**UNIVERSITY OF WOLVERHAMPTON**

**SCHOOL OF TECHNOLOGY**

**ETHICAL CONSIDERATION FOR STUDENTS STUDYING TAUGHT PROGRAMMES**

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| **Section 1: Your details** | | | |
| **First Name & Surname:** | Matthew Ward | **Student No:** | 1802599 |
| **Course:** | BSc (Hons) Computer Science | | |
| **Project Title** | Augmented Memory Mobile App | | |
| **Supervisor:** | Jeffery Ting | | |

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| **Section 2: Your Project Topic** | |
| **2.1** What problem is this project addressing? (100 words or less) | This project will be tackling creating an app to help create reminders using the users voice. This app in particular will be designed keeping those suffering from memory condition, effects of old age as well as effects such as dementia and Alzheimer’s in the early stages to assist them in creating daily plans and reminders. |
| **2.2** Will information or artefact resulting from your project be available externally to the University? | No |
| **2.2.1**  **If you answered ‘yes’ to 2.2,**  Will any such information place anyone at risk or possibly result in any action that might be detrimental to their wellbeing? (See guidelines) |  |
| **2.2.2**  In what format will the information or artefact be made available? | Either an app on Google Play Store (if the university allows this) or a zipped project file which can be loaded with Android Studio |

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| **Section 3: Method of Data Collection** | |
| **Please attach samples with this form if you intend to do interviews, surveys, or questionnaires.** | |
| **3.1** Does any part of your proposed project involve human participants?  If No go to Section 4. | Yes |
| **3.1.1**  **If you answered ‘yes’ to 3.1,**  Is the sole involvement of human participants in order to provide opinions to support the specification or testing of an artefact to be produced as an outcome of the project? | Yes |
| **3.1.2**  **If you answered ‘yes’ to 3.1.1,**  Does this artefact/information have any characteristics which might be detrimental to the wellbeing of any human participants in your project? If so, explain. | No – Testing will be mostly limited to design of the app and adding functionality as well as opinions. |
| **3.2**  **If you answered ‘yes’ to 3.1,**  Are there other ways you might meet your project aims without involving human participants? If not, why?  If yes discuss with your Supervisor how you will achieve this and go to section 4. |  |
| **3.2.1**  How will you select your participants? | From mixed age groups, family, friends, supervisor and other university students. |
| **3.2.2**  How many participants will you contact? | Unknown |
| **3.2.3**  How will you approach potential participants? E.g. email, letter, face to face? | Text, Email, Microsoft Teams |
| **3.2.4**  Are your participants adults? (over 18 and competent to give consent) If no, answer 3.2.5 | Yes |
| **3.2.5**  Are your participants children or adults over 18 and not competent to give consent? If yes, why is it necessary to involve these participants? (See guidelines)  Explain how you will ensure parental/guardian consent. | No |
| **3.2.6**  Are you offering any incentives to any of your participants, financial or otherwise? (See guidelines) | No |
| **3.2.7**  How much time do you estimate will be needed from any participants? (See guidelines) | 1 Hour |
| **3.2.8**  Please list the method of data collection and analysis intended to be used | Anonymous online survey of their opinions |
| **3.2.9**  Will all of the data collected contribute towards your results? | Yes – All data will contribute towards creation and development of the app. No unnecessary data will be collected. |

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| **Section 4: Confidentiality and data handling** | |
| **Please read methods of ensuring confidentiality in the guidelines.** | |
| **4.1** Will you ensure the anonymity of data collected from/and about participants? | Yes |
| **4.2** Will you store/protect data collected from individuals e.g. password protected files? | Yes |
| **4.3** Once your project is complete and information is no longer needed, will you destroy your data? | Yes |
| **4.4** Will anyone else have access to the data collected? | No |
| **If so,**  (i) please name the individuals and/or groups that will have access;  (ii) why is access being given to those listed in (i)? |  |

