UNIVERSITY OF BIRMINGHAM

CODE OF PRACTICE ON ALTERNATIVE MODES OF DELIVERY PROGRAMMES

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1. Introduction

Definitions

1.1 Alternative Modes of Delivery (AMD) programmes are programmes of study which are not delivered on campus and/or face-to-face; they have little or no requirement for registered students to attend the University of Birmingham campus in order to study for, or take part in, assessment for University credit.

1.2 AMD programmes typically include:

(a) Distance Learning programmes
(b) Flying Faculty programmes
(c) Blended Learning programmes

Scope

1.3 This Code applies to all teaching and learning that bears credit only, and therefore does not cover materials made available by 'open access'.

1.4 This Code does not apply to Placement Learning, nor Split Location Study, for which there are separate definitions and Codes of Practice (http://www.birmingham.ac.uk/Documents/university/legal/placementlearning.pdf), (http://www.birmingham.ac.uk/Documents/university/legal/split-location-postgraduate-study.pdf)

2. Approval

2.1 The University, through the Programme Approval Review Committee, is responsible for approving new undergraduate and postgraduate taught programmes, and postgraduate research programmes with taught elements, including those which are to be delivered by AMD. College Education Committees, or their equivalents, are responsible for approving AMD programme elements.

2.2 The University Programme Approval Review Committee will consider proposals as follows:

(a) New taught AMD programmes: Schools are required to complete the New Programme Approval process, which includes the submission of a Plan to Develop a New Programme form, followed by a Programme Proposal and Programme Specification. The AMD Checklist must also be completed and submitted to the Committee along with the New Programme Proposal.

(b) Delivering an existing campus-based taught programme as an AMD programme: Schools should submit a New Programme Proposal and include the AMD Checklist.

2.3 Proposals for research-only programmes must be reviewed and agreed by the Pro-Vice-Chancellor (Education) and the Director of the Graduate School before submission to University Programme Approval Review Committee for approval.

2.4 When seeking approval for AMD programmes, or programme elements, Schools are required to address the full resource requirements for design and delivery, to ensure

that full costings have been undertaken and that appropriate staff and resources are available so that the programme or programme elements run smoothly.

2.5 Where the programme will be supported or delivered by a collaborative organisation, agreement in principle must first be gained from the Collaborative Provision Committee. Once full approval has been gained a legal agreement must be drafted and signed by all parties before commencement of the programme (see section 9 below).

2.6 Schools must contact the relevant sections of Corporate Services at the earliest opportunity to discuss any elements of the programme which might not fit with the usual University administration cycle. This might include discussion with Strategic Planning where a programme start date is after the census date, or where there are multiple cohorts per year, or discussion with Student Records or Graduate School where student processing might differ from the standard pattern.

3. Academic Requirements

Admission

3.1 All admissions to the University will be managed in line with the Code of Practice on Admission of Students. Academic and English Language requirements for entry to a programme are set by the School and scrutinised by Admissions at the point of application. When setting these requirements Schools are advised to consult with Admissions, and consider how these requirements might vary from similar campus-based programmes, particularly due to the limited English Language support available to Distance Learning students.

3.2 Any additional admission requirements which are set by the School for either taught or research students, are subject to scrutiny by the School at the point of application. Additional admission requirements, such as evidence of ability to study independently, are particularly important for postgraduate researchers, for whom a 'Checklist to Accompany an Admission Decision Form' must be completed and approved by the supervisor and Head of School prior to any admission offer letter being sent to the applicant. The form must include detail of how the applicant has demonstrated:

(a) evidence of the ability to study and undertake research independently;
(b) a minimum technological requirement, e.g. the proficient use of electronic conferencing facilities;
(c) the suitability of the chosen residency location for research; and
(d) the reasons for AMD delivery rather than the standard mode of study.

Teaching, Learning, Assessment and Support

3.3 In the development of AMD programmes, Schools should ensure that the intended aims of the programme can be achieved by the different mode, and that the relevant learning outcomes of taught elements can be adequately assessed.

3.4 The Information Classification Standard is used within the University, which may result in certain resources having limited online availability, i.e. because they are Confidential or Restricted. Schools will ensure that any information they intend Students on AMD programmes to access remotely, can indeed be accessed in this way.

3.5 Thought should also be given to other learning opportunities that could be afforded to students on AMD programmes, for example use of social media to bring together student groups, or utilisation of libraries and other resources local to the student.

