

**HLS Faculty Research Ethics Committee (FREC) Submission Requirements for Undergraduate and Post Taught Students**

The below guide provides a brief outline of what is required for a UG/PGT student to gain ethical approval. It is vital that both student and supervisor have adhered to DMU's [Research Ethics Code of Practice \(RECoP\)](#). NB Undergraduate and Taught Post Graduate research approved at a programme level should be low risk. In exceptional circumstances, medium risk research can be approved after consultation with the relevant FREC. UG/PGT students should not undertake high risk research.

<b>Student</b>	<p><b>Step 1: Student</b> emails completed application with all supporting documentation to their <b>Supervisor/Programme Leader/Module Leader (S/PL/ML)</b>. <i>Please ensure these are named appropriately so the reviewers and HLS FREC can identify what documents have been included and by whom. Furthermore, this <u>must</u> be sent from an official DMU student email account.</i></p>
<b>Supervisor/ Programme Leader/ Module Leader</b>	<p><b>Step 2: S/PL/ML</b> reviews student's application and discusses any changes required.</p> <p><b>Step 3:</b> Once happy with the application, the <b>S/PL/ML</b> should then coordinate <u>two</u> independent reviews in line with the RECoP.</p>
<b>Reviewers</b>	<p><b>Step 4: Reviewers</b> read the application and supporting documents, raising any concerns in the <a href="#">FREC Reviewer Form</a>. If a reviewer requires changes they must return their FREC Reviewer Form to whomever is coordinating the application. The student must address these comments, and once actioned the reviewer must check these changes. If/once the reviewer “approves” the application, they email their completed FREC reviewer forms to <b>S/PL/ML</b>.</p>
<b>S/PL/ML</b>	<p><b>Step 5:</b> Once the application and supporting documents have received reviewer “approval”, a <a href="#">Taught Student Proforma</a> should be completed. <i>If you are submitting multiple applications, only one Proforma is required as long as it lists each application.</i></p> <p><b>Step 6: S/PL/ML</b> submits their student(s) application(s) and supporting documents to <a href="mailto:hlsfro@dmu.ac.uk">hlsfro@dmu.ac.uk</a>. <i>Please title your email appropriately so it is identifiable e.g. “Ethics application-Student Name-Module-Date”.</i></p>
<b>HLS FREC</b>	<p><b>Step 7: HLS FREC</b> complete their checks and provide approval email and 4-digit reference code to <b>S/PL/ML</b>. Once approval email received from <a href="mailto:hlsfro@dmu.ac.uk">hlsfro@dmu.ac.uk</a> the student can begin their project.</p>

**Attachments and supporting documentation-***This list is non-exhaustive but attachments may include the following.*

- Ethics Application Form (compulsory).
- Research Proposal (compulsory).
- Consent form(s).
- Participant Information Sheet(s).
- Data collection tools (e.g. draft interview schedule, survey questionnaire).
- Recruitment flyer or advertisement.
- Face 2 Face Research Risk Assessment.
- 2 x completed reviewer forms (compulsory) – *S/PL/ML responsibility.*

**Accepted file formats:** word.doc / word.docx / adobe.pdf / windows.zip / outlook.msg

**To create a zip file** - Select the files or folder that you want to zip. Right-click and select ‘Send to’, and then select Compressed (zipped) folder. A new zipped folder with the same name is created in the same location.

**All** documents, example tools and processes referred to can be found on the [HLS FREC Website](#)