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| **Section 5: Working with other parties and companies** | |
| **5.1** Will you be using data on subjects held by another party or organisation? | No |
| **If Yes,**  (i) Please give details.  (ii) How will you gain access to this information? |  |
| **5.2** Do you require written permission from a company, organisation or location, e.g. an employer or local authority? | No |
| **If Yes,**  (i) Please complete an [external agreement form](file://C:\Documents%20and%20Settings\in5541\Local%20Settings\Temporary%20Internet%20Files\in7475\Local%20Settings\Documents%20and%20Settings\in7475\Local%20Settings\Documents%20and%20Settings\in5505\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\0JYTHJ5A\External%20Computing%20Project%20Agreement%20Form.doc) and include this with your submission. |  |
| **NB: If working with another organisation or company please familiarise yourself with their Health & Safety procedures.** | |

**Things you must be aware of:**

**Data Protection Act**: <http://www.ico.gov.uk/what_we_cover/data_protection.aspx>

**Freedom of Information Act**: <http://www.opsi.gov.uk/Acts/acts2000/ukpga_20000036_en_1>

[University of Wolverhampton Ethical Approval Procedural Guidelines](http://www.wlv.ac.uk/PDF/aca-pols-ethics-scrutiny.pdf)

**Checklist:**

1. If you are using a questionnaire or interview sheet please include a list of sample questions with your submission.

2. In addition, please include an introductory cover letter stating some information about you, your project proposal and how your data will be used.

3. If you are undertaking a project involving a company or organisation you will need to show that you have approval from that organisation. Please include a completed copy of the [External Agreement Form](file://C:\Documents%20and%20Settings\in5541\Local%20Settings\Temporary%20Internet%20Files\in7475\Local%20Settings\Documents%20and%20Settings\in7475\Local%20Settings\Documents%20and%20Settings\in5505\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\0JYTHJ5A\External%20Computing%20Project%20Agreement%20Form.doc).

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| **Student’s Declaration**  Sign and date against **one** declaration **only** | |
| **Category 0.** I have answered  ‘No’ to questions **2.2** and **3.1**.  My project involves no human participation except for myself and I agree to ensure that any information or artefact produced will not be available outside the University. |  |
| **Category A1.** I have answered (delete one from each block)   |  | | --- | | ‘Yes’ to questions **4.1**, **4.2** and **4.3** and ‘No’ to questions **2.2.1** and **4.4**. | | ‘No’ to question **2.2** |   **and**   |  | | --- | | ‘Yes’ to questions **3.1**, **3.1.1** and **3.2.4** and ‘No’ to question **3.1.2** | |  |   My project involves limited human participation and I agree to ensure that   1. any such participation is not detrimental in any way to the interests of the participants; 2. all information collected as a part of the project will be handled in accordance with the answers that I gave to question **4**; 3. No information or artefacts which may place anyone at risk or be detrimental to their wellbeing will be made available outside the University. | Matthew Ward - 05/11/2000 |
| **Category A2.** I have answered  ‘Yes’ to question **3.1**  **or** I have answered  ‘Yes’ to question **2.2**  and my answers to subsequent questions prevent the project being classified as A1.  My project involves human participation and may present some risk to participants. I have considered alternative means of pursuing the project which do not entail this risk but believe that there is no practicable alternative. I agree to ensure that I take all necessary steps to minimise risks to participants and third parties. I agree not to proceed with any activities involving human participation until I have received approval from the Department Ethics Panel. |  |
| **Category B-E.** My project does not conform to Category 0, A1 or A2. I have considered alternative means of pursuing the project which do not entail risk to human participants but believe that there is no practicable alternative to the proposal made. I agree to ensure that I take all necessary steps to minimise risks to participants. I agree not to proceed with any activities involving human participation until I have received approval from the School or University Ethics Committee, as appropriate. |  |

