

Applications for a devolved process for the ethics review of individual student projects (formerly the CUREC 1C form)

Instructions for Applicants

Table of Contents

1. Introduction and process	1
2. The application form	2
3. Online Ethics Application System (Worktribe Ethics)	3

1. Introduction and process

In some courses, summative coursework involves human participant research. If students conduct similar research project with straightforward ethical issues, it is possible for the programme leader/ course convenors to submit an application to the Departmental Research Ethics Committee (DREC) or the Social Sciences and Humanities Interdivisional Research Ethics Committee (SSH IDREC) to ask for the review of the individual ethics applications to be devolved to the department and carried out within the Programme.

This form application process is to be used by programme leaders/ course convenors applying for approval of a devolved ethics review process for a specific programme. It is not to be used to apply for ethics approval for an individual research project.

It is the responsibility of the programme leaders/ course convenors to make sure the details in the application are up-to-date and to inform the DREC or IDREC if there are any changes.

Please contact your [DREC](#) or the [SSH IDREC](#) if you have any questions about completing the application or the review process.

Approval of this type of application is approval of the devolved process for reviewing individual students' applications rather than approval of all of the individual students' research. Individual students will need to prepare their own applications for ethics review.

1. *At least 4 weeks before the course starts:* programme leaders/ course convenors fill in and submit the application form (refer to the instructions in the [applicant user guide](#)), prescribing the types of student projects that will be possible within the course and their main ethics-relevant parameters (e.g. remote online interviews with UK-based adults; passive participant observation of non-private online communities).
2. *Once the application has been approved* (e.g. during the course): Course convenors (and/or teaching assistants, if available) convey to the students what types of projects will be possible within the course and check that the students' proposed projects fall within that

scope (in a way that's documented; e.g. by asking students to submit a one-paragraph summative project proposal and approving it via email reply; any major changes in the topic should likewise be documented).

3. *During the student research:* Students' supervisors are responsible for supervising student projects with the aim of ensuring that the research falls within the parameters of the block application.

The course convenor may use their discretion to permit, in exceptional cases, the student to pursue a research project which does not fall within the scope of the course's block approval. The student must then submit an individual application to the DREC or SSH IDREC.

Applications can be made to cover a maximum of three years.

2. The application form

The form comprises 5 main sections:

SECTION A: The Module

This section captures basic data about the course and the convenor. This includes student learning objectives, the process of student project supervision, and research ethics training undertaken by the course convenor and any possible teaching assistants.

SECTION B: The individual students' projects

This section begins with a checklist to confirm whether the types of projects envisioned for the course are such that the course is eligible for block approval.

This section also asks for a summary description of the scope of the research activities envisioned in the course, as well as information on methodologies and any relevant [CUREC Best Practice Guidance](#).

SECTION C: The research participants

This section covers the participant recruitment and consent methods, with links to the appropriate informed consent [guidance and templates](#). Risk management and participant identifiability will also be summarised here. Since the main purpose of summative coursework is pedagogical rather than the production of new scientific knowledge, it is expected that in most cases it will be possible for the convenor to prescribe approaches and methods that are not very risky or burdensome to participants.

SECTION D: Other ethical issues

This section captures health and safety issues and conflicts of interest, along with any other ethical issues that may arise.

SECTION E: Research Data

A checklist of criteria for data management to be completed by the course convenor, who should then convey the expectations and requirements to the students.

3. Online Ethics Application System (Worktribe Ethics)

Worktribe Ethics can be accessed via <https://ox.worktribe.com>. Use your Oxford Single Sign On (SSO) to log into the system.

On the Create Ethics Application screen, answer **No** to the question *“Is this a Student Project?”*

Answer all the questions on the **Scope** tab.

On the **Scope** tab, answer **Yes** to the question *“Are you a Module Leader/ Convenor seeking block ethics approval for a specific taught student module that does not involve any of the following?”*

Answer all the questions in the **Taught Module** tab.

Use the **Documents** tab to upload examples of the information sheets and consent forms the students will use. You may like to tailor the University’s template information sheets and consent forms to the Programme or Module.