# *Ethics Form for Dissertation – Qualitative Research (Interviews)*

## *Model Ethics Application (UK)*

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## 1. Project Details

**Project Title:**
Exploring the Impact of Remote Working on Productivity and Well-Being Among IT Professionals

**Student Name:**
[Insert Name]

**Programme & Department:**
[Insert Programme], [Insert Department], [University Name]

**Supervisor:**
[Insert Supervisor Name]

**Date of Submission:**
[Insert Date]

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## 2. Research Summary (Lay Description)

This qualitative study explores how remote working influences productivity, communication, daily routines and well-being among IT professionals employed in UK-based technology companies. Semi-structured interviews will be conducted to gain detailed insight into personal experiences and workplace practices.

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## 3. Research Objectives

1. To examine how remote working affects employees' daily work routines.
2. To explore perceived changes in productivity and communication.
3. To understand the relationship between remote working practices and overall job satisfaction.

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# 4. Methodology

This study will use **semi-structured online interviews** lasting 30–40 minutes. Interviews will be conducted via Microsoft Teams and audio-recorded with consent. A thematic analysis will be conducted after transcription.

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# 5. Participants

## 5.1 Participant Characteristics

20 IT professionals currently working remotely in UK technology companies.

## 5.2 Inclusion Criteria

- Aged 18+
- Currently working remotely at least 3 days per week
- Full-time employment for at least 6 months

## 5.3 Exclusion Criteria

- Individuals who recently returned to office-based work
- Interns, contractors or temporary staff

## 5.4 Recruitment Strategy

Participants will be recruited through LinkedIn posts, professional networks and personal contacts. All recruitment materials will include a brief description of the study and contact information.

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# 6. Informed Consent Process

- Participants will be emailed an **Information Sheet** detailing the study purpose, procedures, voluntary nature and withdrawal rights.
- Written consent will be obtained via electronic signature or scanned document.
- Participants may withdraw at any time without providing a reason.
- Consent will be re-confirmed verbally at the start of the interview.

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# 7. Confidentiality and Anonymity

- Pseudonyms will be assigned to each participant (e.g., P1, P2).

- Identifying details (names, company names, job titles, locations) will be removed from transcripts.
- The researcher will ensure quotations are anonymised and do not reveal identity indirectly.

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## 8. Data Protection & Storage (GDPR Compliant)

- Audio recordings and transcripts will be stored on encrypted, password-protected devices.
- Data will be backed up on the university's secure storage system.
- Only the researcher will have access to the files.
- Data will be retained for five years after submission and then permanently deleted.

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## 9. Potential Risks to Participants

This is a **low-risk** study.
Possible risks include minor discomfort when discussing stress or workplace challenges.
Risk mitigation steps include:

- Participants may skip any question.
- Interviews can be paused or stopped at any time.
- A list of support resources will be provided.

No deception will be used.

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## 10. Potential Benefits

Participants may benefit by reflecting on their work practices and contributing to research into modern remote working environments.

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## 11. Researcher Safety Protocol

All interviews will be conducted online, eliminating face-to-face safety risks.

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## 12. Ethical Approval

Ethical approval will be sought from the [University Name] Research Ethics Committee. Fieldwork will not begin until formal approval is granted.

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# 13. Supporting Documents

- Participant Information Sheet
- Participant Consent Form
- Interview Guide
- Recruitment Message/Text

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