Ethics Application Process Flow TAUGHT STUDENT (BA, BsC, MA, MsC)

(Excluding PhD, MPhil and Research Staff applications)

ADH Ethics Overview Guide, sample application forms, supporting document templates can be located on the ADH Ethics Website

Taught Student applicant downloads the current ADH Taught Student Ethics Application

Form directly from the ADH Ethics Website and completes Section A to B in the first instance.

This is a mandatory requirement for all applicants who are conducting research.

If there are **NO ethical issues are identified** in Section B (indicated if the applicant answers **NO** to all questions) the applicants Tutor submits the form to adhethics@dmu.ac.uk copying in the applicant.

If **ethical issues ARE identified** in Section B, (indicated if the applicant answers **YES** to any of the questions) the applicant completes the rest of the form referring to the same form for reference.

In the first instance Tutor checks the application form and supporting document templates, ensuring that ALL sections have been completed correctly. A sample application form is available to assist with internal assessment. Once agreed Section H of the form is completed by the Tutor.

It is a mandatory requirement for the Tutor and applicant to complete Section H.

Applications which have not been authorised will be returned to the Tutor and applicant.

Applicants must not conduct their research until they have received full approval from the relevant assessor as indicated in the instructions below.

Low Risk Applications

Tutor informs the applicant of the outcome by e-mail.

Approved applications are submitted by the Tutor to

ADHethics@dmu.ac.uk
which are logged and
filed by the Research &
Innovation Office and
reported at Faculty
Research Ethics
Committee
(FREC).

Medium Risk Applications

Tutor authorised forms and supporting documents are submitted by the Tutor (copying in the applicant) from a DMU e-mail account to the relevant assessor e-mail address below for final assessment.

School of Design submissions:

DRESC@dmu.ac.uk

All other Schools:

ADHethics@dmu.ac.uk

High Risk Applications

Tutor authorised forms and supporting documents are submitted by the Tutor (copying in the applicant) from a DMU e-mail account to ADHethics@dmu.ac.uk for final assessment by ADH Head of Research Ethics.

Applications of this type may require approval by the University Research Ethics Committee (UREC).

Faculty Committee Reviewers are allowed a maximum of 10 working days to complete and submit their review.

Only when an application is approved by the relevant assessor can the applicant proceed with their research.

If activity proposed in the application is **declined** by FREC the Tutor and applicant is notified by e-mail and the study is withdrawn.

If application is **approved by FREC** the Tutor and applicant is informed of result by e-mail. Fully approved form is logged and filed by the Research & Innovation Office and reported at Faculty Research Ethics Committee.

If it is agreed by FREC that amendments are required feedback is relayed to the Tutor and applicant by e-mail and a request to revise the ethics form and resubmit to a resubmission deadline will be issued.