

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?

Human participants (adults or children)

Human material (e.g. tissue or fluid samples)

Human data (e.g. surveys and questionnaires on issues such as lifestyle, housing and working environments, attitudes and preferences)

Vertebrates, especially mammals and birds

Any other organisms not previously mentioned

Military or defence context

Funding sources with potential to adversely affect existing relationships or bring the University or Department into disrepute.

Restrictions on dissemination

Overseas countries under regimes with poor human rights record or identified as dangerous by the Foreign & Commonwealth Office

Applications that could potentially involve unethical practice, including potential dual-use applications which could be unethical

YES	X	NO	
YES		NO	X
YES		NO	X
YES		NO	X
YES		NO	X
YES		NO	X
YES		NO	X
YES		NO	X
YES		NO	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:** Samuel Brendon Heather**Course Title:** Computer Science (BEng)**Tick one box:**

Undergraduate project ☒ Postgraduate project ☐
 Undergraduate module assignment ☐ Postgraduate module assignment ☐
 Other (Please state.....) ☐

Title of project: System to access knowledge using Machine Learning and SMS**Project supervisor / module leader name:** Dr. Lilian Blot**Protocol:**

Participants will be selected from the pool of Computer Science students within the department and the student's flatmates. The purpose of the service been developed in this project will be explained to participants, including exactly what is been measured and what they should concentrate on, the structure of the procedure. Participants will then be asked to query the system with questions in the form expected from the organisers phone about a topic. They will then be asked to rate the quality and usefulness of the system via a purpose-constructed questionnaire.

Participants questions will be directed towards the subject of Geography, and they will be asked to ask for facts about various geographical entities as they would to a knowledgeable individual.

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	X		

	confidentiality and that, if published, it will not be identifiable as theirs?			
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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:

N/A

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?		X	
	Children under 18			
	People with learning difficulties			
	People who are unconscious or severely ill			
	NHS patients			
	Note that you may also need to obtain satisfactory DBS clearance (or equivalent for overseas students)			
	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. At the end of the experiment, a participant will be assigned a unique Participant ID, which will be recorded on the consent form and the questionnaire. The consent form will be the only place that participants can be linked to their participant ID, and these will be stored with the supervisor. During the experiment, data collected will be linked to the mobile number of the organiser (as this is the device that the experiment will be run on). After the experiment, the user object in the database for the experiment will be edited so that the phone number parameter instead reflects the participant ID. Thus, after the experiment, both database records and questionnaire responses will be keyed only by participant ID.	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)


Participants will be selected from the pool of Computer Science students within the department and the student's flatmates. The purpose of the service been developed in this project will be explained to participants, including exactly what is been measured and what they should concentrate on, the structure of the procedure. Participants will then be asked to query the system with questions in the form expected from the organisers phone about a topic. They will then be asked to rate the quality and usefulness of the system via a purpose-constructed questionnaire.

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



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



Signed.....
(Student)

Print name: SAMUEL BRENDON HEATHER

Date 15/03/2015

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

☐

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.....