The ethical quick test for student projects

Schools must incorporate ethical approval into their processes for setting student projects. These approvals are not intended to be onerous and should be incorporated into the general procedures by which project proposals are approved. This ethical quick test is considered a sufficient first stage but Schools are at liberty to implement more comprehensive tests if they prefer. Schools should retain an audit trail for ethical approvals.

The first stage is to consider whether aspects of the project fall under the remit of specific Ethical Approval Sub-committees in which case submissions should be made to the appropriate sub-committees as follows:

Aspect of project:	Sub-committee
experiments with human participants	Ethical Advisory (Human Participants)
activity falling under the Human Tissues Act	Ethical Advisory (Human Tissue)
funding by philanthropic gifts	Ethical Advisory (Gifts)

The Dean of School is responsible for ensuring that all necessary ethical approvals required from these sub-committees are obtained and that any further approvals are also obtained. This may often be achieved by delegation. For projects in which ethical aspects fall partially or wholly outside the remit of these sub-committees, the project supervisor must also complete the ethical quick test and provide a copy to the Dean of School (or a designated delegate such as an AD(T), programme director or projects coordinator) who is responsible for confirming that all necessary ethical approvals are in place before projects commence.

The quick test asks questions in a way that are intended to be thought-provoking. To pass the test, all responses must be 'yes'. Failing the quick test does not imply a refusal by the University to undertake the project. If a project fails the quick test then this means that further ethical scrutiny is required. This process requires completion of the generic ethical checklist to be found in the Ethical Policy Framework which must then be forwarded together with the project proposal to the Dean of School (or their designated delegate). Where a decision cannot be made, the case passes to the PVC(T) but such cases are expected to be rare.

Completion of the quick test requires familiarity with the University's statement of ethical principles which can be found in the Ethical Policy Framework where extensive further details are also available**.**

When project approval occurs prior to allocation, the supervisor may wish to repeat the test with the student once a project has been allocated and its content clarified.

Question	yes	no	Not sure	Comments
Have you made all necessary submissions concerning aspects of the project that fall under the remit of existing ethical approval sub-committees?				
Are the project and its outcomes clearly legal?				
Does the project adhere without question to the ethical principles in section 2 of the Ethical Policy Framework?				
Will the student and the supervisor be proud of the project and its outcomes?				
Will the student and the supervisor feel comfortable about the project activities and their consequences?				
Will the project activities and their consequences look acceptable to the colleagues, friends or family of the student and the supervisor?				
Will the project activities and their consequences look acceptable in the wider public domain?				