



## Appendix 2

# University of London Worldwide Ethical Approval Process and Guidance

University of London Worldwide provides degrees through distance learning programmes. Most of the ethical approval responsibility falls under the University of London Colleges which own the intellectual content of these programmes. In the event the University of London Worldwide owns the content and manages the course, the ethical approval responsibility will fall under the University of London as noted in the Research Ethics Policy and guidance per courses would be provided.

### Guidance on Research Ethics for Global MBA Programme

**All Global MBA students undertaking a Project module are required to submit an Ethics Checklist by week 5 of the module.**

Please note: Requirements for further ethical approval beyond the checklist may result in your coursework submission being delayed, as further consideration will be required.

The process is to ensure you, and in the first instance, your online tutor consider implications and methodology of any research involving participants and/or study of real-world data conforms to general ethical principles and standards.

**If your research involves areas for consideration, we will work with you to ensure:**

You should ensure you are able to identify ethical implications as well as act in an ethical manner when engaging in research.

Research is designed, reviewed and undertaken to ensure integrity, quality and transparency. Activities which involve research or studies on human participants or involving data relating directly to identifiable human subjects, will always require formal ethical consideration and a review may be needed where other factors could be present including:

A risk or harm to the researchers or the participants;

**Information on the Ethics Checklist:**

You must first declare via the self-evaluation form whether you foresee ethical implications. This form should be submitted in **week 5** of the Project module. The ethics submission

You should consider whether your study is likely to be affected by any legislation and, if it is, it is your responsibility to ensure that you comply;

Information given by participants must be protected by anonymity, unless otherwise specified and agreed in writing, and the original data must be adequately safeguarded, following the guidelines of the Data Protection Act 1998.

**Areas not requiring ethical consideration, if they exclude the above list:**

It is not normally necessary to obtain ethical approval for research using anonymous data obtained in the course of supplying a service which those concerned had chosen to receive, for example customer research

Research using student performance data, or asking students to complete a questionnaire, for the purpose of improving teaching and learning, or a survey by HR to develop a new employment benefit, would be considered part of the existing relationship between the researcher and the participants.

**Areas of methodology you need to consider:**

<b>Use of video or CCTV</b>	Increasingly researchers are using camera-visual methods to study human behaviour. Such research has to be conducted within the terms of the Data Protection Act 1998.
<b>Anonymity</b>	The provider of the information cannot be identified. This requires techniques such as anonymous coding, with the code key being safeguarded appropriately such as in a locked cabinet to which a few named people only have access, or electronically protected adequately by encryption or password.
<b>Secondary use of data:</b>	Safeguarding anonymity is an issue to be considered if you are proposing to use anonymised data which has been collected and is

<b>Recording interviews and copyright</b>	<p>The problem of copyright ownership potentially arises when a researcher makes an audio or video recording, or notes down an interviewee's words verbatim. For question and answer interviews, there is usually no problem, and copyright in the recording belongs to the researcher.</p> <p>However, if the recording is of something which is recognisable as a work - a story, or some kind of performance (e.g. a song, a dance, a poem etc.), then under English law the copyright belongs to the interviewee.</p> <p>However, if there are plans to make commercial use of the recording, e.g. as part of a DVD or by including a transcript in a book, then the simple licensing approach above may not be adequate to satisfy a publisher. In that case, either the interviewee needs to be approached for a further, more appropriate licence, or advice needs to be taken about how to secure the necessary rights in an ethical manner.</p>
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**Guidelines on data security:**

Information stored on computers/laptops or memory sticks should be protected in

encryption technology provides appropriate protection.
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Backup copies need the same level of protection as main copies.
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**Vulnerable groups – Ethics needs to be considered if your research involves any of the following:**

Persons under 18
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Children in care
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Those with a learning disability
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Those suffering from dementia
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Prisoners
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Young offenders (16-21 years old)
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Those who could be considered to have a particularly dependent relationship with the investigator (e.g. those in care homes, students, employees)
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Those whose relationship with the researcher or with the community to be researched might be subject to peer pressure or coercion e.g. students, or patients of doctors making the approach.
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**Please note the following carefully:**

The following – not an exhaustive list - would be considered to be vulnerable and requiring special care in approaching them, in providing information, and to ensure that their consent is sufficiently informed:

Parental consent must be obtained for children and young people aged 17 and under.

Disabled people, especially those with a mental disability, should only be approached through or with the support of qualified intermediaries.

Those with limited understanding of English: special care should be taken to ensure they understand what is being asked and what they are committing themselves to. If there is need for two-way translation, the research should allow for this.

DBS checks are not required for researchers unless they will be in regular and unsupervised contact with children or other groups listed above.

Whilst working in a school environment, researchers are required to make themselves aware of, and adhere to, the individual school's Child Protection Policy. If applicable, they should also make themselves aware of the individual school's policy on videoing/photography. Researchers who wish to work independently with children will be required to obtain a DBS

