COMP0035 Project proposal form

V1.1 29/09/30

The purpose of this form is to provide information to allow the ethical risk of the project to be assessed. Any project that is not considered likely to be exempt from further UCL ethical review will be rejected as there is insufficient time to achieve REC approval within the course. Whilst you can identify which datasets you want to use at this point, it is important that you do not start to work with the data until your project has been approved by the course tutor (or Head of Department if ethics approval is needed).

# Guidance for completion

Complete section 1 of this form.

Submit one form per project team.

Submit the form on Moodle (see Moodle for deadline).

All team members must have completed the CS ethics training Moodle course and UCL’s GDPR training for students before you complete this form.

# COMP0035 Ethics Process overview

1. All PGTAs complete ethics and GDPR training.
2. All students complete CS ethics training and GDPR training (week 1).
3. Students investigate potential data sets (weeks 1 – 3), initial ideas are posted on Moodle and commented on by PGTAs and tutor.
4. Students discuss draft form with PGTA (week 4).
5. Students submit form on Moodle (week 5).
6. Tutor reviews forms (reading week).
7. Forms sent to Computer Science Ethics Committee for review (after reading week).

**You will not be granted a coursework extension due to your proposed data set being rejected**.

Please take every step to try and reduce the risk of this occurring by following the guidance given on Moodle, in this form and in the training you completed.

In particular, focus your search to find a data set that (in order of preference) is:

1. a non-human, non-sensitive data set where permission for use by you is granted
2. a human-related data set that is wholly anonymous from the sources listed on Moodle

**Personal data must not be used in the project**.

Personal data is data which relates to a living individual who can be identified from that data OR from the data and other information that is either currently held, or will be held by the data controller (UCL).

This includes:

* any expression of opinion about the individual and any intentions of the data controller or any other person toward the individual.
* sensor, location or visual data which may reveal information that enables the identification of a face, address, etc. (some postcodes cover only one property).
* combinations of data (including sources like social media) which may reveal identifiable data, such as names, email/postal addresses, date of birth, ethnicity, descriptions of health diagnosis or conditions, computer IP address (if relating to a device with a single user).

# Section 1: Proposal (students complete this section)

Group number:

Outline the project (e.g. copy your problem statement or project goals):

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Who do you propose to design your application for (target audience)?:

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Briefly outline the questions you propose to answer with the data:

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Name and briefly describe the data set you propose to use in your project:

e.g. ‘UK census data from 2011 relating to education”, “Cloud to ground lightning data”

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Give the URL for the data set:

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Was the data collected from human participants? Yes  No

If yes, what is the evidence that it was collected with their permission (consent):

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What evidence do you have that the data was collected in accordance General Data Protection Regulation 2018? E.g. provide the URL of the statement that confirms the data was collected in accordance with GDPR

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What permission has been given for you to use the data?State the licence under which the dataset is provided and the URL

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**Student Declaration:**

* I confirm that I have completed all of the department’s ethics by the date of signature and including the required UCL GDPR training for students.
* I confirm that I understand that I must abide by the ethics and data protection conditions required and that any change to the project should be discussed with my supervisor in the first instance, in order to ensure that my activity continues to fall within the conditions. If it does not, I will stop immediately and seek further advice.
* I confirm that I will abide by the data handling conditions laid out above and explained to me by my supervisor.
* I understand that breaching any of the ethical conditions may lead to an academic misconduct investigation that could affect my degree outcome~~.~~

Signature and date is assumed by the electronic submission stamp when the student submits the form on Moodle.

# Section2: PGTA Review (completed by PGTA)

Please review the information provided by the students and give your recommendation for the project.

If any of the following are not true, please note in the comments below:

* Data is available in the public domain (no sign-up is required to access it)
* Data was gathered lawfully (GDPR, copyright, IP)
* Consent was given (if involving human participants)
* Data is anonymous
* The project is not sensitive: illegal, immoral, human rights, harmful (e.g. to reputation, mental or physical health etc), dual-use/military etc

Tick your recommendation:

Exempt research

Changes required to meet the criteria

Reject (students must find an alternative data set)

If you selected ‘Changes required…’ please indicate what could be changed.

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# Section 3: Tutor Review (completed by course tutor)

Tutor completes the following.

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| Who hosts it? |  |
| Where is it accessible (URL etc)? |  |
| Who owns it? |  |
| How was the data gathered and who by? |  |
| Does the data description indicate anything about the conditions of collection (e.g. consent given, anonymisation etc)? |  |
| Does it contain identifiable data (or data likely to be identifiable in combination with other datasets or social media etc)? |  |
| What license is it released under (including version)? |  |
| Does the license permit use of all the data by anyone for any purpose or are there restrictions? |  |
| Can the data be accessed without registering with the hosting site or providing any credentials to verify use/status? |  |
| What fields does the dataset contain and what is their nature (e.g. multi-choice response, free text etc)? |  |

Data protection registration required

Comments

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**Supervisor’s Declaration**

I confirm that I have briefed the students on the applicable ethical and data protection conditions imposed by this approval and others relevant to their project, and will monitor the project for ethical conduct.

Supervisor signature: <insert electronic signature>

Date:

# Section 4: CS Ethics review

Once all group proposals are complete in a ‘batch’ to CS ethics.