**Form 2**

**Ethics proposal form for (Level Six) Undergraduate written projects, Independent Study, Business and community link, and Master’s dissertations.**

You should read the University Ethics Guidance before filling in this form. This is available from: <https://www.wlv.ac.uk/research/research-policies-procedures--guidelines/ethics-guidance/>. Once completed fully, please submit this form to your supervisor for the project you are undertaking. Once the supervisor has approved and signed it, you must append a copy to your project placed as appendix A. Please note that this permission is only concerned with ethical issues and does not indicate anything about the intellectual merit of your project.

Please type details into the form.

**1. Name:**

**2. Student number:**

**3. Email address** (this must be your University email address)**:**

If this is a group project, please list ALL other students involved. (Full names and student numbers):

**4. Subject to which the study will contribute:**

**5.** **Name of supervisor:**

**7. Module Code and Title:**

**8. Project Title:**

**9. I confirm that I have:** (Tick to confirm)

 **a. Discussed my research with my supervisor.**

 **b. Read the Guide to Ethics and consulted the** [**Ethics Guidance Web**](https://www.wlv.ac.uk/research/research-policies-procedures--guidelines/ethics-guidance/) **pages**

1. **Which category does your project fall?**

 Tick as applicable:

|  |  |
| --- | --- |
| **Category 0*** Research that does not involve human subjects or raise any ethical concerns.
 |  |
| **Category A*** Research that involves human subjects that are considered not to cause any physical or psychological harm.
 |  |
| **Category B** (**Note:** Undergraduate and Taught Masters students are not normally permitted to  undertake Category B research).* Research that may be considered likely to cause physical or psychological harm.
* Research that may be contentious and/or risks bringing the University into disrepute.
* Research that requires accessing confidential data.
* Research that involves individuals considered to be vulnerable.
 |  |

**10. Does your study involve any of the following?**

 (Please tick ALL that apply.)

|  |  |
| --- | --- |
| Making video/DVD |  |
| Making audio recording |  |
| Observation of human subjects |  |
| Participant observation |  |
| Telephone and/or Email contact with individuals or organisations |  |
| Interviews (structured/ semi-structured/un-structured) |  |
| Questionnaires (including on-line questionnaires) |  |
| Access to confidential information |  |
| Contact with minors (anyone under the age of 18) |  |
| Contact with other vulnerable people (e.g. victims of crime, the recently bereaved) |  |
| Research about a controversial issue |  |

Other: please specify (e.g. will your finished project be accessible to the public outside the university?)

**11. Brief outline of project.**

Expand as necessary

**12. Methodology.**

This should include an indication of:

* Your objective in gathering primary data from participants.
* How participants will be identified (including sampling method if doing questionnaires).
* The number of research participants.
* A sample of questions if conducting either interviews or questionnaires.

Expand as necessary

**13. Ethical Issues**

Give a brief indication of the ethical issues (e.g anonymity, data protection etc) raised by your proposal and how you intend to address these issues.

Expand as necessary.

**14. Is ethical approval required by an external agency/parents?**

Please provide further details**.**

**15. Is a DBS check required?**

This may be required if the research involves vulnerable groups and/or anyone under the age of 18.

If yes, please attach your disclosure letter.

|  |  |
| --- | --- |
| Student Signature |  |
| Date: |  |
|  |
| Name of Supervisor |  |
| Approval Signature of Supervisor |  |
| Date: |  |