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**Research ethics approval form**

All students conducting research activity that involves human participants or the use of data, collected from human participants, may be required to gain ethical approval before commencing their research. Please answer all relevant questions and note that your form may be returned if incomplete.

For further support and guidance please see your Unit Tutor.

**Before completing this form, we advise that you discuss your proposed research fully with your Unit Tutor. Please complete this form in good time before your research project is due to commence.**

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| --- |
| **Section One: Basic details** |
| Project title: |
| Student Details**Student Name Student ID** |
|  |
| Programme: Hospitality Management  |
| School: HOTEL SCHOOL Hotel Management College |
| Start date: |
| End date: |

 **Section Two: Project summary**

Please select all research methods that you plan to use as part of your project:

|  |
| --- |
| Interviews |
| Questionnaires |
| Observations |
| Use of Personal Records |
| Data Analysis |
| Action Research |
| Focus Groups |
| Other (please specify) |

 **Section Three: Participants**

|  |  |  |  |
| --- | --- | --- | --- |
| Will your research involve human participants? | Yes |  | No |

Who are the participants? Tick all that apply

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ages 12–16: |  | Young people aged 17–18: |  | Adults: |

How will participants be recruited (identified and approached)?

Describe the process you will use to inform participants about what you are doing:

How will you obtain consent from participants? Will this be written? How will it be made clear to participants that they may withdraw consent to participate at any time

**Studies involving questionnaires**: Will participants be given the option of omitting questions they do not wish to answer?

|  |  |  |
| --- | --- | --- |
| Yes: |  | No: |

If No, please explain why below and ensure that you cover any ethical issues arising from this:

**Studies involving observation:** Confirm whether participants will be asked for their informed consent to be approved.

|  |  |  |
| --- | --- | --- |
| Yes: |  | No: |

**Will you debrief participants at the end of their participation?** (e.g. give them a brief explanation of the study)

|  |  |  |
| --- | --- | --- |
| Yes: |  | No: |

**Will participants be given information about the findings of your study?** (This could be a summary of your findings generally)

|  |  |  |
| --- | --- | --- |
| Yes: |  | No: |

|  |
| --- |
| **Section Four: Data storage and security** |
| Confirm that all personal data will be stored and processed in compliance with the Data Protection Act (1998)Yes: No: |
| Who will have access to the data and personal information? |
| **During the research** |
| Where will the data be stored? |
| Will mobile devices, such as USB storage and laptops, be used? Yes: No:**If yes, please provide further details:** |
| **After the research** |
| Where will the data be stored? |
| How long will the data and records be kept, and in what format? |
| Will the data be kept for use by other researchers? Yes: No:**If yes, please provide further details:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section Five: Ethical issues** |  |  |  |
| Are there any particular features of your proposed work which may raise ethical concerns? If so, please outline how you will deal with these:It is important that you demonstrate your awareness of potential risks that may arise as a result of your research. Please consider/address all issues that may apply. Ethical concerns may include, but are not limited to the following:* informed consent
* potentially vulnerable participants
* sensitive topics
* risks to participants and/or researchers
* confidentiality/anonymity
* disclosures/limits to confidentiality
* data storage and security, both during and after the research (including transfer, sharing, encryption, protection)
* reporting
* dissemination and use of your findings.
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| **Section Six:** **Declaration** |  |  |  |
| I have read, understood and will abide by the HOTEL SCHOOL Hotel Management College Research Ethics Policy:Yes: No: |
| I have discussed the ethical issues relating to my research with my tutor: Yes: No: |
| **I confirm that, to the best of my knowledge, the above information is correct and that this is a full description of the ethical issues that may arise in the course of my/our research.** |
| Student Name(s) |  |  | Date |
|  |  |  |  |
| Please submit your completed form to: |  |  |  |