



CASA Ethics Procedure for MSc/MRes Dissertations

Process overview

When?	What?	How?
Term 2 – Week 1 (January)	Staff introduce dissertation process	Dissertation Module (CASA00004/10/12)
Term 2 – Week 6 (late February)	1:1 advice on dissertation projects with potential supervisors	1:1 booked sessions
Term 2 – Week 8 (early March)	Staff introduce research ethics and data protection in dissertation projects	Dissertation Module (CASA00004/10/12)
Term 2 – Week 10 (end March)	Students submit project proposal.	Moodle Dissertation Assignment
Term 2 – Week 11 (early April)	Student-supervisor allocation and confirmation	Email
Term 3 – Week 1 (end of April)	Completion of ethical risk screening using Form A. Deadline: 25 April 2022 <ol style="list-style-type: none"> Under guidance from their supervisor, students complete Form A and submit it to the Dissertation Moodle page > 'Form A submission'. A member of the CASA Teaching Administration Team checks the submitted Form A for completeness and, if satisfactory, confirms the outcome. 	Moodle Dissertation Assignment
	<ol style="list-style-type: none"> If the screening outcome is <ul style="list-style-type: none"> ⇒ <u>moderate or high risk</u>: Student submits a High-Risk application to UCL Research Ethics Committee by 29 April 2022 https://www.ucl.ac.uk/research-ethics/ethical-approval/applying-ucl-rec . ⇒ <u>low risk</u>: Student completes the low-risk ethics Form B. ⇒ <u>minimal risk</u>: Student may start data collection. 	

Term 3 – Week 2 (early May)	Completion of low-risk ethics Form B (where required). Deadline: 6 May 2022. <ol style="list-style-type: none"> 1. Under guidance from their supervisor, students complete Form B and submit it to the Dissertation Moodle page > 'Form B submission'. 2. A member of the CASA Teaching Administration Team checks the submitted Form B for completeness and, if satisfactory, notifies the Departmental Ethics Reviewers. 	Moodle Dissertation Assignment
Term 3 – Week 5 (mid May)	<p>Departmental Ethics Reviewers review Form B (Deadline: 13 May 2022). If the outcome is:</p> <p>⇒ <u>approval granted</u>: Student may commence data collection. The CASA Teaching Administration Team registers the outcome and issues a case reference.</p> <p>⇒ <u>revision requested</u>: Student revises the project according to reviewer feedback and resubmit as specified at previous step.</p>	Moodle Dissertation Assignment
End of August	Submission of dissertation. Students submit dissertations with ethics forms A and B (where applicable) appended.	Moodle Dissertation Assignment
September	Marking. Markers evaluate whether the research was conducted as per the ethics application forms.	Moodle