

APPENDIX 2 - PROJECT SPECIFICATION FORM

UNIVERSITY OF WOLVERHAMPTON
SCHOOL OF ENGINEERING

6MA017 / 6ET011 (40 credits) Individual Project

PROJECT SPECIFICATION (Please complete this form electronically, then print and sign)

1. Name of Student
- e-mail address***
- Telephone (home)
(work)
- Fax
- Name of University Supervisor.....
- Credit Rating of Project 40
- Nominal Duration 400
- Academic Session 2019/2020

2. Title of Project:

The title should be phrased in such a way as to represent the aim of the project.

3. Objectives

The objectives are the steps that need to be followed to reach and achieve the aim.

Each of the steps should have a deliverable output.

Don't write an introduction to the project

/cont.

4. Proposed Programme of Work (include a detailed work plan, typically a Gantt Chart):

Here should be described HOW the objectives are to be achieved. This will require you to think in detail – and will take a considerable amount of effort on your part.

For each of the objectives stated above – state how they will be achieved – this then becomes the instruction set for you to follow. You need to think logically and linearly with respect to timing

I have said the same thing twice in the hope that you might absorb and follow the instructions! If you don't the form will be rejected.

NOTE: THIS FORM MUST BE COMPLETED AND SIGNED

I confirm that this project proposal can be completed in the time available.

Signed..... (University Supervisor) Date

Signed..... (Student) Date

Accepted (Project Module Leader) Date

APPENDIX 4

DISSERTATION AND PROJECT WORK, ETHICS AND SAFETY APPROVAL FORM

READ ALL THE QUESTIONS



UNIVERSITY OF
WOLVERHAMPTON

Faculty of Science and Engineering

UNDERGRADUATE AND POSTGRADUATE TAUGHT DISSERTATION AND PROJECT WORK, ETHICS APPROVAL

Section 1			
Student Name:		Academic Year:	2019/2020
Student Number:		Contact telephone number:	
Course:		Email address:	
Supervisor's Name:			
Project Title:			
<u>Section 2</u>			
Aim and Objectives:			
Brief Explanation and Justification of Methodology: (This must clearly and succinctly identify what you are planning to do; for each objective explain why and how you will conduct the work).			
(Max 250 words)			

Section 3			
Please tick (✓) aspects relevant to your investigation and detail overleaf:		If ticked, respond Yes/No to the following, give details in Section 4:	
Ethics:			
Production of videos / audio-tapes, etc		Has permission of participants been obtained? (see note 2)	
Working with minors		Are consents/assents and CRB approval in place? (see note 1)	
Working with vulnerable groups within the community (e.g. the disabled, the sick, pensioners)		Has permission of participants been obtained? (see note 2)	
Observation of human subjects		Has permission of participants been obtained? (see note 2)	
Telephone contact with other individuals or organisations		Has permission of participants been obtained? (see note 2)	
Interviews		Has supervisor approval been obtained? (see note 4)	
Questionnaires		Has supervisor approval been obtained? (see note 4)	
Confidential information		Are measures in place to ensure continued confidentiality? (see note 5)	
General:			
Is any of your work likely to bring the University of Wolverhampton into disrepute on ethical, safety or legal grounds?		Are measures in place to prevent this happening?	
Are measures in place to ensure confidential disposal of data?			

Section 4.

Give further details justifying issues from Section 3. **NOTE**, even if there are no ticks in the above boxes **confirm, in this box,** that you have read the above and that **none** of the categories apply to your project.

Notes:

1. If you intend to work with minors, you will need to obtain a parental consent form, a child assent form, and to engage in the Criminal Record Bureau (CRB)* process and complete the self-declaration form. If you have not received your CRB check prior to testing you need to refer in your method to the individual who has been CRB checked who will be present when you are completing your data collection.
2. Participants have been fully informed of the risks and benefits of the procedures and of their right to refuse participation or withdraw from the research at any time.
3. The confidentiality and anonymity of all participants in the work specified must be maintained during collection, analysis, dissemination and subsequent storage, and disposal, in line with the Data Protection Act (1998).
4. Final versions of questionnaires and interview questions to be submitted to supervisor for confirmation of '*fitness for purpose*' BEFORE any data is collected.
5. Has a risk assessment been completed and can you comply with it? (Append documents).

