

### Appendix 3

#### University of London Institute in Paris (ULIP) Ethical Approval Process and Guidance

**University of London Institute in Paris' members of staff** are subject to the same ethical approval process as the School of Advanced Study's. Details of the process are outlined in Appendix 1. Queries should be directed to ULIP's Director of Research.

**University of London Institute in Paris' MPhil/PhD students** are subject to the same ethical approval process as the School of Advanced Study's, administered via the [School of Advanced Study's Doctoral Centre](#). Details of the process are outlined in Appendix 1 and in [the Student handbook](#) (see p. 14). Queries should be directed to ULIP's Director of PGR.

**University of London in Paris' Undergraduate and Masters students** are subject to follow the internal processes which are described as follows. Queries should be directed to programme leaders and module convenors.

#### Ethical approval for: C329 Dissertations (BA French Studies, including with minors) POLP388 Research (BA International Politics, including with minors) MA Urban History and Culture

##### Principles

All undergraduate students need ethical approval for any research project or element of coursework involving gathering or holding data from human participants in any form.

It is a requirement that ethical approval is given before the research project begins.

In most cases the appropriate person to give ethical approval is the dissertation supervisor or dissertation/research project module coordinator.

It is assumed that nearly all undergraduate research will require a very 'light-touch' approach to ethical approval, with minimal levels of form-filling and time required. However, prior ethical approval is a requirement for **all** research involving human participants and it is not acceptable to ignore this requirement. The implications of doing so could range from a reduced mark for your work to legal action against the researcher and/or University. For the same reasons, you need to inform us of any changes to your dissertation, project or coursework once ethical approval has been granted. Ethical approval must be given before your piece of work can proceed. For this reason, you are strongly advised to start thinking about this process as early as possible.

##### Who does this apply to?

Any undergraduate student undertaking an individual or joint research project involving gathering or holding data from human participants. Applicable methods can include interviews, focus groups, administration of surveys or questionnaires, ethnography, participant observation, or similar (but not, for example, questions sent by email, nonparticipant observation or information about human participants that is publicly or lawfully available – census data, population statistics produced by the government, personal letters and diaries etc., held in public libraries).

Courses where this will typically apply are final year dissertations. Depending upon when the fieldwork is going to take place, the ethical approval process will most likely need to be completed at the very beginning of the academic year or in certain cases, the end of the preceding summer semester.

### What you need to do

If you are undertaking a dissertation or any sort of research project / coursework then you need to fully complete **the ULIP Research Ethics Form** including a summary of the dissertation / project and research methods to be used, and have this signed by your dissertation supervisor and/or module convenor. Once approved and signed, please submit a copy of this form to the module convenor. This will be recorded on your student file.

In addition to this, each research participant must see and sign a **Participant Information Sheet and Consent Form**.

### Research participants

Participants should enter into the research freely and willingly and know and understand what they are agreeing to when they take part.

- No one should be made to participate in a research study against their will.
- Those recruiting participants should ensure that no undue influence is exerted in order to persuade the participant to take part in the research.
- Participants should be made aware that participation is entirely voluntary; that refusal will attract no sanction, and that they will not be required to give reasons for refusal; that if they agree to participate in the study, they are free to leave the study at any time without being required to give reasons for leaving.
- Wherever possible anonymity and confidentiality should be maintained.
- It is inappropriate to offer volunteers excessive payments which might induce them to participate in a study against their better judgement.

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## ULIP Undergraduate and PGT (Masters) Research Ethics Form

*[Complete all sections of the form and submit to the dissertation module convenor for approval.]*

This form is to be completed where any element of your coursework involves you gathering or holding data from human participants in **any** form (e.g. interviews, surveys, observation or testing).

All participants should be presented with a completed participation information sheet (separate document) and **must** sign the participant consent form before any element of your research is undertaken. This same procedure applies for participants completing an online survey or telephone interview etc.

<b>Student name(s) and number(s)</b>	
<b>Programme of study</b>	
<b>Course Code</b>	
<b>Course Title</b>	
<b>Name of dissertation or project supervisor / course coordinator</b>	
<b>Title of dissertation / project / coursework / assessment</b>	

**Summary of dissertation / project / coursework / assessment, outlining methods to be used**

**Ethical Considerations**

<b>Question 1.</b>	<b>YES</b>	<b>NO</b>
Will any of these participants be from the following groups? Yes or No please tick (✓) one box:		
<ul style="list-style-type: none"><li>• Children under 18</li><li>• The elderly</li></ul>		

