**Module Level 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.

Each module should be reviewed annually by the relevant Module Tutor and where there are significant changes, should re-apply for Module Level Approval on the Ethics Online system.

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
   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.