**Category 1 Face-to-Face Data Collection Approval Form**

This form should be completed by students seeking approval for F2F data collection during 2021/22. The form should be submitted to your tutor/supervisor, and **must** be accompanied by:

* the [UG/Masters research ethics application form](https://www.ucl.ac.uk/ioe/sites/ioe/files/ug-masters-research-ethics-application-form.docx)
* information sheets and consent forms (please ensure you address the contexts of Covid-19 in terms of safety and how your research reflects the guidance of the setting where you are conducting your research)
* the UG/PGT Risk Assessment Form.

**Section 1: to be completed by student**

Student name, student ID, and UCL email address:

Programme:

Dissertation/report title:

Explain why it is essential that F2F data collection methods be used:

Provide details of your back-up plan for online data collection methods, which will be put into action should you need to cease F2F data collection (max 150 words).

*Please note that should you need to change your data collection methods* *due to a change in Covid19 regulations in the country context of your research (for example, if lockdown is re-introduced) you will need to submit to your supervisor:*

*a) a revised information sheet*

*b) consent form*

*c) details of any additional/different risks linked to online data collection.*

*In cases where back-up plans have to be implemented, students must not proceed with online data collection until they have received written approval (via email) from their tutor/supervisor.*

3) Indicate here the link with the national guidance for the country context where the

Category 1 research will take place.

**Examples of such national guidance:**

* *from South Africa’s Department of Basic Education:* <https://www.nicd.ac.za/wp-content/uploads/2020/11/Revised-DBE-guidelines-Management-of-COVID-in-schools_Sept2020.pdf>
* *from India’s Ministry of Education Department of School Education and Literacy:* <https://www.education.gov.in/sites/upload_files/mhrd/files/DOSEL_COMPILATION_ON_COVID_ACTIVITIES.pdf> and <https://www.education.gov.in/sites/upload_files/mhrd/files/SOP_Guidelines_for_reopening_schools.pdf>
* *from China’s Ministry of Education:* <http://en.moe.gov.cn/news/press_releases/202109/t20210910_561824.html>

Student signature:

# Section 2: to be completed by tutor/supervisor

Name and email address:

Approved? Are you satisfied that this meets ethical requirements and happy to support this student’s research?

Yes / Needs revision / No

If yes, this application should now be forwarded to **the second reviewer** by the dissertation/report/project tutor. The usual procedures for informing the student should then be followed.

If ‘Needs revision’ or ‘No’, please clarify below and return to student for revision. Student should revise and resubmit to supervisor. If approved, the supervisor to forward to second reviewer.

Comments (optional):

Staff signature: