be typed in.The following sections must be added at the end of this document:

1. **Project Outline/Abstract:**
2. **Outline of reasons Ethical Approval required** 
   1. **(include participant details and nature of data collection)**

**Step 2 – Confirmation from Supervisor**

When complete, the student will email this document to their Supervisor. The Supervisor will reply by email to indicate that they have checked and agree with the form. A **screenshot of this email** should be added to the end of this document by the student.

**Step 3 – Approval process by Project Co-ordinator – via GCULearn**

The Form should then be uploaded to GCULearn by the student – to be approved by Project Co-ordinator.

The form must contain the following completed sections

1. **Project Outline/Abstract**
2. **Outline of reasons Ethical Approval required (include participant details and nature of data collection)**
3. **Screenshot of email from Supervisor**

There is a submission link on GCULearn.The Project Co-ordinator will then check the form.

**If the form is correct and approved**

This will be indicated in the feedback on GCULearn in the ‘Approval’ Section. It will be given a **score of 100** to indicate Approval

**If the form requires to be updated**

It will be given a **score lower than 100** – e.g. 50. The feedback will be added to the ‘Comments’ Section which will explain what needs to be updated. Once updated, the student can resubmit the Form via GCULearn – so it can be re-checked and approved by Project Co-ordinator

**(Note that scores are being used to indicate completeness of the Ethics Form – they are NOT being used for any type of marking)**

## Ethical Consideration and Approval Form (for UG Student Projects)

GLASGOW CALEDONIAN UNIVERSITY

**School of Engineering & Built Environment**

Undergraduate Student Project - Proposal Stage: Ethical Approval

**Instructions (updated for 2021):**

1. This form should be used for Undergraduate Student Research-related projects which involve Human Participants. Part A is to be completed by the Student (and signed by both student and supervisor). Part B will be completed by the Project Co-ordinator and will confirm (or otherwise) ethical approval. If approval is granted at this stage, Part C gives the key general requirements which the student must adhere to.
2. This form should be used at the stage of the Project Proposal. This form should be accompanied by:
3. a brief Project Outline or a Project Abstract; and
4. a brief outline of the reasons why ethical approval is sought including the type of Participants and the detailing the data collection methods.
5. This form once completed by the student, and signed by the supervisor by email, should be submitted online (by the student) to be checked by their designated Project Co-ordinator for consideration. If, after consideration, the project does not raise any ethical issues of concern, it shall be approved (possibly subject to specific requirements). These requirements should be checked by the Student's supervisor prior to participant involvement.
6. If the Project Co-ordinator feels that there are significant ethical issues raised which require further consideration, then the student will be informed and will have to follow the full School-based ethical approval process.

**Part A:** To be completed by the Student **(in red)**

**Student name: Philippe Cranskens**

**Programme and Year of Study: BSc/BSc (Hons) Computing. Year 4.**

**Project title: Honours Project**

**Supervisor name: Robert Law**

**Please tick to confirm attachments - should be added at the end of this document :**

* **Project Outline/Abstract attached**
* **Outline of reasons Ethical Approval required**

**(include participant details and nature of data collection)**

**I confirm that I will adhere to the requirements outlined in Part C of this form.**

**Signed (Student) Date:**

**Signed (Supervisor) - will confirm by email**

**– screenshot to be attached at end of document**

GLASGOW CALEDONIAN UNIVERSITY

**School of Engineering & Built Environment**

Undergraduate Student Project - Proposal Stage: Ethical Approval

**Part B**: To be completed by Honour Project Co-ordinator **on GCULearn** after consideration of the information supplied with the completed form

**Comments**

***I have checked the application for accuracy and I am satisfied that the information provided is an accurate reflection of the intended study. I confirm that the form contains all relevant information.***

* ***There are no ethical issues that cause concern***
* ***The ethical issues raised by this project require further consideration***

***and the student must submit to the School-based ethical approval process***

**Ethical approval granted? Yes/No**

**This approval is subject to (please tick as appropriate):**

*PVG/Disclosure application to be made by the student and approval confirmed to supervisor [ ]*

*Letter indicating parental permission will be sought [ ]*

*Permission letter from organisation agreeing to the work [ ]*

*Consent forms being approved by supervisor [ ]*

*Information for participants being approved by supervisor [ ]*

***Project Co-ordinator (Name):***

***Signature:***

***Date:***

GLASGOW CALEDONIAN UNIVERSITY

**School of Engineering & Built Environment**

Undergraduate Student Project - Proposal Stage: Ethical Approval

**Part C:** The Approval granted here, for this Undergraduate Student project, is subject to the student ensuring the following during the conduct, data gathering/analysis and presentation of the work where Human participants are involved.

1. You will not involve participants in any aspect of your project until ethical approval has been granted.
2. You will not use junk mail or spam mail to recruit participants.
3. You will provide a brief but clear explanation of the project to the participant and the purpose of their participation (this may be verbal or oral).
4. You will include in that explanation that the participants will not directly benefit from your study.
5. You will ask the participant to fill in a consent form (although Informed Consent can be assumed is a questionnaire is returned completed).
6. You will explain to the participant that participation on their part is entirely voluntary and that they can decline to take part and even if they consent, to participate, they can withdraw at any stage.
7. You will confirm to the participant that the data which you gather during your study will be held securely and confidentially.
8. You will confirm to the participant that your data analysis and presentation in your report will be fully anonymous.
9. You will otherwise adhere to the provisions of the Data Protection Act 1998

**This approval will be confirmed on GCULearn**

***The relevant information must be added below by the student:***

***Section 1 - Project Outline/Abstract:***

The aim of this project is to investigate the possible methods in which mobile application technology can be used to improve Pizza Hut delivery drivers working experience.

The mobile application will be developed in Java and will implement features such as document scanning, GPS navigation, order tracking, mileage per delivery and an anonymous calling feature to protect the driver’s identities. Whilst the main language will be Java, other libraries and languages may be needed to successfully utilise these features.

To determine whether the application is beneficial to Pizza Hut delivery drivers, several drivers will be selected as test participants. The participants will be asked to test the application for one week. After the testing period, the participants will be asked to complete a questionnaire evaluating the functionality and efficiency of the application and if they felt it improved their performance. To augment the test data, participant’s delivery times from previous weeks can be compared against the data generated from the testing week.

***Section 2 - Outline of reasons Ethical Approval required:***

***(include participant details and nature of data collection)***

***The reason for ethical approvement for this subject is to ensure test participants data is protected during the testing period. This will comply with the information given in part C.***

***Section 3 - Screenshot of confirmation email from Supervisor:***