3.6 Schools will ensure that all students on AMD programmes have an identified personal tutor and welfare tutor.

3.7 Schools will also provide guidance on how the Codes of Practice on Extenuating Circumstances, Reasonable Adjustments and Student Attendance and Reasonable Diligence will operate in the case of students on AMD programmes.

4. Resource Requirements

University Resources

4.1 Students following AMD programmes or modules have access to all of the support services afforded to on-campus students. These include:

(a) Membership of the Guild of Students, and access to its services;
(b) Access to counselling and guidance services, disability and learner support services and the Chaplaincy;
(c) Access to the personal tutor and welfare tutor system;
(d) Access to the Senior Tutor; and
(e) Information on the student representation system and how to get involved.

Learner Support

4.2 Students following Distance Learning programmes, as fully registered students of the University, will have access to the University's computing and library facilities. eLibrary and the services provided by Library Services to AMD students will be of particular importance, as will any resources offered through the University's Virtual Learning Environment.

4.3 Postgraduate Researchers conducting their research via Distance Learning will have full access to the University's Graduate School and the training and support provided by this team.

4.4 Schools will ensure that students following AMD programmes or modules have access to academic guidance and support at a similar level and frequency as similar campus-based students.

4.5 AMD learning is likely to be delivered via a variety of means across the University, and within a single programme, depending upon the specific learning being undertaken. Whatever system (which might include traditional hard-copy correspondence) is being used, the School will ensure that:

(a) The delivery system is fit for purpose, has an appropriate availability and life expectancy, and has had its reliability tested;
(b) Effective contingency plans are in place should the system fail;
(c) The delivery of any study materials direct to students remotely through, for example, e-learning methods or correspondence, is secure and reliable, and that there is a means of confirming its safe receipt; and

(d) Study materials provided for AMD learning meet the University's expectations in respect of the quality of teaching and learning materials.

Research Degree Supervision

4.6 Supervisory arrangements for distance learning postgraduate researchers will be equivalent to those enjoyed by similar students studying by other modes, as stated in the Code of Practice on Supervision and Monitoring of Postgraduate Researchers. The primary difference will be that such postgraduate researchers will participate in their supervisions by alternative modes of electronic communication, instead of on an 'in-person' face-to-face basis. Supervisors must be fully aware of the commitment required of them for supervision at a distance.

4.7 Students will normally be expected to be in attendance at the University for annual progress reviews. Exemptions for non-attendance at the annual progress review may be granted by the University Research Progress and Awards Sub Panel at the request of the School, in which case the review will be held remotely via electronic communication.

4.8 Students and their supervisors will maintain a complete record of all correspondence between each other, including supervisory reports and a history of progress, using the online PGR Management System.

5. Provision of Information

Prospective Students

5.1 It is important that prospective students have a direct access to clear explanations of:

(a) the admission requirements of the programme, particularly where these include access to resources, hardware, and/or software and whether ongoing access to these is a requirement for continued registration on the programme;
(b) the expectations, including time commitment, that would be placed upon them as students on AMD programmes;
(c) the nature and extent of independent, collaborative and supported study contained within the programme;
(d) any requirement for attendance at any location at any time throughout the programme; and
(e) additional costs which might be associated with the programme such as travel and subsistence, or necessary provision for personal tutors to visit the student's location.

Induction

5.2 As part of the induction process it will be necessary for students on AMD programmes to receive information specific to their programme of study and study mode. This should include:

For taught programmes, or research programmes with taught elements:

(a) Specifications for the programme of study and the modules contained within it, including the learning outcomes, teaching and learning methods, and the methods for assessment;

(b) Information on the ways in which their achievements will be judged, and the relative weighting of modules of the programme in respect of assessment overall;

For research programmes with or without taught elements:

(c) Research skills training, tailored project development planning, and agenda setting with supervisors;

For all programmes:

(d) A clear schedule for the delivery of their study materials and for assessment or review of their work;
(e) A schedule for any learner support available to them through timetabled activities, for example tutorial sessions or web-based conferences;
(f) Clear and up-to-date information on the resources available to them as students;
(g) Documents that set out their own responsibilities as learners, and the commitments of the School;
(h) From the outset of their study, a supervisor (for postgraduate researchers) or personal tutor (for taught students), who can give them constructive feedback on academic performance and authoritative guidance on their academic progression; and
(i) From the outset of their study, an identified contact, either local or remote through email, telephone, fax or post, who will act as administrator for the programme.

