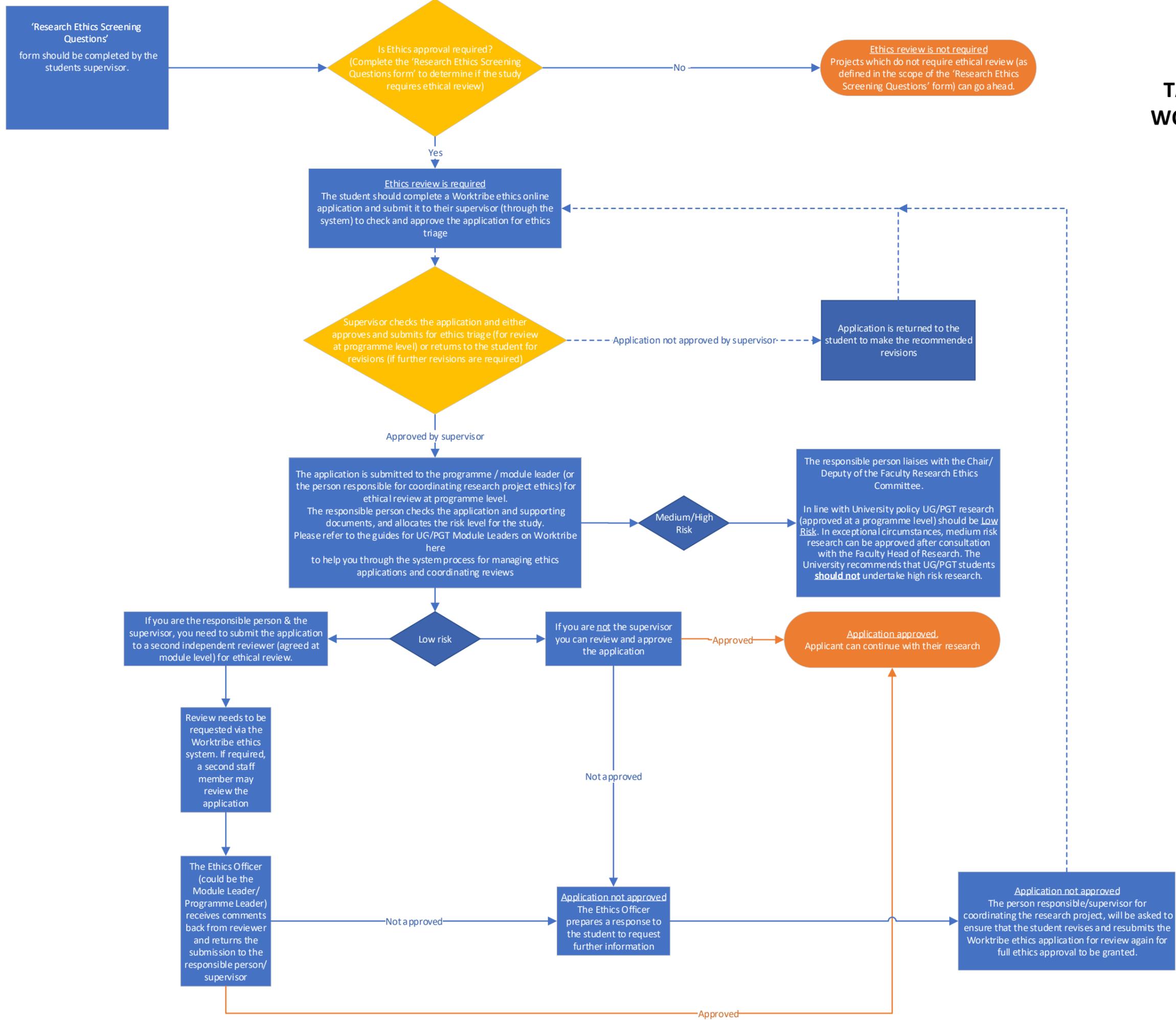# ADH ETHICS UNDERGRADUATE & TAUGHT POSTGRADUATE WORKTRIBE PROCESS FLOW

'Research Ethics Screening Questions' form should be completed by the students supervisor.

Is Ethics approval required? (Complete the 'Research Ethics Screening Questions form' to determine if the study requires ethical review)

No → Ethics review is not required
Projects which do not require ethical review (as defined in the scope of the 'Research Ethics Screening Questions' form) can go ahead.

Yes

Ethics review is required
The student should complete a Worktribe ethics online application and submit it to their supervisor (through the system) to check and approve the application for ethics triage

Supervisor checks the application and either approves and submits for ethics triage (for review at programme level) or returns to the student for revisions (if further revisions are required)

Application not approved by supervisor → Application is returned to the student to make the recommended revisions

Approved by supervisor

The application is submitted to the programme / module leader (or the person responsible for coordinating research project ethics) for ethical review at programme level.
The responsible person checks the application and supporting documents, and allocates the risk level for the study.
Please refer to the guides for UG/PGT Module Leaders on Worktribe here
to help you through the system process for managing ethics applications and coordinating reviews

Medium/High Risk → The responsible person liaises with the Chair/ Deputy of the Faculty Research Ethics Committee.

In line with University policy UG/PGT research (approved at a programme level) should be Low Risk. In exceptional circumstances, medium risk research can be approved after consultation with the Faculty Head of Research. The University recommends that UG/PGT students should not undertake high risk research.

Low risk

If you are the responsible person & the supervisor, you need to submit the application to a second independent reviewer (agreed at module level) for ethical review.

If you are not the supervisor you can review and approve the application

Approved → Application approved.
Applicant can continue with their research

Not approved

Review needs to be requested via the Worktribe ethics system. If required, a second staff member may review the application

The Ethics Officer (could be the Module Leader/ Programme Leader) receives comments back from reviewer and returns the submission to the responsible person/ supervisor

Not approved → Application not approved
The Ethics Officer prepares a response to the student to request further information

Application not approved
The person responsible/supervisor for coordinating the research project, will be asked to ensure that the student revises and resubmits the Worktribe ethics application for review again for full ethics approval to be granted.

Approved