**MA Academic Practice in Art, Design and Communication**

**Major Project Ethical Enquiry Form**

**Participant name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tutor name:** Frederico Matos / John O’Reilly (delete as appropriate)

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| **1. Who will be providing you with information to help you answer your question?**  Delete as appropriate:  Students at UAL  Staff at UAL  Students at another institution (please specify institution):  Staff at another institution (please specify institution): |
| **2. How will you get informed consent from these participants?**  Even if you only intend to collect and use information directly from your students’ normal activities (e.g. their coursework), you will still need to have their consent for you to use this information for the purpose of your enquiry. They should have the right to opt out of their data being used, while still being able to take part in the activity. Your participants also have a right to *anonymity*. This doesn’t mean you can’t use video, images etc – it just means participants need to have given their consent for images or footage of themselves to be used in this way.  You might use a consent form that also provides information about your enquiry; however you should consider how the use of such a form might influence the outcomes of the activity you have in mind. You may decide that verbal consent, or retrospective consent, is more appropriate. If you are ONLY collecting data through surveys, you can obtain informed consent through the survey itself (using a checkbox on the survey with a link to the supporting information).  Whatever method you use, participants must be able to *access information* about the study so they know what they are consenting to, and they should be *allowed to withdraw their consent* if they change their mind. There are examples of Participant Information and Participant Consent Forms on Moodle for your reference. |
| **3. What will you be asking participants to do?**   For example:   * Consent to their contributions to [activity x] being used for the purposes of this study * Complete a survey about their experience of [x] (include a link to the survey if possible) * Take part in a focus group on [x] (attach a plan/structure for the focus group) * Respond to an e-mail asking three questions about [x] (state the questions) |
| **4. What potential risks to the interests of participants do you foresee and what steps will you take to minimise those risks?** A participant’s interests include their physical and psychological wellbeing; their commercial interests; and their rights of privacy and reputation.  This may not be a straight ‘no risk’ situation. Is it possible that some participants might find their involvement stressful or embarrassing? Are your questions likely to raise strong emotions? How might you mitigate any risks? |
| **5. What potential risks to yourself as the practitioner do you foresee and what steps will you take to minimise those risks?**  For example, if you are interviewing a student one-to-one, should you do so in an open place? |
| **6. Does your project involve children or vulnerable adults e.g. a person with a learning disability?**  Delete as appropriate: **YES/NO**  **If yes, please describe what extra measures you will put in place regarding safeguarding:** |
| **7. How will you store the information you gather from participants?**  If you have assured your participants’ anonymity, you will need to think about how you store the information you collect from/about them. You should also consider how long you will retain it for.     * Will you separate personal identifiers (e.g. names, student numbers) from other information? How? * After your enquiry, which of your data sets will you retain, how long for, and for what purpose? How will they be stored? * Which of your data sets will you destroy? Why? How will you ensure its confidential disposal? |
| **8. I confirm my responsibility to deliver the project in accordance with the Code of Practice on Research Ethics of the University of the Arts London (the University). In signing this form I am also confirming that:**   1. **The form is accurate to the best of my knowledge and belief.** 2. **I understand and accept that the ethical propriety of this project may be monitored by the relevant College Research body and/or the University’s Research Ethics Sub-Committee.** |
| Signed: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ |
| **9. I support this project and have** **reviewed it with the participant:**  Signed: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ |