School of Computer Science
Student Project DOER Planning Form

**Declarations**

*Name of student*

*Title of project*

***Project type**: select one of the following options (see guidance in Student Handbook):*

[1] ☐ Software engineering
[2] ☐ Theoretical
[3] ☐ Research
[4] ☐ Human computer interaction
[5] ☐ Machine learning

***AI use**: select one of the following options. Note that permission for generative AI use will not be granted in cases where it would reasonably be possible to complete the project without it (see guidance in Student Handbook):*

[1] ☐ I will not use generative AI in my project.
[2] ☐ My supervisor and the Projects Coordinator have given approval for me to use generative AI in the following way(s):

I confirm that I have fully completed this form, that the content is accurate, and that I have agreed it with my supervisor.

*Signature of student* *Date*

*Name of supervisor*

I confirm that I approve the content of this form.

*Signature of supervisor* *Date*

**Description**

*Give a short description of the project aims, context and background. This should explain the big picture of what you would like to achieve, why it is important, and how you intend to go about doing it (e.g. by using some kind of technology or developing a new algorithm, or following a particular methodology, etc).*

**Objectives**

*Give a list of clearly defined and **measurable** objectives that you intend to achieve by the end of your project. This should include any artifacts that you intend to submit, such as software, results of an evaluation, proofs, etc. The extent to which your objectives are achieved will be taken into account in assessment.*

*Typically, aim for around 3 to 5 primary objectives which are core to project success, and a few secondary objectives which allow a successful project to be extended in interesting directions.*

Primary:

- objective 1
- objective 2
- objective 3

Secondary:

- objective 1
- objective 2
- objective 3

**Ethics**

*After consulting the flowchart and checklist on the following pages, select one of the following options:*

[1] ☐ My **intended project** raises no ethical issues: I have agreed with **all** the statements in the 'no issues' checklist, in relation to my **intended project**.

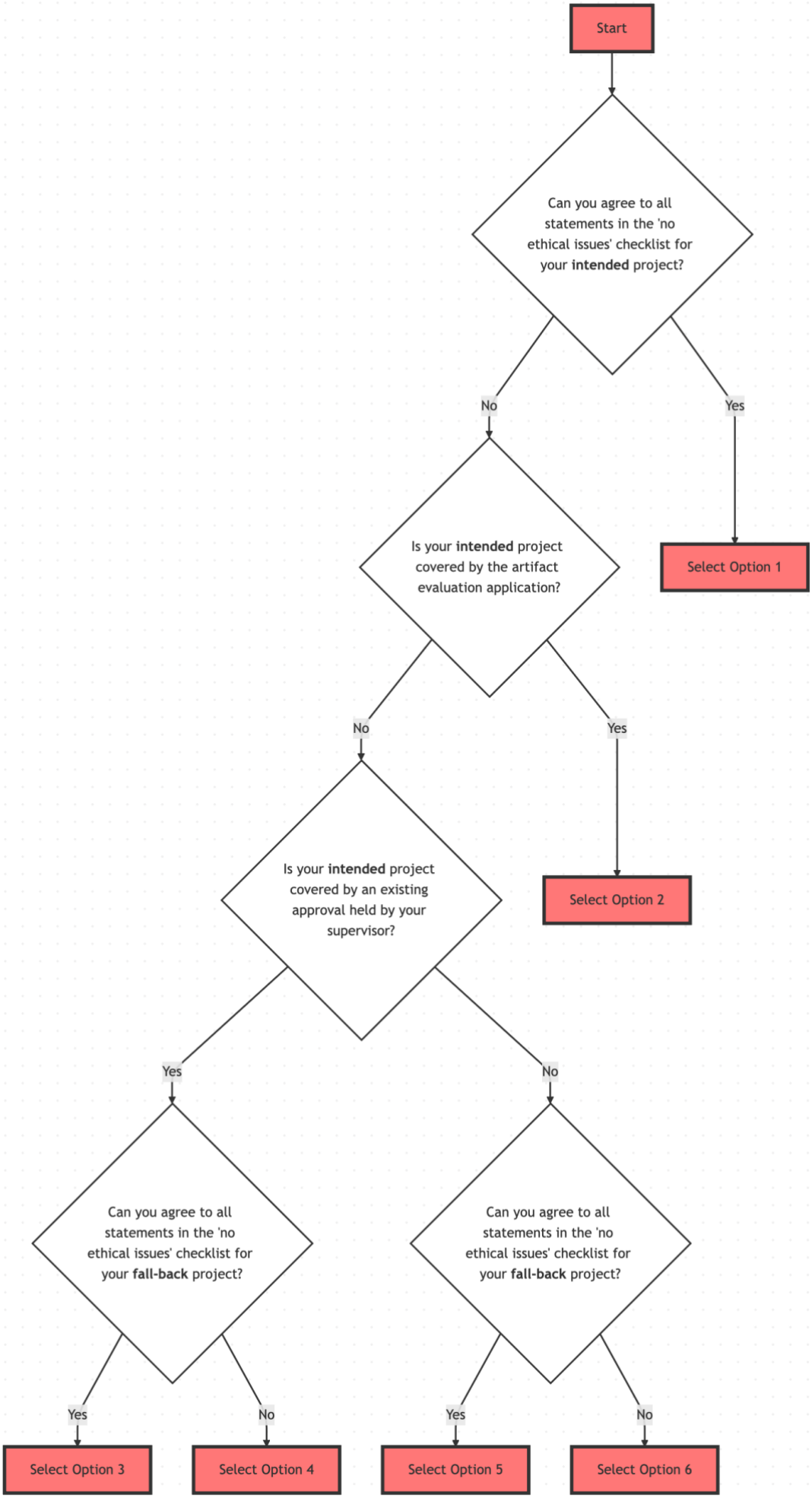
[2] ☐ My **intended project** is covered by the Computer Science generic artifact evaluation ethical application.

