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Wrexham Research Ethics System (WRES)

User Guide for Supervisors

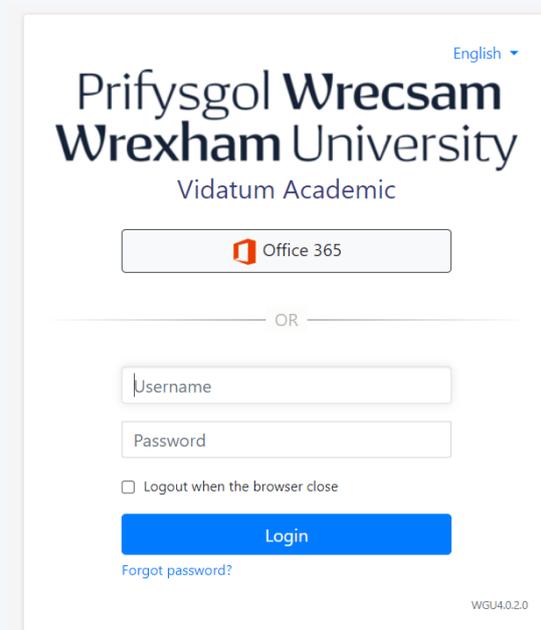
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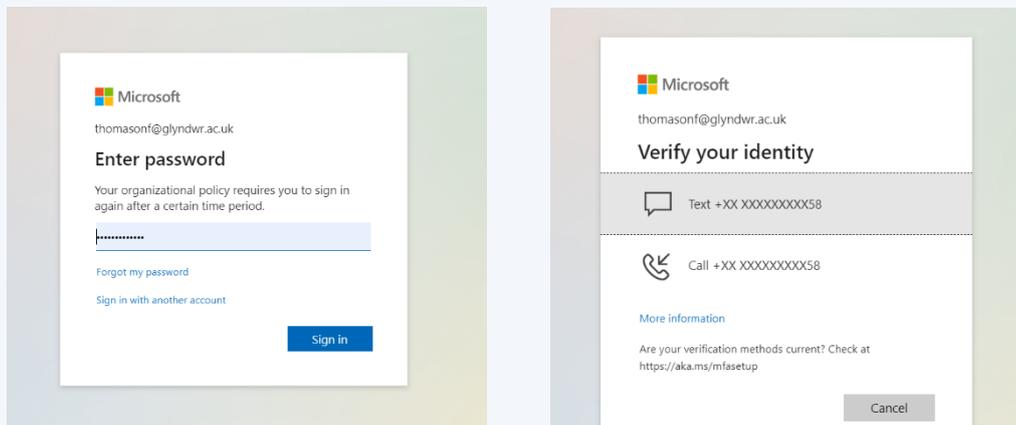
1. Logging In

You can access Wrexham Research Ethics System by going to wris.wrexham.ac.uk

To log in **always** select the 'Office 365' button. This is linked to your University 365 account.



You might be asked to log in using your university credentials or to verify your identity as shown in the below screens.



2. Your Role as a Supervisor

For undergraduate, taught postgraduate and research postgraduate projects, the supervisor is responsible for.

- ensuring that the research is subject to the appropriate consideration of all ethical issues which involve human participants, human tissue, animals, adverse impact on the environment or personal data

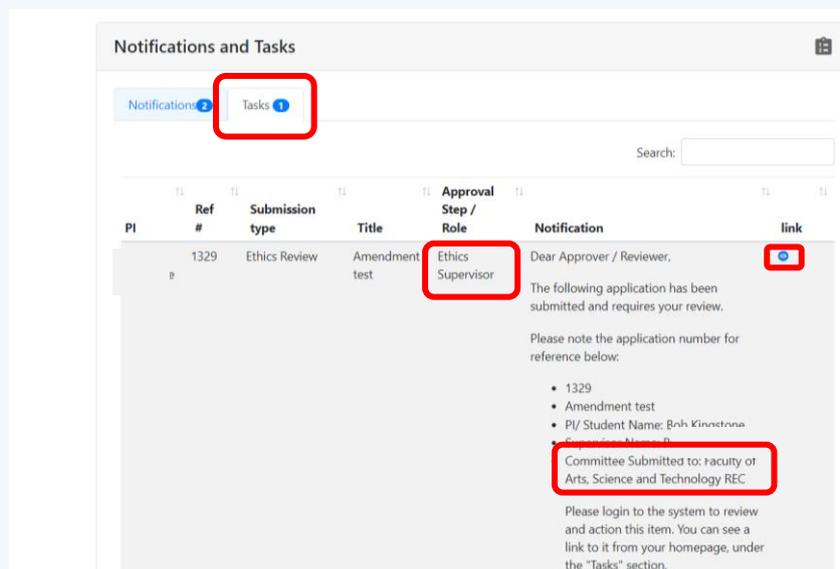
- that ethical approval is obtained from a University Research Ethics Committee before commencement
- that students understand and follow the principles of the University Research Ethics Policy
- ensuring that students are not exposed to undue risk when carrying out research
- responsible for the management of the data produced during the research activities

Supervisors should work with their students to address the ethical considerations of the research project and ensure the quality of the application is sufficient before submission. The form must be checked and signed by the supervisor before being submitted to the appropriate research ethics committee.

