Guidance Notes: School of Mechanical, Aerospace and Civil Engineering

The template for the School of Mechanical, Aerospace and Civil Engineering (MACE) allows ‘approval’ (give favourable ethical opinions to) of MACE research projects conducted by students under the supervision of MACE academic staff.

The template is designed to cover the following research practices as long as they DO NOT contain any high risk ethical concerns:

- Emailing an enquiry or set of questions to someone
- Interviewing someone face to face
- Asking questions over the phone or via computer video-conferencing
- Conducting any form of electronic interview (e.g. webchat, social media)
- Asking someone to fill in a questionnaire designed by the student researcher
- Asking someone to fill in a standard survey (i.e. not designed by the student)
- Sending out a questionnaire or survey by post or email or social media
- Audio or video recording of participants or events
- Conducting a ‘focus group’ discussion
- Conducting ‘participant observation’ where you observe or interact with people
- Asking someone to review or validate your findings (systematic review)
- Obtaining information that is not in the public domain* (e.g. company data)
- Any other empirical research method not listed above

Students: If your project fits these criteria please select Division/School Review for Question A5 as well as ‘School of Mechanical, Aerospace and Civil Engineering’ for Question D5.2 in order to proceed to the MACE school template which will be sent for school review.

Students: If your project does not fit these criteria please select UREC Review for Question A5, to proceed to the UREC application form.

If you are a member of staff, please select UREC Review for Question A5 to proceed to the UREC application form.

If you have any queries with regards to your specific proposal, please email Paul Chan: paul.chan@manchester.ac.uk