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| **Supervisor’s Declaration**  Sign and date against **one** declaration **only** | |
| **Category 0 or A1.** I concur with the classification of this project as **0** or **A1** and authorise continuation of the project. I have forwarded a copy of this form to the Department Ethics Panel for monitoring purposes. |  |
| **Other.** I believe that this project should be classified other than **0** or **A1.** I do **not** authorise continuation of the project until approval has been received from the appropriate Ethics Panel or Committee. I have forwarded a copy of this form to the Department Ethics Panel for consideration. |  |

**FOR SUPERVISOR/PANEL/COMMITTEE USE ONLY:**

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| **CLASSIFICATION ALLOCATED BY SUPERVISOR** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **0, A1** |  | **Supervisor Action:** Authorise and forward to DEP | | | | | | | | | | | | | | | | | | Date | | | |  | | | | |
| **DEP Action:** File for possible monitoring | | | | | | | | | | | | | | | | | | | Date | | | |  | | | | |
|  | | Selected for monitoring | | | |  | (tick) | | | | | | | | | | | | Date | | | |  | | | | |
| Classification agreed? | | | | Yes |  | No |  | | | If ‘No’, give: | | | | | | | | | | | | | | | |
| reason | | | |  | | | | | | | | | | | | | | | | | | | | | |
| action | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Other** |  | **Supervisor Action:** Refer to DEP for decision | | | | | | | | | | | | | | | | | | Date | | | |  | | | | |
| **CLASSIFICATION ALLOCATED BY DEPARTMENT ETHICS PANEL** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **0, A1** | |  | **DEP Action:** Project authorised to continue | | | | | | | | | | | | | | | | | Date | | | |  | | | |
| **A2** | |  | **Considered by DEP below** | | | | | | | | | | | | | | | | | Date | | | |  | | | |
| **2.2** Is any risk associated with access to project acceptable in context? If no, give reasons below: | | | | | | | | | | | | | | | | | Yes | | |  | | | No | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **3.1** Is involvement of human participants justified? If no, give reasons below: | | | | | | | | | | | | | | | | | Yes | | |  | | | No | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **3.3** Is experimental method acceptable with regard to risk and inconvenience to participants? If no, give reasons below: | | | | | | | | | | | | | | | | | Yes | | |  | | | No | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **4** Are arrangements for confidentiality and data protection appropriate? If no, give reasons below | | | | | | | | | | | | | | | | | Yes | | |  | | | No | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **5** Do arrangements for working with external bodies protect interests of participants and the external bodies? If no, give reasons below | | | | | | | | | | | | | | | | | Yes | | |  | | | No | |  |
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| **DEP Action:** Continuation of project approved: | | | | | | | | Yes | | |  | | No | |  | | Date | | | |  | | | | |
| Conditions: | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Other** | |  | **DEP Action:** Refer to School Ethics Committee | | | | | | | | | | | | | | | | | Date | | | |  | | | |
| **CLASSIFICATION ALLOCATED BY SCHOOL ETHICS COMMITTEE** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **0, A1** | |  | **SEC Action:** Continuation of project approved | | | | | | | | | | | | | | Date | | | |  | | | | |
| **A2, B** | |  | **Considered by SEC below** | | | | | | | | | | | | | | Date | | | |  | | | | |
| **2.2** Is any risk associated with access to project acceptable in context? If no, give reasons below: | | | | | | | | | | | | | | | Yes | | |  | | | | No |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **3.1** Is involvement of human participants justified? If no, give reasons below: | | | | | | | | | | | | | | | Yes | | |  | | | | No |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **3.3** Is experimental method acceptable with regard to risk and inconvenience to participants? If no, give reasons below: | | | | | | | | | | | | | | | Yes | | |  | | | | No |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **4** Are arrangements for confidentiality and data protection appropriate? If no, give reasons below | | | | | | | | | | | | | | | Yes | | |  | | | | No |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **5** Do arrangements for working with external bodies protect interests of participants and the external bodies? If no, give reasons below | | | | | | | | | | | | | | | Yes | | |  | | | | No |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **SEC Action:** Continuation of project approved: | | | | | | | Yes | | |  | | No | |  | | | Date | |  | | | | |
| Conditions: | | | | | | | | | | | | | | | | | | | | | | | |
| **Other** | |  | **SEC Action:** Refer to University Ethics Committee | | | | | | | | | | | | | | | | Date | |  | | | | |

**Guidelines**

**Section 1: Categorisation for ethical approval**

**Category 0:** There are no third parties directly involved in the project and any artefacts produced by the project will not be accessible to a general audience.

