

## **Ethics Approval – A Brief Users Guide**

Any dissertation/thesis/project/module/assignment/consultancy/research 'proposal' and the like that involves: human or animal participants, their 'products' (for example: body samples, written records, etc); has a direct impact on individuals (for example: research that will evaluate people's working environments), or uses contemporary material that may implicate living subjects or organisations (for example: personal records, subject questionnaires and interviews or sensitive corporate data); will require ethical approval. Such 'research-type' activity cannot be 'disclaimed'. For such activities the University requires all students, supervisors and staff to apply for ethical consent using the 'fast track' approval form or, if appropriate, the 'full' ethical approval application form.

Only rarely, where there are no 'considered' ethical implications, should the 'disclaimer' form be deemed appropriate and signed. The signing of the disclaimer implies that ethical principles have been reviewed in relation to the 'proposed' work and no ethical issues have been found to apply to the research 'proposal'. In these cases research may then proceed.

For students, where ethics approval is deemed necessary (i.e. the Disclaimer Form has not been signed) the Fast Track Ethical Approval Form must be signed by the student, their supervisor, and one other academic colleague.

Please note that no research should be embarked upon until consent has been 'granted' (for 'full' approval forms) or 'agreed' (for 'fast track' forms) or 'disclaimed' and has been submitted.

The fully completed appropriate form is to be lodged with the Business School's Ethics Committee Secretariat (c/o Allison Baddeley, Room B227, Tel. 294257), e-mail: A.J.Baddeley

It is recommended that copies of submitted forms are retained by the student/supervisor/etc as deemed appropriate for the module/project/award (for example: for inclusion into submitted dissertation or project).

For staff members engaging in such activities (for example: research), only their own signature is required (see appropriately headed 'staff' fast track form – available on the School & University Websites). A copy of the form should however also be sent to the Business School's Ethics Committee Secretariat (see above).

All ethics approval forms and disclaimers are subject to University Quality audits