

IMPORTANT INFORMATION ON RESEARCH ETHICS APPROVAL FOR COURSEWORK PROGRAM (DISSERTATION)

WHAT IS RESEARCH ETHICS APPROVAL?

Research ethics approval is **mandatory** for all research involving human subjects conducted by UiTM staff, students and external parties conducting research on UiTM staff/student or/in UiTM premises. It has been stipulated under UiTM Policy for Research Ethics Involving Human Subjects (2019).

WHO SHOULD APPLY?

All FSPPP Postgraduate Coursework Programs of batch **March 2020 onwards** MUST apply and get the ethics approval to be eligible for submission of their dissertation.

WHAT ARE THE PAPERWORKS INVOLVED?

RMC UiTM has issued new forms for Coursework research ethics application in September 2021. The forms have been simplified to ease the process. Students MUST use these new forms as the old forms are valid for Research Students only. The forms/documents are:

- 1) F/BERC 1 – Application Form
- 2) F/BERC 2 – Participant Information Sheet
- 3) F/BERC 3 – Assent Form
- 4) F/BERC 4 – Exemption Form
- 5) Cover letter, questionnaires/interview questions (Dual Language: English and Bahasa Melayu)

If you are doing a qualitative or quantitative research in which your data collection is done through interviewing or distributing questionnaires to people aged 18 and above, you will need to submit F/BERC 1, F/BERC 2 only and appended by cover letter for survey/interview as well as the questionnaire / interview questions. Please do not submit your Research Proposal with this application.

If your respondent is minor (age 17 and below), you are required to fill up and submit F/BERC 3 together with F/BERC 1 and F/BERC 2.

If your research using only secondary data (eg. Annual reports, archives etc) and do not involve human as a subject, you should submit F/BREC 4 only.

WHERE TO SEND THE APPLICATION?

UiTM Research Management Centre (RMC) has recently delegated the authority to the Faculty's Research Ethics Committee (FREC) to give approval for Dissertation ethics application. Coursework students no longer need to submit ethics application to RMC. Students must email the application to the FREC at: fsppp.ethicspg@gmail.com

WHO WILL APPROVE THIS ETHICS APPLICATION?

The FREC will review all applications in a series of meetings done internally. The Associate Members (Certified by RMC) who are part of the committee will review and determine the level of risk of all ethics applications and will make final recommendation; whether the application can be approved, revised, resubmit, or submit to RMC for approval if the research is considered to have more than minimal risk.

WHEN SHOULD I SEND THE APPLICATION?

Students are required to discuss and prepare the ethics application with their supervisor once their research proposal is completed.

Students can start preparing the questionnaire/ interview questions in Semester 2 after they have taken Research Method and Analysis (EMA702/EMA705) course.

Students can submit their application in Semester 2 (for Fulltime students and Part 3 for Part time students - if they have refined their research proposal and have finalised questionnaire/interview questions with their supervisor)

Alternatively, Students can submit their application at the beginning of semester of which they will submit their dissertation (e.g., Semester 3 for Fulltime Students and Semester 4 for Part time students).

It is advisable for students to submit early to prevent delay of approval in case there are major corrections to be made or if they are required to resubmit. Tentatively there will be a few FREC meetings in a semester.

WHY MY ETHICS APPLICATION REJECTED / REQUIRES RESUBMISSION / REQUIRES CORRECTIONS?

Many cases of delay in getting ethics approval are caused by resubmission, correction, or rejection due to:

1. Incomplete application
2. Major grammatical errors/ language errors (eg. BM version)
3. Did not provide Cover letter, questionnaires/interview questions
4. Did not provide Cover letter, questionnaires/interview questions in Dual Language: English and Bahasa Melayu)
5. Too many errors in the application form
6. Questions in the Questionnaire / Interview do not reflect the research objectives, using inappropriate words/terms/jargon that can cause misunderstanding, misperception, provocative, sensitive or controversial words
7. Research topic poses more than minimal risk/ high risk, or the topic is provocative, sensitive or controversial
8. Did not address the corrections/revisions suggested by Research Committee

*Please make sure your application has been checked by your supervisor.

HOW WILL I KNOW THE RESULT OF MY ETHICS APPLICATION?

The secretariat of the FREC will email all the applicants once the approval and feedback of the application has been validated by the Associate Member and cc to RMC.

WHO SHOULD I CONTACT IF I NEED FURTHER CLARIFICATION?

Your supervisor should be able to advise you on this matter hence frequent communication is important between students and supervisors. If you are still unable to get clarification, you may contact the Coordinator of Coursework Program or the Head of Postgraduate Studies.

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