Ethics Submission Form

**Access and Participation Plan Evaluation/Research Only**

* You must complete all sections of this form in as much detail as possible (word counts are given if necessary.) If your form is incomplete, it will be returned to you to resubmit.
* You must be given approval for your project from the Education ethics committee before you can begin
* Your form should be submitted to: [matthew.horton@wlv.ac.uk](mailto:matthew.horton@wlv.ac.uk)
* Applications will be reviewed within 30 working days of submission

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| 1. I understand that it is my responsibility to update this submission and I will obtain further approval if there are any changes required to the activities within the project at the time of data collection. | Choose an item. |
| 1. I have line manager approval to undertake this research | Choose an item. |
| 1. Give name of person giving approval: |  |
| 1. All staff researchers involved in this project have completed the University of Wolverhampton annual mandatory GDPR and Information Security Awareness Training | Choose an item. |
| 1. The evaluation project lead has familiarised themselves with the University’s Research Data Management Guidance and Research Data Management Policy.   <https://www.wlv.ac.uk/research/research-policies-procedures--guidelines/research-data-management/> | Choose an item. |
| 1. The evaluation project lead will ensure students involved in this project have familiarised themselves with the universities Data Protection Policy   <https://www.wlv.ac.uk/about-us/governance/legal-information/corporate-compliance/data-protection/> | Choose an item. |
| 1. The Theory of Change (TOC) and final evaluation toolkits are included within the appendix of this form. Resources to develop a ToC are available here: <https://canvas.wlv.ac.uk/courses/10325/pages/where-do-i-start-with-dot-dot-dot-developing-a-theory-of-change> | Choose an item. |
| 1. Participants have been/will be fully informed of the risks and benefits of participating and of their right to refuse participation or withdraw from the research at any time? (You should ensure that you have given consideration of your duty of care and any perceived risks to the University, staff, students and other stakeholders) | Choose an item. |
| 10. All paper records will be stored in lockable cabinets and only accessible to those involved in the evaluation. Electronic records will be password protected/encrypted. | Choose an item. |

When obtaining consent to participate in the evaluation, you will use the standardised Access and Participation information sheet and the consent form(see appendix) and only make changes to the form where this is outlined. Note you need to include the final form within the appendix of this document.

**Appendices (All submissions)**: Please list the items that you are submitting with this document. (These will need to be submitted to: [matthew.horton@wlv.ac.uk](mailto:matthew.horton@wlv.ac.uk). You may want to include additional information that will help the panel with their decision such as your proposal. You need to provide examples of research instruments, recruitment posters and leaflets, information sheets (age appropriate) assent forms (for children), consent forms and risk assessments if required. Click here to enter text. This box will expand as required.

**Section One**

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| First Name: | Enter First Name here |  | |  |
| Surname: | Enter Surname here | Daytime Contact Number:  (in case we need to contact you) | | Enter a contact number here |
| University Email Address: | Enter your University email address only |
| Name of Line Manager /Project Supervisor for project approval: | | | Enter names here | |

Subject area your research/project is located (Please check all that apply)

FEHW  FSE

FABSS  COLT

Cross University Project  Access and Lifelong Learning

UK Recruitment

Other (Please give details below)

Who will be involved in conducting the evaluation?

Managers/Practitioners  Academics  External Consultants

PGR Student Employed by University for the work  PGR Student as part of studies  PGR Student Voluntary

**Section Two**

2.1 Project title: Click here to enter text. This box will expand as required.

2.2 What are the proposed start and end dates of the evaluation? *Start: DD/MM/YY End: DD/MM/YY*

2.3 Give details of proposed research questions/hypothesis

Click here to enter text. This box will expand as required.

2.4 Briefly outline your project, stating the rationale, aims and expected outcomes (300 words)

Click here to enter text. This box will expand as required.

2.5(a) How will your research be conducted? (750 words max). Describe the methods so that it can be easily understood by the Ethics Committee. Ensure that acronyms and subject specific terminology are clearly explained.

Click here to enter text. This box will expand as required.

2.5(b) Please outline the standards of evidence that your project meets, by ticking the highest standard type below. The [OfS have published evaluation guidance](https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/evaluation/standards-of-evidence-and-evaluation-self-assessment-tool/) for HEI’s to provide robust evidence on what works.

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| **Type** | **Description of impact** | **Evidence** | **Claims you can make** | **Select the highest standard type, your evaluation meets** |
| **Type 1: Narrative** | Evaluation provides a clear narrative (Theory of Change / logic model) for why we might expect an activity to be effective. | Refer to:   * Yours/others existing evidence * Research literature * Theory | We have a coherent explanation of **what** we do & **why** based on evidence. Claims are research-based | Choose an item. |
| **Type 2a: Empirical enquiry** | Evaluation evidence shows that those receiving an intervention experience improved outcomes (no comparison group included). | Quant. &/or qual. evidence of a pre/post intervention change, or a difference compared to what might otherwise have happened | We can demonstrate that our interventions are ***associated*** with beneficial results. Not causal | Choose an item. |
| **Type 2b: Empirical enquiry\*** | Evaluation evidence shows that a) those receiving an intervention have better outcomes compared to those that did not engage b) or outcomes increase with increased engagement in the intervention | Choose an item. |
| **Type 3: Causality** | The impact evaluation methodology provides evidence of a causal effect of an intervention. Methods can include RCTs where participants are randomly allocated to treatment or non-treatment group or a quasi-experiment where participants are matched\*\* | Quant. &/or qual. evidence of a pre/post treatment change on participants relative to an control/comparison group who did not take part in the intervention | We believe our intervention ***causes*** improvement and can demonstrate the difference using a control / comparison group | Choose an item. |