[3] ☐ My supervisor will submit an ethics amendment application for my **intended project**. My **fall-back project** raises no ethical issues: I have agreed with **all** the statements in the 'no issues' checklist, in relation to my **fall-back project**.

[4] ☐ My supervisor will submit an ethics amendment application for my **intended project**. My **fall-back project** is covered by the generic artifact evaluation application.

[5] ☐ I will submit a full ethics application for my **intended project**. My **fall-back project** raises no ethical issues: I have agreed with **all** the statements in the 'no issues' checklist, in relation to my **fall-back project**.

[6] ☐ I will submit a full ethics application for my **intended project**. My **fall-back project** is covered by the generic artifact evaluation application.


Start
Can you agree to all statements in the 'no ethical issues' checklist for your **intended** project?
No
Yes
Is your **intended** project covered by the artifact evaluation application?
Select Option 1
No
Yes
Is your **intended** project covered by an existing approval held by your supervisor?
Select Option 2
Yes
No
Can you agree to all statements in the 'no ethical issues' checklist for your **fall-back** project?
Can you agree to all statements in the 'no ethical issues' checklist for your **fall-back** project?
Yes
No
Yes
No
Select Option 3
Select Option 4
Select Option 5
Select Option 6

*Checklist for 'no ethical issues': **delete this page** if you selected option 2, 4 or 6 from the ethics options.*

☐ I confirm that **all** the following statements are correct, in relation to:

*(select <u>one</u> of the following options)*

☐ my intended project

☐ my fall-back project

- My project does **not** involve interacting with human subjects.
- My project does **not** involve collecting personal data on human subjects.
- My project does **not** have potential adverse consequences for human welfare and wellbeing.
- My project does **not** involve use of secondary data in a way that requires ethical review according to the University's guidance on secondary data.

> *For the four statements above, consider:*
>
> - *Will you survey, observe or interview human subjects?*
> - *Will you work with data relating to living human subjects?*
> - *Could your project have a significant negative effect on people in the study area?*

- My project does **not** present any foreseeable risks to me or to any participants.

> *Consider:*
>
> - *Is there any potential for physical harm for anyone involved in the project?*
> - *Is there any potential for psychological harm, discomfort or stress for anyone involved in the project?*

- There are **no** potential conflicts of interest.

> *Consider:*
>
> - *Might research objectivity be compromised by sponsorship?*
> - *Might any issues of intellectual property or roles in research be raised?*

- If my project has external funding, **either** the external funder appears on the Ethical Funder List on the UTREC website, **or** I have received ethical approval of the funder.

> *A project **cannot** commence with an unapproved external funder.*

- My project does **not** involve the use of living animals.

> *A fall-back project **cannot** involve the use of living animals. If your intended project involves the use of living animals, your full ethics proposal must be referred to the University's Animal Welfare and Ethics Committee (AWEC).*

**Resources**

*Select one of the following options:*

[1] ☐ My project can be completed using the School's standard IT provision.

[2] ☐ I will request the following additional resources from cs-support@st-andrews.ac.uk (for IT provision) or from admin-cs@st-andrews.ac.uk (for any other resources):

*List any special resources your project will need: hardware, software, access to infrastructure, external access to School servers, etc. The School does not guarantee to be able to fulfil all requests.*

**Risks**

*Select one of the following options:*

[1] ☐ I have carefully considered potential risks to successful completion of my **intended project**, but I have not identified any such risks.

[2] ☐ I have identified the following potential risks to successful completion of my **intended project**, but my **fall-back project** is designed to mitigate these risks:

*List any significant risks to the intended project, other than failure to obtain ethics approval, such as reliance on a dataset that has not yet been obtained, etc. Give a brief indication of how the fall-back plan mitigates the risks.*