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Ethical Approval Form Undergraduate Projects

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| Last approved: | 2022 |
| Approved by: | REC |
| Next review due: | 2024 |

Ethical Approval Form

Undergraduate Projects

BIMM University expects undergraduate students to engage with:

* **Practice research** where there is no need to engage with primary research beyond the creative work itself. In terms of ethics, you will be considering issues surrounding collaboration, reception and data management.
* **Enterprise work** where research may draw on existing data sets (secondary sources) or involve collecting primary data through surveys, interviews or focus groups. The data collection must be ethically low risk, and the participants need to be informed of their rights and how their data will be used.
* **Academic work** where most source material will be existing literature (secondary sources) and any primary research must be ethically low risk. The participants need to be informed of their rights and how their data will be used.

You will need to submit this form in a timely manner – the project must not commence until ethical approval has been granted. It is important that you disclose your project plans as fully, clearly and accurately as possible. Otherwise, your proposal may require revision in order to secure ethical approval.

I: Risk Assessment

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| Please tick ‘yes’ or ‘no’ | Yes | No |
| 1. Will the project involve human participants, collaborators or audience members, and there is a chance that they may be physically, emotionally or psychologically harmed? |  |  |
| 1. Is there a chance that you, as the project lead, could be physically, emotionally or psychologically harmed whilst undertaking the project? |  |  |
| 1. Will participants, collaborators or audience members be taking part in the project without their consent or knowledge at the time (e.g. covert observation of people in non-public places or filming audience members without their consent), and/or will deception be used? |  |  |
| 1. Will your project involve participants, collaborators or audience members who are vulnerable, unable to give informed consent or in a dependent position? Examples include (but are not limited to):  * People under the age of 18 * People in care facilities or in legal custody |  |  |
| 1. Will any drugs or other substances be administered as part of the project and/or will an invasive or potentially harmful procedure of any kind be used? |  |  |
| 1. Will your project involve working with equipment that may be considered hazardous? |  |  |
| 1. 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, collaborators or audience members? |  |  |
| 1. Does the activity involve you using new technology which might be *perceived* as being privacy intrusive? For example, the use of biometrics or facial recognition. |  |  |

If you answered ‘yes’ to any of the above, your project will be considered High Risk. This type of activity is out of scope for undergraduate projects. Your proposal will be rejected, and you will be asked to revise your project. If you do continue, you are breaching the [BIMM University Student Code of Conduct](https://www.bimm.ac.uk/wp-content/documents/Student-Code-of-Conduct.pdf?v4.0) which will lead to disciplinary action.

If you answered ‘no’ to all the above, your project will be considered Low Risk.

*Please now complete the approval form below.*

II: Ethical Approval Form

1. Student Information

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

2. Project

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

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| Summary of the project (max 400 words): |
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3. Working with participants, collaborators and audiences

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| Will you be involving participants, collaborators or audiences in your project? If so, please provide details on their role in the process. |
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| Do you perceive any potential risks to participants, collaborators, audiences or yourself? If so, please provide further details. |
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| You must obtain consent from all participants, collaborators and audience members and maintain a record of their consent. They must be fully informed, meaning that they are provided with key information about the project before they agree to take part. Any consent statements must be clear, concise and accessible.  Please provide details on how you will obtain consent. |
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| Are your participants, collaborators and audience members going to remain anonymous, or will you want to name them in your writing? If the latter, please explain your choice.  *It may for example be the case that participants such as industry professionals could be named to demonstrate the presence of a meaningful source of information. Participants, collaborators and audience members should only be named if they directly consent to this and have accurate information about the project and what their involvement entails.* |
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4. Primary research - *if you are not conducting any primary research, please go to Section 5*.

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| Will you be making use of primary research methods (questionnaires, interviews, focus groups)? Please provide details on what you are going to do. |
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| 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? |
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| 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 [BIMM University’s Data Protection Policies](https://www.bimm.ac.uk/privacy/) and [guidance from JISC.](https://www.jisc.ac.uk/guides/data-protection) |  |  |  |

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| 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. |
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5. Data Management Plan

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| *Data* may take many forms in an undergraduate project. For instance, you could be collecting primary research data, or you might need to consider how to best handle video data that features your collaborators or audience members.  Broadly speaking, primary research data falls into two categories:   1. **Personally Identifiable Data** (Information sheets; consent forms; completed questionnaires, audio tapes, transcripts, etc); 2. **Anonymised Data.**   These two different types of data require different management.  As far as possible, all research should be anonymized (names are replaced with codes, and all identifiable information such as locations, organisations and dates removed) or pseudonymized (using an alternative name and disguising identifiable information). Anonymisation is preferred.  Please note that the term ‘research data’ can encompass data in many different formats: text, images, audio and video recordings, hard copies etc. |

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| Please complete the table below with **as much detail as possible,** listing all the data that you are planning to collect.  ***Please delete the examples provided below and add your own text.*** | | | | |
| Type of data | Format | Will this data be appropriately anonymised or pseudonymised?  (if “no” please provide a brief explanation why not) | How will this data be protected against accidental loss, damage, and unauthorised access? | Will this data be shared with others during the research project?  (If “yes” please explain how you will ensure that you maintain participant confidentiality). |
| Interview transcripts | Digital (Word documents) | Yes | Storage on personal laptop (password protected).  Regular backups will be made to the university OneDrive (which is encrypted) and to a password-protected external hard drive. | No |
| Interview recordings | Digital (mp3 recordings on Dictaphone) | No (transcripts can be anonymised – original recordings cannot) | Recordings will be transferred to a password-protected external hard drive, which will be stored in a locker to which I have the only key.  Backups will be made to a second password-protected external hard drive, which will be stored securely in my home (locked filing cabinet). | No |
| Participant consent forms | Hard copy (paper forms) | No | Storage in a locker to which I have the only key. Where these are sent via email, I will print them off, and destroy the email thread in which they are contained, before storing in locker as above. | No |
| Filmed performances | Digital (MP4s) | No (video content cannot be anonymised) | Videos will be transferred to a password-protected external hard drive, which will be stored in a locker to which I have the only key.  Backups will be made to a second password-protected external hard drive, which will be stored securely in my home (locked filing cabinet). | No |

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| If you have any plans to retain any of the above data at the end of the project lifecycle, please detail them here: |
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| Please detail your plans for the secure destruction of all data which will not be retained at the end of the project lifecycle: |
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6. Dissemination

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| Do you intend to share data or project findings outside of BIMM University? If yes, please provide details. |
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| Could the project produce findings that may have a negative effect on the reputation of BIMM University? If yes, please provide details. |
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7. Declaration

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| * 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 project at all times and recording and reporting any unexpected events to BIMM University. * If any serious adverse events arise in relation to the project, I understand that I am responsible for immediately stopping the project and alerting the relevant College Principal at BIMM University 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 project records/data may be subject to inspection for audit purposes if required in future. * I understand that I may not commence this project until I have been notified that it has been approved. * I understand my responsibilities to work within a set of safety and ethical guidelines as a BIMM student and comply with applicable ethical codes.   **Signature of Student:**  **Date:** |

8. Staff Approval

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| Name and job title: |  |
| Signature: |  |
| Date: |  |