

**Ethical Approval Form**

* This form must be completed, signed and submitted with the Project Proposal.
* No work may be carried out on the project until the form has been submitted.
* Late submission will result in a penalty.
* Failure to submit the form will result in an automatic fail for the module. You may also be subject to disciplinary action.

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| **Section 1 TO BE COMPLETED BY STUDENT** | | | | | | | |
| Name of Student: | |  | | | | | |
| Student No: | |  | | | | | |
| Course: | |  | | | | | |
| Module: | |  | | | | | |
| Project Title: | |  | | | | | |
| Summary of Proposed Project: | | | | | | | |
|  | | | | | | | |
| Planned Start Date: | |  | | Planned End Date: |  | | |
| **DECLARATION BY STUDENT:**   * I confirm that I have read and understood the Research Ethical Guidelines and agree to abide by them in conducting my project. * I confirm that I understand the importance of adhering to the Research Ethical Guidelines and I am aware of the penalties for breaching them. * I agree to notify my academic supervisor if there is a change to my project and/or further ethical approval is needed. | | | | | | | |
| **To the best of my knowledge, I confirm that:**   * There is no risk to any participants * There is no risk to me * There is no risk to the institution or QA in terms of liability or reputation | | | | | | | |
|  | I undertake to report all data and findings in a responsible way | | | | | | |
| **Name:** |  | | **Signature:** |  | | **Date:** |  |

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| **Section 2 TO BE COMPLETED BY SUPERVISOR** | | | | | | |
| Name of Supervisor: | |  | | | | |
| **DECLARATION BY SUPERVISOR:**   * I undertake to review and approve any questions that the student intends to use for data collection, including interview questions and questionnaire items. | | | | | | |
| ON THE BASIS OF THE INFORMATION PROVIDED BY THE STUDENT, THE PROJECT: | | | | | | |
|  | **DOES NOT** need to be referred to the Faculty Research Ethics Committee for approval. | | | | | |
|  | **DOES** need to be referred to the Faculty Research Ethics Committee for approval. | | | | | |
| If the project needs to be referred to the Faculty Research Ethics Committee for approval, please explain why briefly: | | | | | | |
|  | | | | | | |
|  | On the basis of the information provided by the student, I confirm that the project will contain sensitive or confidential information and should **not** be placed in the public domain. | | | | | |
| **Name:** |  | | **Signature:** |  | **Date:** |  |

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| **Section 3 TO BE COMPLETED BY SUPERVISOR** | | | | | |
| **CHANGES TO PROJECT – DECLARATION BY SUPERVISOR:**   * I have reviewed the proposed changes to the project. | | | | | |
| ON THE BASIS OF THE INFORMATION PROVIDED BY THE STUDENT: | | | | | |
|  | I **APPROVE** the revised project. | | | | |
|  | I **DO NOT APPROVE** the revised project. | | | | |
| If the revised project is not approved, please explain why briefly: | | | | | |
|  | | | | | |
| **Name:** |  | **Signature:** |  | **Date:** |  |

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| **Section 4 TO BE COMPLETED BY STUDENT** | | | | | |
| **CHECKLIST FOR STUDENT** | | | | | |
|  | I have fully completed this Ethical Approval Form and have signed where appropriate. | | | | |
|  | I have included a copy of any research instruments I wish to use (interview questions, questionnaires, etc.) in the Appendix of my proposal. If draft versions, I undertake to have the final versions approved by my supervisor before collecting any data. | | | | |
|  | I have included this Ethical Approval Form in the Appendix of my **proposal** so that it may be reviewed by my supervisor. The proposal outlines the research methodology I will use. | | | | |
|  | I have included this Ethical Approval Form in the Appendix of my **dissertation**. My supervisor has completed Section 2 of this Ethical Approval Form and has signed where appropriate. | | | | |
| **Name:** |  | **Signature:** |  | **Date:** |  |