Current Students

5.3 Throughout their programme of study, Schools will ensure that students have information about:

(a) The mechanisms for providing formal feedback on their experience of the programme, including access to External Examiner reports, meetings with the External Examiner, and interaction with the Student Representation System (see 8.4 below);
(b) Opportunities for inter-learner discussion, both to facilitate learning and to provide a basis for facilitating their participation in the quality assurance of the programme; and
(c) If the programme is delivered via a collaborative organisation, the respective responsibilities of the awarding institution and the programme presenter for the delivery of the programme or element of the programme, as set out in the legal agreement.

6. Assessment

Taught Elements

6.1 The methods of assessment used for any programme or module will vary depending upon the nature of the learning to be assessed. In the case of programmes delivered by AMDs, the range of methods of assessment may be restricted if the students are not required to visit campus on any occasion. In considering the suitability of an assessment method, the School should also ensure that:

(a) The mechanism(s) used for the submission of work are secure and reliable, and that there is a means of confirming its safe receipt;
(b) Students' assessed work is properly attributed to them, particularly in cases where the assessment is conducted through remote methods that might be vulnerable to interception or other interference;
(c) Those with responsibility for assessment are capable of confirming that a student's assessed work is the original work of that student only, particularly in cases where the assessment is conducted through remote methods; and
(d) Where the students are required to sit written assessments overseas, the management of the examination will be line with the University's Code of Practice on the Conduct of Centrally Coordinated Formal Written Examinations.

6.2 Once assessment has taken place the School will ensure that timely summative and formative feedback is provided to the students in line with the expectations of the Code of Practice on Taught Programme and Module Assessment. It is particularly important that students on AMD programmes understand the School's approach to, and expectations for summative assessment.

Oral Examination

6.3 Where an oral examination is required, this will be held at the University, unless a request to hold it elsewhere, or by video/telephone conference, has been approved by the University Research Progress and Awards Sub-Panel. The School and the student will bear the respective costs of arranging suitable conferencing facilities in their locality.

7. Student Responsibilities

7.1 Students undertaking AMDs should be aware of their own responsibilities as well as those of the School. Specifically students will:

(a) Understand and comply with University Legislation for example, Codes of Practice on Plagiarism, Reasonable Diligence and the General Conditions of Use of Computing and Networking Facilities[1];
(b) Ensure they are aware of the schedule of learning activities, assessment deadlines and other important dates;
(c) Maintain an accurate record of contacts with the University, including receipts for submission of work;
(d) Carry out their studies with diligence and inform relevant staff of any change of circumstances which might affect their ability to continue studying on the programme or module;
(e) Maintain access to relevant hardware and/or software as specified in the admission requirements; and
(f) Ensure that any visits to the University from overseas are completed in compliance with the requirements of the UK Government at the time of travel. More information can be obtained from the International Students' Advisory Service https://intranet.birmingham.ac.uk/as/studentservices/international/index.aspx

[1] The Code of Practice on Student Attendance and Reasonable Diligence continues to apply to students on AMD programmes. Whilst such students may be required to be in attendance for specified sessions, the term 'attendance' may also be taken to mean interaction with specified scheduled events, such as webinars or video conferences.

8. Review

8.1 The University Quality Assurance Committee is responsible for ensuring the quality and standards of AMD provision through oversight of the Annual Review process.

8.2 Schools should review their AMD provision as part of the Annual Review process. Assessment of AMD modules should be subject to scrutiny by External Examiners in line with the External Examiner System for Taught Programmes. Further information regarding the Annual Review and External Examiners processes is available at: https://intranet.birmingham.ac.uk/as/registry/policy/quality/index.aspx

8.3 There should also be mechanisms in place, via module evaluation for example, to solicit feedback from current and former students to ensure the quality and standards of the programme.

8.4 Schools are required to review the Policy on Student Representation and seek agreement from their College and the Student Representation System Advisory Board for any necessary amendments to the standard model of student representation in light of the particular needs of AMD programmes.

9. Responsibilities of Collaborative Organisations

9.1 AMD programmes may be delivered with the support of a collaborative organisation, for example a facilitator who is local to the students.

9.2 The University's Collaborative Provision Committee has responsibility for approving all new collaborative arrangements. Agreement in principle must first be obtained from the Committee before proceeding with the development of a collaborative programme or programme element.