\*At UoW we have split empirical enquiry into two groups. 2a includes no comparison group and 2b includes a comparison group

\*\*RCT’s are a useful approach if you are piloting an intervention to see if it works, before upscaling. Quasi-experimental approaches will at least require a matched groups design to meet this standard (e.g., students in the experiment and control groups have similar characteristics).

2.6 How will your findings be shared? Will findings be shared internally or externally. If findings are intended to be shared externally, then please outline how (e.g. journal articles or websites etc).

Click here to enter text. This box will expand as required.

**Section Three:**

3.1 Which area(s) of the student lifecycle does your evaluation focus on? (You can select more than one response)

Student access (e.g. pre-entry)

Student continuation (e.g. completing their course)

Student degree outcomes

Student progression into further study or employment

Other

3.2 Does your research involve collecting primary and / or secondary data?

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| Does your research involve collecting primary data? This is data that you intend to collect yourself via for example a questionnaire, survey, interviews, case studies or focus groups. | Choose an item. |
| Does your research involve the use of secondary data? This includes student records data or data relating to how many times a student has engaged in an intervention / student support service | Choose an item. |

3.3. If you have answered yes to question 3.2, who would be involved in the research (e.g., participants)? Click here to enter text. This box will expand as required.

3.4 Does your research involve children under 18 years of age? Choose an item.

3.5 If yes, do you have an Enhanced Disclosure Certificate from the Criminal Records Bureau/Disclosure and Barring Service Choose an item.

3.6 Are participants in your study going to be recruited from a potentially vulnerable group? See RPU website [here](https://www.wlv.ac.uk/research/research-policies-procedures--guidelines/ethics-guidance/)

Choose an item.

If you have answered ‘Yes’ above, click here to enter text.

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3.7 How will your data be analysed? This should include how success will be measured.

Click here to enter text. This box will expand as required.

3.8 Is ethical approval also required by an external agency? (e.g. NHS, other university, outside organisation)

Choose an item.

Enter contact details here of person who can verify ethical approval if necessary.

3.9 Please outline any particular risks and benefits of his project

Click here to enter text if required.

**Section Four**

**Confirmation of Ethical Approval for APP Evaluation and Feedback on Submission**

**To be completed as indicated by Head of Education Ethics Committee or nominated deputy.**

Submission Number: Enter submission number

Date of Review: Click here to enter a date.

Identified Category

On behalf of members of staff and students, I can confirm that the proposal for research being made by the above student/member of staff is Choose an item.

Decision

I confirm that the proposal for research being made by the above member of staff/student is

Choose an item.

Comments and Feedback: Click here to enter text. This box will expand as required.

Proposed Actions: Click here to enter text. This box will expand as required

Name of Head of Ethics Panel giving approval: Click here to enter name.

Signed (This form must have a valid signature): Click here to paste signature.

Date: Click here to enter a date.

**Appendix 1: Pre-bootcamp questions, data protection statement and consent**

**Revise areas in yellow for your project**

Thank you for taking the time to complete this short survey. It should take less than 2 minutes to complete.

The University of Wolverhampton is the data Controller and is committed to improving the student experience and the wider benefits that students may gain from studying. This survey aims to support this work, by gaining an understanding of how your participation in the Graduate Bootcamp has benefited you. Your responses to this survey will be kept strictly confidential. The data will only be used for research purposes for the University Access Participation Plan, Teaching Excellence Framework and to make recommendations on how we can improve the student experience and outcomes. The survey data will be matched to student records to understand the benefits of the Graduate Bootcamp on other outcomes such as future progression. We may also match your student records data to obtain an understanding of your characteristics (e.g., ethnicity, age, your postcode, and prior qualifications). Data will not be transferred to third parties outside of the university.

Your data will be processed for seven years to support analysis in line with the objectives outlined above. If you are concerned with the way your personal data has been handled, you may contact [dataprotection@wlv.ac.uk](mailto:dataprotection@wlv.ac.uk) to make a complaint. You also have the right to complain to the Information Commissioner’s Office at <https://ico.org.uk/>. You have a number of other rights available to you, which can be found on the University Data Protection website at <https://www.wlv.ac.uk/about-us/governance/legal-information/corporate-compliance/data-protection/>.

If you would like more information about the study or wish to withdraw your consent at any time, please contact by email: careers@wlv.ac.uk

Consent

I have read the information above and agree for my data to be processed as outlined:  Yes / No