



## CASA Ethics Procedure for MSc/MRes Dissertations

### Process overview

When?	What?	How?
Term 2	Staff introduce dissertation process	Dissertation Module (CASA00004/10/12)
Week of 26 February	1:1 sessions with potential supervisors	1:1 booked sessions
8 February	Staff introduce research ethics and data protection	Dissertation Module (CASA00004/10/12)
22 March	Students submit project proposal.	Moodle Dissertation Assignment
2 April	Student-supervisor allocation confirmed	Email
12 April	<b>Completion of ethical risk screening using Form A.</b> <ol style="list-style-type: none"> <li>Under guidance from their supervisor, students complete Form A and submit it to the Dissertation Moodle page &gt; 'Form A submission'.</li> <li>A member of the CASA Teaching Administration Team checks the submitted Form A for completeness and, if satisfactory, confirms the outcome.</li> </ol>	Moodle Dissertation Assignment
24 April	<b>Completion of low-risk ethics Form B (where required).</b> <ol style="list-style-type: none"> <li>Under guidance from their supervisor, students complete Form B and submit it to the Dissertation Moodle page &gt; 'Form B submission'.</li> <li>A member of the CASA Teaching Administration Team checks the submitted Form B for completeness and, if satisfactory, notifies the Departmental Ethics Reviewers.</li> </ol>	Moodle Dissertation Assignment
24 April	<b>Completion of moderate/high risk ethics form (where required).</b>	See <a href="#">UCL guidance</a> .

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13 May

**Departmental Ethics Reviewers review Form B.**

Moodle Dissertation  
Assignment

If the outcome is:

- ⇒ approval granted: Student may commence data collection. The CASA Teaching Administration Team registers the outcome and issues a case reference.
- ⇒ revision requested: Student revises the project according to reviewer feedback and resubmit as specified at previous step.

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.

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