Research Ethics – Project Categorisation

CATEGORY 0 & CATEGORY A

Category 0 projects are non-hazardous, do not employ participants and use only existing material publicly and legally available in the UK and overseas. They do not meet the criteria for Category A or B.

*Category A projects usually involve the participation of people, rather than secondary data sources such as published memoirs etc., but are not deemed hazardous to the physical or psychological welfare of the participant or the investigator. They do not employ vulnerable individuals, in the context of the specific research, or investigate issues likely to give grounds for offence. If a project appears to be a borderline case of category B it should be deemed to be category B in the first instance. A school ethics committee may subsequently determine it to be category A and set precedent for future usage. Category A projects may be carried out by undergraduates and students, with appropriate training, on other courses below degree level but a first degree in an appropriate subject, or other relevant professional recognition, is a minimum requirement for carrying out category B projects.

CATEGORY B projects involve any of the following

*Any research involving covert procedures.

*The use of any procedure that may be considered likely to be physically or psychologically harmful unless the procedure is widely used in practice and potential hazards have been minimized. For example, blood sampling and collection of other bodily fluids may be category A procedures provided there is strict adherence to established safety protocols and appropriate supervision.

*Research that may be offensive, for example, research into pornography, drug abuse etc. Also, research that is contentious in the sense that it may bring the university into disrepute. For example, investigations into some racial differences will need to be shown to be ethically defensible.

*Research that requires access to, or creates, data about individuals of a highly confidential nature.

*Research involving participants who, within the context of the study to be undertaken, are considered to be vulnerable. Projects with vulnerable individuals may be designated category A if it is clear that the vulnerability of the individual is likely to be unaffected by participation in the study.

*Research that requires the administration of substances (legal or otherwise).

*Research that requires the approval of another ethics committee, for example an LREC, will usually be designated category B. Similarly, research requiring data collection abroad, especially if the supervisor remains in the UK, will usually require scrutiny by a school ethics committee.

Student Declaration:

I confirm that the information I have provided is complete and accurate, and that in the case where any concerns arise which require ethical approval, or over which doubt exists, then work will be halted immediately and clarification sought from an Ethics Committee representative.

Signed:

Date:

Supervisor Declaration:

I am satisfied that the planned research procedures as discussed with me and as outlined in the attached proposal are appropriate for consideration by the Ethics and Safety Committee.

Signed:

Date

Decision of Safety and Ethics Committee			
	✓	Signature (Chair of Ethics and Safety Committee)	Date
Approved			
Approved with comments			
Approved with conditions			
Deferred			
Comments:			

APPENDIX 5 RISK ASSESSMENT FORM

LocationEnvironment/Activity/EquipmentSheet 1 of 1

Hazard Identification Reference

(a) Confined Spaces	(b) Falls from Height	(c) Striking by mobile platform	(d) Trip or Slip	(e) Collapse	(f) Manual Handling	(g) Electrical	(h) Hazardous Substances	(i) Radiation	(j) Noise & Vibration	(k) Fire	(l) Explosion	(m) Others
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Severity (S)	Likelihood (L)	Risk Factor (R)	S x L= R
1 Negligible - all in a day's work	1 Improbable	<4 Risk may need to be controlled	LOW
2 Minor - minor injury with short term effect	2 Remote - unlikely	4-6 Risk must be controlled	MEDIUM
3 Severe - major injury/disability (reportable)	3 Possible - may or could well occur	7-9 Hazard must be controlled	HIGH
4 Extreme – fatal	4 Probable - expected to occur, several times	>9 Hazard must be avoided	VERY HIGH

Hazard Ref.	Hazard Description	People at risk	Initial Assessment			Control Measures	Residual Risk			Action/Comments
			S	L	R		S	L	R	

Completed byDateCopies to

Reviewed byReview Date (s)