



BIMM
INSTITUTE



INSTITUTE FOR
CONTEMPORARY
THEATRE



PERFORMERS
COLLEGE

Ethical Review Policy & Procedure



Last approved: January 2019

Approved by: Academic Board

Next review due: January 2023



Scope

This Ethical Review Policy & Procedure applies to all students registered on a course at BIMM Institute, the Institute of Contemporary Theatre or Performers' College (collectively referred to as "the Institute"). This document summarises the Institute's approach to the ethical approval of undergraduate, postgraduate and staff research.

Policy Objective:

The Institute aims to ensure that all research projects are conducted in an ethical manner.

Procedure:

The procedure for ethical approval of primary research is outlined below. All primary research involving human participants requires ethical review.

The researcher will complete the Ethical Review Form (either undergraduate (UG) or postgraduate (PG)/staff as relevant) with the assistance of their supervisor.

The forms can be found on the Research & Enterprise page on the VLE.

If the application is considered 'High Risk' it must be submitted for ethical review to the ethical approval committee. Undergraduate proposals should be considered 'Low Risk' to be approved by the research supervisor with a copy of the completed ethical approval form being submitted to the course leader to maintain a record of the ethical review process.

The Role of the Supervisor:

For undergraduates and postgraduates, taught students' supervision of research is conducted by the relevant tutor or module/course leader, who is also able to provide guidance on ethical review and empowered to authorise 'Low Risk' projects on behalf of REC.

For staff research projects, the Head of Higher Education or equivalent in the College can provide advice on ethical review and is empowered to authorise 'Low Risk' projects on behalf of REC.

All 'High Risk' projects will be submitted to the ethical approval committee (a sub-committee of REC) for review and approval by the committee, or by REC Chair's Action if appropriate.

Please note: Research must not commence until ethical approval has been granted.



Undergraduate Primary Research Ethical Review Form

Ethical review is required for all research involving human participants. Primary data must not be collected until ethical approval has been granted. Ethical review is final and must be adhered to. It is important to disclose your research plans as fully, clearly and accurately as possible. Vague statements of intended research activities may lead to your proposal requiring revision prior to ethical approval. If your research does not involve human participants, you do not need to fill out this form.

I: Risk Assessment

Please tick 'yes' or 'no'	Yes	No
1) Will your study involve participants who are vulnerable, unable to give informed consent or in a dependent position ? Examples of such participants include (but are not limited to): <ul style="list-style-type: none"> • People under the age of 18 • People with learning difficulties • People in care facilities or in legal custody 		
2) Will participants be required to take part in the study without their consent or knowledge at the time (e.g. covert observation of people in non-public places), and/or will deception be used?		
3) Could the study induce psychological stress or anxiety , or cause harm, humiliation or negative consequences beyond risks encountered in the everyday life of the participants?		
4) Will any drugs or other substances be administered as part of the study and/or will an invasive or potentially harmful procedure of any kind be used?		
5) Will your project involve working with any equipment that may be considered hazardous?		
6) Will financial inducements (other than reasonable expenses or small-scale inducements such as a book token, admission to a gig or a minor reward offered as a prize draw for taking part in a survey) be offered to participants?		

If you answered 'yes' to any of the above, your project will be considered **'High Risk'**. High Risk research activity is out of scope for undergraduate research. It is therefore likely that your proposal will be rejected, and you will be asked to revise your project. However, if you wish to make a case that your proposal could be considered as **'Low Risk'**, please enter your reasons below. Your project will need to be approved by the BIMM Institute Ethical Approval Committee.

If you answered 'no' to all the above, your project will be considered **'Low Risk'**. Please now complete the review form below.



II: Ethical Review Form for 'Low Risk' Research Projects

1. Researcher

Name:	
ID number:	
Email address:	
College:	
Course:	

2. Project

Project title:	
Module:	
Expected start date:	
Expected end date:	

Aims and objectives of the project: <i>Please consider what you are hoping to discover through undertaking this project.</i>

Research question(s):

3. Methods

Please list all primary research methods you are planning to make use of:

4. Working with participants

What kind of participants (e.g. students, industry professionals) will be asked to take part?

How many participants are you planning to recruit?



How will you contact your participants?

Do you perceive any potential risks to participants or yourself? If so, please provide further details.

Will sensitive topics be discussed? If yes, what are they and how will you make sure that you do not expose your participants to risks beyond what they may encounter in their daily lives?

Is a Disclosure and Barring Service (DBS) check necessary for this project?

5. Anonymity, Confidentiality, Data Protection and Consent

Are your participants going to remain anonymous, or will you want to name them? Please explain your choice.
*It may, for example, be the case that research participants such as industry professionals could be named to demonstrate the presence of a meaningful source of information. **Participants should only be identified where they directly consent to doing so, based on accurate information regarding how this will be done in the study.***

Please tick 'yes', 'no' or 'N/A'	Yes	No	N/A
Will all participants be provided with an information sheet ?			
Will participants taking part in other forms of research than an online questionnaire (e.g. an interview or a focus group) be asked to sign a consent form ?			
Will participants self-completing an online questionnaire be informed that completing it implies consent?			
Will participants be told that they can withdraw at any time, and ask for their data to be destroyed and/or removed from the project until it is no longer practical to do so?			
Can you confirm that you will not use the data for any purpose other than that for which consent is given?			
Will all personal information be treated in strict confidence and never disclosed to any third parties?			
Can you confirm that all research data will be held in accordance with the Data Protection Act 2018 and GDPR guidelines? Please see https://www.jisc.ac.uk/guides/data-protection for details.			



If you answered 'no' to any of these questions, please explain why below. Make sure that your explanation of planned activity demonstrates adherence with legal and ethical requirements.

Empty box for explanation of 'no' answers.

6. Dissemination

Do you intend to share data or research findings outside of BIMM Institute? If yes, please provide details.

Empty box for details on data sharing.

Could the project produce findings that may have a negative effect on the reputation of BIMM Institute or its validating partners? If yes, please provide details.

Empty box for details on potential negative effects.

7. Declaration

- The information on this form is accurate to the best of my knowledge and belief, and I take full responsibility for it.
- I understand that I am responsible for monitoring the research at all times and recording and reporting any unexpected events to the Institute.
- If any serious adverse events arise in relation to the research, I understand that I am responsible for immediately stopping the research and alerting the relevant College Principal at the Institute within 24 hours of the occurrence.
- I am aware of my responsibility to be up to date with and comply with the requirements of the law and relevant guidelines relating to the security and confidentiality of personal data.
- I understand that research records/data may be subject to inspection for audit purposes if required in future.
- I understand that I may not commence this research until I have been notified that the project has approval.
- I understand my responsibilities to work within a set of safety and ethical guidelines as an academic researcher and comply with applicable ethical codes.

Signature of Researcher:

Date:

8. Approval

Name and job title:	
Signature:	
Date:	