

# **STAFFORDSHIRE UNIVERSITY**

## **Faculty of Business and Law**

### **Summary of the Process for Ethical Approval**

Where the module leader/project supervisor identifies the need to do any form of research, students will be informed of the need to complete the appropriate ethics form. This information will be detailed within the module handbook and/or websites.

### **Disclaimer Form**

This form may be used where:

- Module leaders decide to sign off the whole module with a disclaimer if they deem it appropriate to do so (following the ethics guidelines).
- Students may individually identify the need to complete a disclaimer. This will be in discussion with the module leader.

Students will be asked to submit the disclaimer form as part of their assessment submission and all signed disclaimer forms. A copy must be sent to the Secretary of the Faculty Ethics Committee, for audit purposes.

### **Fast Track Form**

This form may be used where:

- The module leader/project supervisor informs the student of the need to complete this form.

Upon completion of the form, the student must submit it to the module leader/project supervisor for approval. This will then be sent to the Secretary of The Faculty Ethics Committee and if approved, the student and Supervisor will be informed and a copy of this form will be kept for audit purposes. Kris Lines will contact each office monthly to check how this is progressing, to highlight any issues etc. and will write a brief report for the Faculty Ethics Committee on this process.

### **Long Form**

Upon discussion with the module leader/project supervisor, the need to complete the long form will be identified. The student must complete the form and submit it to the module leader/supervisor in the first instance.

The module leader/project supervisor will submit the form to the Faculty Ethics Committee. Once this is approved both the Student and the Principal Supervisor will be informed and a copy kept at the Faculty for audit purposes.

The Secretary of the Faculty Ethics Committee will be an appointed administrator to this committee and meetings will be scheduled on a monthly basis.