**Category A1**

Projects involving human volunteers are involved solely for the purposes of:

- providing data to inform the specification of an artefact

- testing the usability or fitness for purpose of an artefact

where the nature of that artefact or its use will present no risk to the volunteers

and, if any artefact is accessible to a general audience, access to that artefact will present no risk.

**Category A2**

Projects involving human volunteers other than those defined in category A1 but not in activities defined in other categories or if any artefact is accessible to a general audience, access to that artefact may present some risk.

**Category B**

Projects involving human volunteers including potential risk, for instance,

studies using new research methodologies, studies involving certain vulnerable

populations or therapeutic interventions or other significant risk to anyone involved in

the research (but not including trials of artefacts intended for therapeutic purposes).

**Category C**

Research being conducted by staff or postgraduate research students involving

Patients, clients staff, records etc. within the sphere of the NHS, Social Services, etc (but not including clinical trials of medicinal or related products).

**Category D**

Research being conducted by undergraduate or taught postgraduate students involving

Patients, clients staff, records etc. within the sphere of the NHS, Social Services, etc (but not including clinical trials of medicinal or related products).

**Category E**

Clinical trials of medicinal or related products involving patients or healthy volunteers as direct users of the product.

**Question 2.2:** You should answer yes if your artefact, product or information might be of direct risk or might lead or encourage people to alter their behaviour in a way which would be detrimental to them. Examples of direct potential risk might be a machine that could injure someone if it malfunctioned or a web resource which contained information which if it was misused would lead to risk (for instance, children’s identities or addresses). Examples of artefacts which might encourage detrimental behaviour could be a web resource offering alternatives to expert (such as GP or lawyer) advice or products which purport to have a therapeutic effect.

**Question 3.2.5:** As a general principle, all participants should be informed of their role in the experiment and freely consent (in writing) to it, which implies competence to give consent. Very occasionally it may be necessary to undertake an experiment without consent, or with participants who are not competent but then any decision about the acceptability of the proposal would be taken on the basis of the absolute benefit of the experiment in a wider context, and it would have to be established that there was no alternative.

**Question 3.2.6:** With regard to freedom of consent, it likely that this principle would be breached of the participants were subject to some kind of inducement or coercion, however minor. For instance, it is likely that participants who were under the management of the person undertaking the experiment would be considered to be under a degree of coercion.

**Question 3.2.7:** It may be considered that expecting a participant to spend undue time or effort participating in an experiment would be detrimental to the interests of that person, particularly where the results of the work offered no clear benefits. It may be appropriate to compensate participants for their time, but it is not acceptable to offer inducements to participate.

**Section 4 Anonymity:**

It is to be expected that due care and attention be paid to protecting information about individuals. Depending on the nature of the experiment, the following may be considered.

* Type 1: Complete anonymity of participants (i.e., You will not meet, or know the identity of participants, as they are part of a random sample and are required to return responses with no form of personal identification)?
* Type 2: Anonymised samples or data (i.e., an irreversible process whereby identifiers are removed from data and replaced by a code, with no record retained of how the code relates to the identifiers. It is then impossible to identify the individual to whom the sample of information relates)?
* Type 3: De-identified samples or data (i.e., a *reversible* process whereby identifiers are replaced by a code, to which you retain the key, in a secure location)?
* Type 4: Subjects being referred to by pseudonym in any publication arising from the project?
* Type 5: Any other method of protecting the privacy of participants? (eg. use of direct quotes with specific, written permission only; use of real name with specific, written permission only)