

How to Apply for Ethical Review for a New Postgraduate Research (PGR) Student Project

All new PGR student projects undertaken by PGR students **first registered as from 1st September 2008** are subject to the University's Ethical Review Process.

Step 1 – Self-Assessment Form (SAF)

The online SAF should be **completed by the student's supervisor** in discussion with the student for all new PGR student projects.

The SAF should be completed before the start of any substantive research (including pilot studies, but excluding literature review). At the latest, ethical approval should have been sought by the end of year 1 for full-time PGR students (pro-rata as appropriate for part-time students). The end of year 1 progress review should record whether ethical approval has been sought.

If the SAF indicates that no further ethical review is required, then ethical review is completed and work can then begin on the project. If the SAF indicates that further ethical review is required, the academic supervisor (in consultation with the PGR student) should continue to step 2 below and complete an Application for Ethical Review.

Step 2 – Completion of Application for Ethical Review (AER)

If the SAF indicates that further ethical review by one of the two University Ethical Review Committees is required, the academic supervisor (in consultation with the PGR student) must initiate the second step of University ethical review by downloading the AER form, completing it and submitting it to the Research Ethics Office, via email.

Please note that if an AER is required it should be completed by the supervisor in consultation with the PGR student, and submitted by the supervisor.

Step 3 – Review by University Committee

Following the electronic submission of the AER by the supervisor, the third step of the University ethical review process consists of the review and approval by one of the two University Ethical Review Committees – either the Science, Technology, Engineering and Mathematics (STEM) Ethical Review Committee or the Humanities and Social Sciences (HASS) Ethical Review Committee.

The HASS and STEM Ethical Review Committees are made up of volunteer academic members of staff and external lay members.

Once the Committee has completed its review, the outcome is then notified to the supervisor and PGR student. Possible outcomes include:

- Straight approval
- Conditional approval
- Request for further information and changes
- Invitation to resubmit

- Rejection