- Adults with learning difficulties
- Adults in emergency situations e.g., those in refugee camps or seeking asylum
- Adults with mental illness (particularly if detained under mental health legislation)
- Adults with dementia
- Adults from non-English or non-French speaking backgrounds
- Patients or clients of professionals
- Prisoners or parolees
- Young offenders
- Participants involved in illegal activities
- Adults in Scotland who are unable to consent for themselves
- Any other groups who could be considered vulnerable/unable to give informed consent

Question 2.	YES	NO
Will any of these issues apply? Yes or No please tick (✓) one box		
<ul style="list-style-type: none"> <li>• Payment or incentives will be given to research participants (e.g. gifts/money/free service)</li> <li>• Participants will discuss any topics or issues that might be sensitive, embarrassing or upsetting</li> <li>• Criminal or other disclosures requiring action could take place during the research</li> <li>• Observe or involve participants without their knowledge or consent</li> <li>• Does your research raise any issues of personal safety for you or other researchers involved in the project?</li> </ul>		

If you answered **No** to Questions 1 and 2 above then you are free to undertake your research providing you abide by the following conditions.

- You must always use ULIP's participant information sheet to gain consent from any individuals involved.
- If your research alters at any time before submission to include any of the participants listed in Question 1 or the issues listed in Question 2, then this approval is revoked and you must speak immediately to your supervisor or course coordinator

If you answered **Yes** to either Questions 1 or 2 above then ethical approval cannot automatically be granted by ULIP. Please discuss this further with your dissertation supervisor or dissertation module convenor before continuing further.

Please tick (✓) to show you understand the ethical approval process:

I have read through questions 1 and 2 above and I can confirm that my research does not need additional ethical approval.

<b>Signature (Student)</b>		<b>Date</b>	
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I agree that the research undertaken by this student does not require additional ethical approval.

Signature (Supervisor / Course Coordinator).....

Date.....

**Once signed by your Supervisor/Course Coordinator, please submit a copy of this form to the dissertation module convenor. This will be recorded on your student file.**

**University of London Institute in Paris****Ethical Approval****Participant Information Sheet**

*[The person undertaking the research must complete each section.]*

What is the title of the research?

Who will conduct the research?

What is the aim of the research?

Why have I been chosen?

What would I be asked to do if I took part?

What happens to the data collected?

How is confidentiality maintained?

What happens if I do not want to take part or if I change my mind?

What is the duration of the research?

Where will the research be conducted?

Will the outcomes of the research be published?

What benefit might this research be to me or other subjects of the research?

Contact for further information

What if something goes wrong?

**University of London Institute in Paris  
Ethical Approval**

**PARTICIPANT CONSENT FORM**

***[To be completed by each participant]***

If you are happy to participate in this study, please complete and sign the consent form below.

**Please  
Tick  
Box**

I confirm that I have read the attached participant information sheet and have had the opportunity to consider the information and ask questions, and had these answered satisfactorily.

I understand that my participation in the study is voluntary and that I am free to withdraw at any time without giving a reason and without detriment to any treatment/service.

I agree to take part in the above research project.

Name of participant

Signature

Date

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Name of person taking  
consent

Signature

Date

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**University of London Institute in Paris**  
**Evaluation éthique**  
**Fiche d'information pour les participants**

*[A remplir par le chercheur et à donner à chaque participant]*

Titre du projet :

Chercheur responsable du projet :

Objectifs des recherches :

Pourquoi vous a-t-on sélectionné pour participer ?

Ce que vous serez invité à faire :

A quelles fins les données récoltées seront-elles utilisées ?

Comment le projet assure-t-il la confidentialité des participants ?

Comment faire si vous ne voulez pas, ou ne voulez plus participer?

Combien de temps les recherches durent-elles?

Où se déroulent les recherches ?

Les données recueillies seront-elles publiées ?

Qui contacter pour des renseignements supplémentaires ?

**University of London Institute in Paris****Evaluation éthique****Formulaire de consentement**

*[A remplir par le participant]*

**Merci  
de  
cocher  
la case**

Je reconnais avoir lu le présent formulaire de consentement, et consens volontairement à participer à ce projet de recherche. Je reconnais aussi que le responsable du projet a répondu à mes questions de manière satisfaisante et que j'ai disposé de suffisamment de temps pour peser ma décision de participer.

J'ai compris que ma participation à cette recherche est totalement volontaire et que je peux y mettre fin à tout moment, sans pénalité d'aucune forme, ni justification à donner. Il me suffit d'en informer le responsable du projet.

Signature du participant :

Date :

Nom (majuscules) :

Signature du responsable du projet :

Date :

Nom (majuscules) :

**Un exemplaire du formulaire d'information et de consentement signé doit être remis au participant.**