

PhD Student Ethics Procedures

If you are a CCI PhD student and wish to start a new research or KE project you must apply for ethical approval before you begin your research. If you are unsure if you require ethical approval please consult the guidance [here](#) or send a brief description to CCI CRESC (cci-cresc@arts.ac.uk).

As a UAL PhD student you are required to apply for research ethics via the UAL Doctoral School. Please refer to your PhD handbook for guidance and the ethics application forms.

To Apply: Email your completed 'Post-Registration Research Ethics Approval Form' to researchdegrees@arts.ac.uk. Remember to include information sheet and consent forms with your application./b>.

The Process:

- Your application will be forwarded from the Doctoral School to CRESC for review and given a reference number. Please use this reference number in all correspondence.
- Your application will be reviewed by two members of the CRESC committee.
- The reviewers will assess the **level of risk** your project involves.
 - **Minimal risks** are those that anyone involved in the research may encounter in everyday life. Applications at or below minimal risk can be entirely approved by CRESC.
 - **Above minimal risk** projects are those that involve any risks above those encountered in everyday life or involve participants who cannot give informed consent (e.g. due to being a minor). See risk definitions in section 6 [here](#). Projects with above minimal risk will initially be reviewed by CRESC but then sent to the UAL RKEESC for final approval. Please allow more time for such approvals.
- Reviewers may require amendments to your application. Please make amendments as quickly as possible to aid the process.
- On approval, the UAL Doctoral School will be informed and you will be emailed a certificate with your approval number. Please refer to this approval number and the 'Creative Computing Institute College Research Ethics Sub-Committee' in all future declarations about your project ethics.
- If there are changes to the way the intended project is carried out, please let us know by filling in a [Notice of Amendment](#). Substantial amendments may require a new ethics application, non-substantial amendments can be approved by Chair's action. Further information can be found [here](#).

Any questions about the process for PhD students should be directed to researchdegrees@arts.ac.uk or #research-ethics on Slack.

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