

Module Level Ethical Approval Process

This process applies in the case of medium ethical-risk within-module projects with participants such as interviewing business owners or street surveying members of the public.

This process applies to both individual or group based in-module projects.

- 1) Module Tutor (MT) writes the project brief for students, ensuring that ethical issues are contained by specifying:
 - a) range of primary data collection methods that students can select from (e.g. focus groups, street surveys, interviews)
 - b) target population/s from which students can sample
 - c) target sample size
- 2) MT completes Ethics Submission Online for the Module
 - a) stating the above framework of research activity details
 - b) stating the approximate number of individual or group projects involved
 - c) DEL to be specified as co-ordinator / reviewer
- 3) MT ensures that all tutors working on the module complete the university ethical online training

Following ethical approval:

- 1) Tutors introduce students to the importance of ethical research including the principles of data security and designing research within the approved framework
- 2) Tutors guide students in the design of their data collection instruments and sampling
- 3) Tutors check proposed data collection and sampling against the approved framework
- 4) Proposed data collection that lies outside the approved framework is referred to the Module Tutor who **either**:
 - a) Negotiates with the student / student group alignment with the approved framework research

or

 - b) Submits a fresh ethical application for the specific non-aligned projects
- 5) At the end of the research projects, tutors ensure that students destroy the data collected.