In general, undergraduate, and taught postgraduate students should not undertake projects, which involve more than minimal risk that require University Research Ethics Committee approval. If the online system indicates that the research is more than minimal risk, then the supervisor should discuss with their student what approaches can be made to modify the project's experimental design to lower the risk. Please review the [University Guidance Note on Research Ethics Committee Structure and Levels of Risk](#)

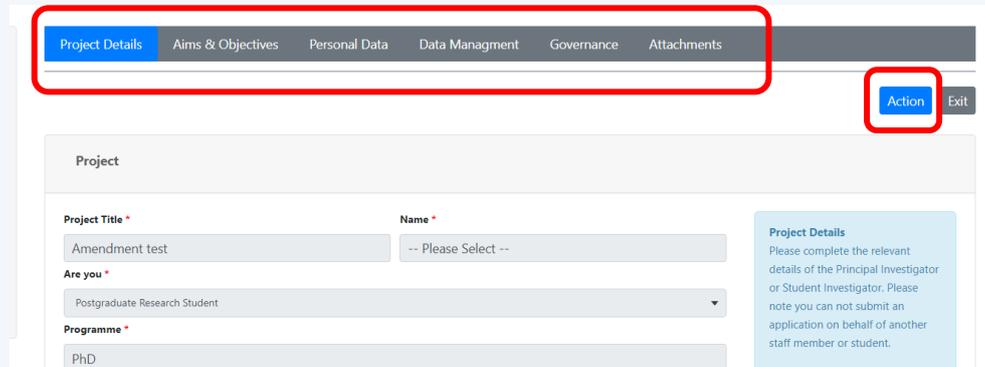
3. Reviewing and signing your student application

When a student has completed a research ethics application in the system you will receive a notification by email that your review and sign-off is required. Under the 'Notifications' and 'Tasks' section of the homepage, you will find information related to the application, including; student name, application reference number, title of application, your role as a supervisor and the committee the application will be submitted to. Selecting the 'eye' link icon will take you directly to the application.



Using the navigation panel go through the sections of the application ensuring all sections and questions have been completed correctly, to a high standard and all ethical considerations have been addressed. Ensure your student has selected the correct faculty, they have added you as a co-investigator under 'WU Collaborators' and have attached all relevant documentation using the correct University templates.

Once you have read the application, select 'Action'.



You have two options.

- Approve- if you are happy with all the information provided and documentation uploaded select 'Approve' and then 'Save'. The application will then be sent to the relevant Research Ethics Committee administrator and be prepared for review by a committee member.
- Send back for amendments- If changes are required, select 'Send back for amendments' and use the 'Add comments' box to detail the changes and recommended modifications your student should make before the application can be reviewed by a Research Ethics Committee. Then select 'Save'. Please note comments added here will be visible to the student, administrator and reviewer once assigned.

Role / Approver	Date	Status
Ethics Supervisor 🕒 Current Approver		🕒
Ethics Admin Frances Thomason		🕒
Ethics Admin Niveen El Far		🕒

Current Ethics Approval Status
This section contains the status of each of the required approvals for this timesheet.

Your Approval and Comments

Update Status To:

Approve

Send back for amendments

Add Comment

Comments posted here and names of reviewers will be visible to all.

Cancel Save

If you return an application to the student for changes, the application will be sent back to the student in draft mode so they can make the necessary modifications and resubmitted to you for approval.

As a supervisor, you can log back into the system at any time to see the status of your student's applications. Selecting the 'person' icon will give you a full breakdown of where the application is up to in the approval process and what comments have been added to the application.

Ethics New Ethics Application

Search:

REF#	Title	REC	Risk	Period	Submission Date	# Versions	Status
1329	Amendment test	Faculty of Arts, Science and Technology REC	MINIMAL	26/10/2023 06/12/2023	09/10/2023	1	Awaiting REC Admin Review
1327	Test Welsh	University REC	HIGH	26/10/2023 06/12/2023	07/10/2023	3	Approved

When the application has been reviewed by a committee and returned to your student for modifications you will need to repeat the process and sign off the application again. Please ensure all committee comments have been addressed before signing the application for resubmission and that a document has been uploaded to the application under 'attachments' detailing the changes that have been made.