9.3 A legal agreement between the University and the collaborating organisation must be in place before any student can be registered upon the programme.

9.4 The respective responsibilities of the University and the collaborative organisation will be set out in the legal agreement, and will be made available to students.

Guidance on Research Degrees by Distance Learning

1. Introduction

1.1 At its meeting held on 12 June 2013, Senate approved:

- the extension of the distance learning mode of study for the degree of PhD to all Colleges in UoB;
- the introduction of the distance learning mode of study across UoB for the one year MA/MSc by Research, MMus, the two year MPhil and MLitt, MD and DDS in addition to those already available, i.e. full-time, part-time, and split location;
- the introduction of the distance learning mode of study across UoB for MRes, professional Doctorates, EngD and DBA only where it is appropriate and possible for the taught elements of the programme to be delivered by distance learning, and where modifications to programmes of study have been approved by the relevant School, College and University Committees;
- the restriction of the distance learning mode of study for research degrees to UoB PGRs supervised by UoB members of academic staff, and shall not be available to UoB registered PGRs who are supervised by members of academic staff in collaborative organisations with which UoB has entered into formal legal agreements.

2. Definition of Research Degrees by Distance Learning (DL Research Degrees)

2.1 PGRs registered for Research degrees (one year MA/MSc by Research, MMus, two year MPhil and MLitt, MD and DDS) by DL mode of study will undertake the majority of their research in a PGR's home location or home country away from UoB, with compulsory short visits to UoB, including attendance for the examination of the thesis.

Note: different institutions and/or other countries may use different terms for this mode of study, for example, distance without attendance, remote location scheme, distance-based, distance learning by electronic means, distance e-learning, external research.

3. Principles of DL Research Degrees

3.1 The following principles, which will apply to DL Research Degrees, have been written with reference to UoB Legislation, including Codes of Practice particularly Admission of Students, Supervision and Monitoring Progress of PGRs, extant DL PhD platforms at UoB and the UK Quality Code for Higher Education: Part B Assuring and enhancing academic quality: Chapter B3: Learning and Teaching.

3.2 On a full-time and part-time basis. Normally non-EU PGRs are excluded from part-time study because of visa requirements, but will be able to undertake a research degree on a part-time basis through distance learning only.

3.3 The DL mode of PhD is not available to Research Council-funded PGRs.

Marketing

3.4 The formal degree titles for DL Research Degrees will be the generic Doctor of Philosophy, Master of Arts, Master of Science, Master of Philosophy, Master of Letters, Doctor of Medicine and Doctor of Dental Surgery, as with all other modes of study for Research degrees unless the award is granted with a programme title (e.g. EngD) or an exemption has been granted. A “marketing” title may be used in any promotional literature, but should be accurate and make clear precisely to which mode of study reference is being made.

Admissions

3.5 Applicants must meet the normal admission requirements for the Research degree.

3.6 Further admissions criteria must be met and demonstrated prior to a formal offer for admission being sent to the applicant (by completion of the Checklist to Accompany an Admissions Decision – see Appendix 2):

3.6.1 a strong application which shows evidence of the ability to study and undertake research independently, for example:

- the successful completion of any appropriate higher education qualification delivered by distance learning (or equivalent) thereby having already demonstrated their ability to study or conduct research successfully by DL;
- previous completion of an independent research project which can be assessed by potential supervisors;
- papers/presentations at professional and academic conferences;
- publications in professional journals, newsletters, conference proceedings, and other relevant material.

3.6.2 a minimum technological requirement to be met. All applicants will be interviewed using the same technology that will be employed in supervisions (Skype or Facetime). This will enable the supervisory team to check that the applicant can operate comfortably within the technological constraints of the programme;

3.6.3 the suitability of the chosen residency location for research must be demonstrated. Applicants will be required to demonstrate that they will be able to carry out their research where they are living. For example, they will need to demonstrate, and provide confirmation, that they will be able to access appropriate archives, data collections, and other relevant material;

3.6.4 the provision of full reasons (academic, personal and any other) as to why the DL rather than the standard modes of study are applicable.

3.7 Approval to study by DL will only be sought during the admissions process, and will not be made available to PGRs who are already registered on a full-time or part-time or split location basis.

