











FAST-TRACK ETHICAL APPROVAL FORM (STUDENTS)

This fast-track system for is for taught students only. Research students and staff must complete the full Ethical Approval Form.

If you answer **YES** to any of the following you must complete either this Fast-track ethical approval form, to be signed off by your supervisor, or a full Ethical approval application, to be approved by the Physical Science Ethics Committee (allow at least two weeks for this process).

Note that the outcome of the Fast-track system may result in you needing to complete a full ethical approval application.

Does your project involve any of the following?

	YES	NO
Human participants (adults or children)		
Human material (e.g. tissue or fluid samples)		
Human data (e.g. surveys and questionnaires on issues such as lifestyle, housing and working environments, attitudes and preferences)		
Vertebrates, especially mammals and birds		
Any other organisms not previously mentioned		
Military or defence context		
Funding sources with potential to adversely affect existing relationships or bring the University or Department into disrepute.		
Restrictions on dissemination		
Overseas countries under regimes with poor human rights record or identified as dangerous by the Foreign & Commonwealth Office		
Applications that could potentially involve unethical practice, including potential dual-use applications which could be unethical		

Physical Sciences Ethics Committee

Students: you should discuss the ethical considerations of your project with your project supervisor and, if necessary, fill in a full ethics form to be submitted to the Physical Sciences Ethics Committee.

Supervisors: Please ensure you are familiar with the University's 'Code of practice and principles for good ethical governance' in order to guide your student effectively. Please seek guidance from the Departmental Ethics Officer if you are uncertain about any ethical issue arising from this application.

FAST-TRACK ETHICAL APPROVAL FORM (STUDENTS)

Project Information:

Student Name: Rebecca Anderson.....

Course Title: Electronic engineering with music technology systems

Tick one box:

Undergraduate project ☐ Postgraduate project ☐
Undergraduate module assignment ☒ Postgraduate module assignment ☐
Other (Please state.....) ☐

Title of project: Software engineering project, Market research

Project supervisor / module leader name: Stuart porter / Noel Jackson

Protocol:

a): If you answer **NO** to any of the following you must submit a full ethical approval form

	<i>If you answer yes to any of the following, this must be explicit in any supporting literature (e.g. consent forms, information sheets and questionnaires)</i>	YES	NO	N/A
1	Will you describe the procedures to participants in advance, so that they are informed about what to expect?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Will you tell participants that their participation is voluntary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Will you inform the participants of the purpose / background of the study?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Will you obtain written consent for participation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	If the research is observational, will you ask participants for their consent to being observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Physical Sciences Ethics Committee

6	Will you tell participants that they may withdraw from the research at any time and for any reason?			
7	With questionnaires and interviews will you give participants the option of omitting questions they do not want to answer?			
8	Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?			

Protocol:

b): If you answer **YES** to any of the following you must submit a full ethical approval form.

		YES	NO	N/A
9	Is your study designed to be challenging/disturbing (physically or psychologically)?			
10	Will you deliberately mislead your participants?			
11	Does your study involve taking bodily samples?			
12	Is your study physically invasive?			
13	Is there any obvious or inevitable adaptation of your research findings to ethically questionable aims?			
14	Could the methodologies or findings of your study damage the reputation of the University of York?			



Health and Safety:

Please identify any risks to the participants and state any precautions you will take to ensure their health and safety:





There are no risks to participants. All questions will be voluntary if they do not wish to answer.

Physical Sciences Ethics Committee


Participants: If you answer **YES** to any of the following you must submit a full ethical approval form. If you have ticked **YES** to 15 and your participants are **patients**, in addition to the full ethical application you must follow the Guidelines for Ethical Approval of NHS Projects.

		YES	NO	N/A
15	Does your project involve work with animals			
16	Will any of the participants be from one of the following vulnerable groups?			
	Children under 18			
	People with learning difficulties			
	People who are unconscious or severely ill			
	NHS patients			
	Other vulnerable groups (specify)			
	Note that you may also need to obtain satisfactory DBS clearance (or equivalent for overseas students)			

Data Protection: If you answer **NO** to any of the following you must submit a full ethical approval form

		YES	NO	N/A
17	Any personal / sensitive data will be stored in password protected folders on computers.			
18	Any hard copies of personal data (including consent forms) will be stored in a secure place.			
19	Only the student and supervisors will have access to the data generated from the study. (The supervisor may share the anonymised data with other researchers at the University of York)			
20	The data will be preserved beyond the study in line with University policy and will be placed in the custody of the supervisor at the end of the project.			

Physical Sciences Ethics Committee

21	All data will be anonymised prior to analysis. Please state your method of anonymisation: Use an anonymous google form.			
----	---	---	--	--

FOR THE STUDENT TO COMPLETE:

Please complete and sign the following section and submit to your supervisor alongside any supporting documentation (this includes consent forms, information sheets and questionnaires where necessary).

Provide a brief summary of the participants and procedures of your project (max 100 words)

This project will research the way that students use cookery applications. This will be done by an anonymous google form where participants will have a number of questions to answer. There will be an information sheet at the beginning explaining the form and getting consent for the participants answers to be stored on a password protected file.

The participants will all be voluntary students. The survey will be sent out through the university email.

As this is a group project the anonymous data will be shared by SWENG group 4.

I have considered the ethical implications of this project and have identified no significant ethical implications requiring a full ethics submission to the Physical Sciences Ethics Committee



I have included all relevant paperwork (e.g. consent form, information sheet, questionnaire/interview schedules) with this application



Signed
(Student)



Print name : Rebecca Anderson

Date: 14/04/20

Physical Sciences Ethics Committee

FOR THE SUPERVISOR TO COMPLETE:

By signing this form you are taking responsibility for the ethical conduct of this project

The student has taken all reasonable steps to ensure ethical practice in this study and I can identify no significant ethical implications requiring a full ethics submission to the Physical Sciences Ethics Committee



I have checked and approved all relevant paperwork required for this proposal



STATEMENT OF ETHICAL APPROVAL

This project has been considered using the Physical Sciences Ethics Committee Fast-track ethical approval procedure, agreed by the Physical Sciences Ethics Committee of the University of York, and is now approved.

Signed Noel R Jackson.....
Date 14/04/2020.....
(Supervisor/Module leader)

Print name Noel R Jackson.....

OR

The details on this form indicate a need for a full application to PSEC. The practical aspects of this project will not proceed until this has application has been approved.

Signed..... Print name.....
Date.....
(Supervisor/Module leader)