

## FAST-TRACK ETHICAL APPROVAL FORM (STUDENTS)

**This fast-track system 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)	x	
Human material (e.g. tissue or fluid samples)		X
Human data (e.g. surveys and questionnaires on issues such as lifestyle, housing and working environments, attitudes and preferences)		X
Vertebrates, especially mammals and birds		X
Any other organisms not previously mentioned		X
Military or defence context		X
Funding sources with potential to adversely affect existing relationships or bring the University or Department into disrepute.		X
Restrictions on dissemination		X
Overseas countries under regimes with poor human rights record or identified as dangerous by the Foreign & Commonwealth Office		X
Applications that could potentially involve unethical practice, including potential dual-use applications which could be unethical		X

**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:** Alistair Jewers**Course Title:** Electronic Engineering w/ Music Technology Systems**Tick one box:**Undergraduate project ☒ Postgraduate project ☐Undergraduate module assignment ☐ Postgraduate module assignment ☐Other (Please state.....) ☐**Title of project:** Augmented Reality Debugging System for Robotic Swarms**Project supervisor / module leader name:** Alan Millard**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?	X		
2	Will you tell participants that their participation is voluntary?	X		
3	Will you inform the participants of the purpose / background of the study?	X		
4	Will you obtain written consent for participation?	X		
5	If the research is observational, will you ask participants for their consent to being observed?	X		
6	Will you tell participants that they may withdraw from the research at any time and for any reason?	X		
7	With questionnaires and interviews will you give participants the option of omitting questions they do not want to answer?	X		
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?	X		

**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)?		X	
10	Will you deliberately mislead your participants?		X	
11	Does your study involve taking bodily samples?		X	
12	Is your study physically invasive?		X	
13	Is there any obvious or inevitable adaptation of your research findings to ethically questionable aims?		X	
14	Could the methodologies or findings of your study damage the reputation of the University of York?		X	

**Health and Safety:**

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

**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		X	
16	Will any of the participants be from one of the following vulnerable groups?  <b>Note that you may also need to obtain satisfactory DBS clearance (or equivalent for overseas students)</b>	Children under 18	X	
		People with learning difficulties		
		People who are unconscious or severely ill		
		NHS patients		
		Other vulnerable groups (specify)		

**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.	X		
18	Any hard copies of personal data (including consent forms) will be stored in a secure place.	X		
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)	X		
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.	X		
21	All data will be anonymised prior to analysis.  Please state your method of anonymisation:  The questionnaires are filled out anonymously, names are not taken at any point.	X		

#### 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)

1. Short voluntary online questionnaire regarding the participant's opinions on the proposed system and its feature set. Participants may optionally include their email address if they wish to be contacted regarding the later evaluation sessions, but this information is not used as part of the study and is purely for practical purposes. Stored in a password protected manner.
2. Observed voluntary user testing sessions, where participants use the finished system to interact with a robot swarm. Data is collected through observation, and a short questionnaire following the testing session. No personal data collected, and all collected data remains anonymous.

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

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

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Signed.....  
(Student)

Print name: Alistair Jewers

Date: 03/05/2017

**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

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

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**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.....  
(Supervisor/Module leader)

Print name..... Date.....

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.....  
(Supervisor/Module leader)

Print name..... Date.....