3.8 DL Research Degrees maximise flexibility and decrease the need for travel and actual presence at UoB, apart from key specified times, but it does not decrease the time and commitment required for serious and successful research study by the PGR. The Checklist to Accompany an Admissions Decision, will elicit such information, together with other arrangements, and must be approved by the supervisor and Head of School (or nominee) prior to any admissions offer letter being sent to the applicant.

University legislation

3.9 PGRs will be subject to University Legislation while studying on a DL basis.

Annual Visits

3.10 PGRs will be required to visit UoB during their normal period of study:

3.10.1 a two-week visit at the start of each academic year (or as appropriate depending upon the PGR's start date and length of period of study);

3.10.2 a final visit for the viva examination.

Note (1): Details of the visits should be agreed, using the Checklist to Accompany an Admissions Decision form, so that guidance can be provided to the applicant concerning visa and immigration requirements. Any variations to the schedule of visits must be agreed and notified to Academic Services so that no immigration rules are breached.

Note (2): Exemptions for non-attendance at the annual UoB visits shall be granted only in exceptional circumstances through the University Research Progress and Awards Sub Panel.

3.11 Visits to UoB will serve a number of functions:

3.11.1 *Induction activities:*
to include intensive research skills and resources training, alongside individually-tailored project development and agenda setting with supervisory teams, and educational and social visits around the campus and city.

PGRs should receive a clear and realistic explanation of the expectations placed upon them for DL study, and for the nature and extent of autonomous, collaborative and supported aspects of learning.

PGRs will have access to their College DL induction package which will incorporate both skills and project development elements, together web-based training and career development resources available through College Graduate Schools.

PGRs will have access to the online University Graduate School DR Essentials, which provides induction and related materials.

3.11.2 *Annual attendance at UoB*
to enable standard progress review panels to take place, in accordance with the UoB Code of Practice on the Supervision and Monitoring Progress of Postgraduate Researchers (Section 3).

3.11.3 *Promote a feeling of community among the DL PGRs*
to provide an opportunity for PGRs to share experiences and network. Moreover, it will enable the College Graduate Schools to deliver supplementary face-to-face research and skills training.

Supervisory Arrangements

3.12 Supervisory arrangements will be equivalent to those enjoyed by PGRs registered by other modes of study. The primary difference will be that DL Research Degree PGRs will participate in their supervisions via visual communication media such as Skype or Facetime, instead of on an ‘in-person’ face-to-face basis.

3.13 Those responsible for the allocation of supervisory arrangements in each College must ensure that supervisors are fully aware of the commitment required of them for supervision on a DL basis. The time and commitment for supervisors will be not less, and may even be more, for DL supervision.

3.14 It is sometimes suggested that PGRs may suffer from isolation during their studies, leading in turn to a lack of motivation. This is much more likely to occur with PGRs who are studying for a DL Research Degree. All of the standard support structures and those for DL students must be fully available to all PGRs. As with all PGR programmes, the supervisory team will take pastoral responsibility for the welfare of DL PGRs throughout their period of study.

Monitoring Progress

3.15 Will be equivalent to that for PGRs registered on other modes of study. DL PGRs will be required to be in attendance at UoB for annual progress reviews, although this process, in exceptional circumstances, may be managed remotely using video conferencing.

3.16 PGRs and supervisors will maintain a complete record of all correspondence between each other, including supervisory reports, and a history of progress. It is recommended that Schools use the online BIRMS PGR Management System.

Support Arrangements

3.17 DL PGRs will have full access to support material through the College Graduate Schools' websites, including a handbook, which together with other relevant material, including financial arrangements, will be hosted on a dedicated web resource, alongside e-library material.

Examination Arrangements

3.18 The examination of the thesis, as with all PhDs and other research qualifications where appropriate, will be held at UoB, unless a request (made by the PGR) to hold it elsewhere or by video/telephone conference has been approved by the University Research Progress and Awards Sub Panel.

Note: Exemptions from attending at UoB will only be granted in exceptional circumstances.

3.19 *Financial Arrangements*

The tuition fee for the DL mode of study will be as for standard modes of delivery for Research Degrees. Schools may specify a maximum sum which they will contribute towards:

3.19.1 an economy flight and local transport per visit, including the final visit for the viva. (The ceiling for travel costs will be different for Home, EU and non-EU PGRs);

3.19.2 accommodation (University Conference Park) expenses for PGRs on each of their visits to UoB;

3.19.3 small stipend to cover any local library costs that the PGRs may incur.

