

Ethics Declaration Form for CS3IP Student Projects

EPS Department: Computer Science

Project Title: Litigat8

Supervisor Name and e-Mail: Joe Yuen j.yuen@aston.ac.uk

Student Name, Number and e-Mail: Faran Zafar 220036414 220036414@aston.ac.uk

Section 0: Ethics Declaration Questions

If you are conducting a study for your supervisor where your supervisor already has ethical approval for the work to be conducted, please consult with your supervisor to ensure that (s)he has applied for an amendment to the existing ethical approval in order to permit your involvement. A letter from the College Research Ethics Committee confirming that permission will need included with your project report. You do not need to complete the remainder of this form.

Please answer the following questions honestly and carefully:

Will your project involve <u>any</u> of the following?	Delete as applicable
The NHS – either patients selected via the NHS or clinical staff working for the NHS	Not Permitted
Participants under the age of 18	Not Permitted
Vulnerable groups – individuals with physical disabilities, mental health disabilities/ill health, individuals with learning difficulties, prisoners/detained persons, people over 65 years of age, and/or pregnant women	Not Permitted
Any of the following: i) clinical procedures or ii) physical intervention or iii) penetration of the participant's body or iv) prescription of compounds additional to normal diet or other dietary manipulation/supplementation or v) collection of bodily secretions or vi) involve human tissue which comes within the Human Tissue Act (e.g., surgical operations; taking body samples including blood and DNA; exposure to ionizing or other radiation; exposure to sound light or radio waves; psychophysiological procedures such as fMRI, MEG, TMS, EEG, ECG, exercise and stress procedures; administration of any chemical substances)	Not Permitted
Delving into topics that might be sensitive, embarrassing or upsetting or where it is possible that criminal or other disclosures requiring action could take place (e.g., during interviews) – including but not limited to projects focusing on mental health	Not Permitted
Human participants <i>(including all types of interviews, questionnaires, focus groups, records relating to humans, use of online datasets or other secondary data, observations, usability testing, etc.)</i>	Yes
Testing of apparatus <i>(including where you have developed new apparatus and are testing it for accuracy, including on yourself)</i>	No
Risk to you, including:	No
lone working during data collection	Yes

travel to areas where you may be at risk	No
risk of emotional distress	No
other: <i>please outline</i>	No
Any risk to the environment	No
Any conflict of interest	No
Work/research that could be considered controversial or be of reputational risk to Aston University	No
Social media data and/or data from internet sources that could be regarded as private	Yes
Any other ethical considerations <i>(please state here or contact the Research Ethics Officer via your College Ethics inbox if there are any substantial ethical considerations you are aware of and would like to flag for the REC.)</i>	No

If you answer 'yes' to any of the questions above, you will need to continue to complete the rest of this form as well as any required participant-facing documentation (see Ethics Guidance provided). You and your supervisor will need to sign the declarations section at the end of this form before submitting it, along with all other paperwork, for ethical approval. No data collection and use (including recruitment of participants) may take place before ethical approval has been granted. All ethics paperwork, including evidence of ethical approval, should be included in your final report submission.

If you answered 'no' to all of the questions above, you may skip to Section 2. You and your supervisor will need to sign the declarations section at the end of this form. The form will need included in your final report submission.

Section 1: Study Details

Please provide the following information about your study. Be as detailed as possible. Where a question is not relevant, please indicate 'Not Applicable' but also explain why you believe that to be so.

Study Details	
Project Objectives <i>Please provide a brief outline of your overall project objectives</i>	To have a language processing model to answer basic legal queries about household tenant law
Study Objectives <i>Please explain how the study you are seeking ethical approval to conduct contributes to your overall project objectives</i>	I'm planning to take online surveys along with usability tests in order to make sure the application is up to the standards for the users. And use the feedback for further improvement of the project system and overall design of the application
Data Collection Method(s) to be Used <i>Please outline your proposed data collection methods – e.g., questionnaire/survey, interview, observational study, etc. Justify their use and explain how you will conduct the data collection in practice, including timeframe</i>	I'm aiming to conduct one-on-one interviews with the participants and Online surveys. And I would ask them to use the application and comment about the workflow of the application and what would they expect the application to have and how can it help them even more
Data to be Collected <i>Please briefly outline the type of data to be collected</i>	The data would be collected from the online surveys and interviews which would be used till the development and finalising of the project. And I would collect transcripts of the interview provided if I got the permission to do so
Location of Data Collection <i>Please briefly outline where you will be collecting the data – e.g., where you will be conducting your study</i>	I will conduct in person and online interviews depending on the availability of the subject o be interviewed.

Participant Recruitment <i>Please outline how you will recruit participants to your study and how you will ensure that participants are not coerced to participate</i>	I'll ask my friends and some other colleague for their opinions. And I'll send out invitation to people I know to participate in the process
Data Storage <i>Please outline where you will store your data (ideally, on an encrypted server; USB drives are not permissible)</i>	The data would be stored in the secure Microsoft server provided by the university
Data Deletion <i>Please outline when you will erase the data you collected. For personally identifiable information, it should be deleted once an anonymised version is created, e.g., audio recordings should be deleted once the corresponding anonymised transcripts are created. For anonymised data, it should be kept until the final grade of the project is released OR there is agreement from participants (via the consenting process) to retain and share data for/with future research(ers). Please provide justification if you have no plan to delete the collected data.</i>	don't have any personal identifiable information asked in the forms. I'm going to keep the data until I'm done with the project
For Secondary Data/Dataset Use Only: Compliance with Terms & Conditions of Use <i>If you will be in receipt of secondary data OR will be using an online, publicly available dataset, please provide evidence that you are observing any terms and conditions associated with its use and have permission to use it. Be mindful that just because data is available online does not mean that you are ethically entitled to use it for your study; this needs proven. If you are being given data by, for example, a third party, you need to be sure that the individual has permission to share the data with you.</i>	I'm going to be using various law related statues and cases forms for my project most of them would be sourced from https://www.legislation.gov.uk/ which is an open source with not as such limitations.
Risk <i>Please outline any risks to either the participants in your study and/or yourself in the conduct of the study and what you have done to mitigate that risk</i>	N/A

Section 2: Declarations

<p>The following declaration should be signed by both you, the student, and your supervisor</p> <p>Student:</p> <p>I confirm the following:</p> <ul style="list-style-type: none"> • The above is an accurate representation of my study activities; • That I shall not commence participant recruitment and/or data collection without ethical approval to do so (where applicable); • That I shall seek further ethical approval should I need to make any changes to my study after ethical approval has been granted (where applicable); • That I shall conduct my study with integrity and in accordance with the ethical approval granted (where applicable);
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- That, where necessary, I shall use existing or secondary data in accordance with terms and conditions of use or ethical approval, as applicable;
- That I understand that if I breach the terms of the approval granted I may not be able to use the data collected in my project report and may face disciplinary procedures; and
- That I shall respect my participants (where applicable) and the data I have collected and am using.

Supervisor:

I confirm the following:

- That I have reviewed the content of this form and all associated paperwork and am happy with its standard and accuracy;
- That I shall monitor the student's conduct of the study in accordance with the ethical approval granted (where applicable); and
- That I shall report to the person(s) granting ethical approval any breaches of approval and ensure that no data is included in the student's work that has been collected in breach of approval.

Both student and supervisor should sign* and date below:

Signatures:



Date:

12/04/23

* note, typed e-signatures are acceptable.