UNIVERSITY OF BIRMINGHAM

RESEARCH DEGREES by DISTANCE LEARNING (DL) MODE OF STUDY: CHECKLIST TO ACCOMPANY AN ADMISSIONS DECISION

This form has been designed to assist Schools to consider a range of requirements above the normal admission criteria for research study.

While the DL mode of study for research degrees maximises flexibility and decreases the need for travel and actual presence at UoB, apart from key specified times, it does not decrease the time and commitment required for serious and successful research study.

As well as the academic entry requirements, prospective students, who wish to register for research degrees by DL mode of study, must provide evidence that they have the time, commitment and facilities needed to work at a distance, with good reason for not residing in the UK whilst undertaking their research, and a clear and focussed research proposal.

Applicant's Details

Surname	
Forenames	UoB ID No
Previous qualifications, grade and subject (especially distance and research related) and English Language proficiency	
Extent of postgraduate research experience and ability to work independently, for example: • papers/presentations at professional and academic conferences • publications in professional journals, newsletters conference proceedings, etc • previous completion of an independent research project which can be assessed by potential supervisors	
Subject and focus of research topic (if not already provided with application form)	

Distance Learning Mode of Study

i)	PhD, one year MA by Research/MSc by Research, MMus, two year MPhil, MLitt, MD, DDS* *Please delete as appropriate
ii)	MRes, professional Doctorates, EngD, DBA* (these awards are only available where the taught elements are also delivered by distance learning) *Please delete as appropriate
iii)	Full-time/part-time* *Please delete as appropriate
iv)	Please provide full reasons (academic, personal and other) for registering for a research degree by DL mode of study rather than by standard full-time or part-time modes of study.

Place of Study

Please provide details and evidence of the following:		
i)	access to library facilities	
ii)	access to IT facilities	
iii)	access to communications, including e-mail	
iv)	access to and availability of research materials, archives, data collections, other appropriate/relevant material and/or equipment	
v)	contact with other experienced research workers and academic staff	
vi)	access to local seminars	
vii)	access to facilities to support any study-related disability	

Individual Study Plan (including time available for study), and Attendance at the University of Birmingham

	Date	Duration
Year 1		
Year 2		

Year 3		
Year 4		
Additional Information:		

Induction

Please specify what arrangements will be put in place for the Induction to be undertaken.

Development Needs Analysis (DNA)

Please specify:	
i)	What arrangements will be put in place for the DNA to be completed?
ii)	Does the applicant have sufficient approved prior training in the fundamentals of research in the discipline area to undertake doctoral research? If not, what measures will be put in place to ensure that the necessary research training is undertaken?
iii)	What skills training opportunities might exist near to the place of research?
iv)	What budgetary arrangements are in place for attendance at commercially available training should it be available (for example project management training)

Supervisory Arrangements

Please list names of supervisory team, with information concerning how its expertise matches that of the applicant's proposed area of research

Arrangements for Supervisory Contact

Please give details of how it is planned that supervisory contact will be maintained in accordance with the University of Birmingham's Code of Practice for Supervision and Monitoring of Progress of Postgraduate Researchers:

- Technology to be employed
- Frequency of supervision sessions
- Procedure for arrangement of supervision session
- Proposed method of contact for supervision session

Arrangements for Annual Progress Monitoring

Please provide details of the arrangements for annual progress monitoring.

Records of Supervisory and other Contact

Please provide details of how it is planned that a log of supervisory and other contact is maintained by both the supervisor and student (to be made available to UoB when requested).

Ethical review *(to be completed by all applicants except those applying for Programmes in Arts and Law starting before 2015/16)*

All University of Birmingham PGRs are subject to ethical review by the appropriate University Ethical Review Committee or by an external body.

Is the proposed project likely to require full ethical review following completion of the self–assessment process?

If yes, has appropriate ethical approval already been granted for the work to be undertaken at the location of study?

If full ethical approval is required but has not yet been obtained is the supervisor reasonably confident that ethical approval is likely to be granted to do the proposed work at the location of study, and are they also confident that they will be able to monitor any requirements placed on the project during the ethical review process?

Outline any considerations with respect to the location of study that might impact on ethical approval.

Approval (1)

Signature (Supervisor)	Date
Name (Please print)	

Approval (2)

Signature (Head of School/Department or nominee)	Date
Name (Please print)	