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| **Ethics Application For Request Of Letter To Gather Information From Offices/Institutions Outside Of UBD****For Student Projects/Academic Exercises/Theses****(FOR RESEARCH NOT INVOLVING HUMAN PARTICIPANTS/ANIMAL SUBJECTS)** |

**Remarks:**

1. All Ethics applications should be made at least **2 months in advance** of the start of the study. (Note: It is up to the respective organizations to determine the time/date you can begin research)
2. All BA projects, MA and PhD Theses (for research not dealing with human/ animal subjects) **that require Ethics clearance have to be submitted with a Faculty Ethics Committee approval letter**. Without this approval, any data collected will be deemed invalid for use in your research.
3. Kindly take note that the applicant needs to submit one copy of the final project/thesis to the FASS office and any other relevant institution for their archive/library.
4. Please check the checklist of documents to be submitted together with this application (refer to page 2)

**For Student:**

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| **Name:** |  | **Registration No.:** | **Contact Number:** |
| **Programme:****(BA/ MA/PhD)** |  | **Module Code:** |  |
| **Research****Title:** |  |
| **Signature:** |  | **Date:** |  |
| **Start date of Research:** |  | **End date of** **Research:** |  |

***Note to students: Please submit this completed form and proposal to your supervisor***

**For Supervisor:**

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| **Name:** |  | **Signature:** | **Date:** |
| **I have reviewed the proposal and I confirm (please tick either one):** The project adheres to the University Ethics Guidelines. It **does not need** to go through the Faculty Ethics  Committee (FEC).The project **needs to be forwarded to the Faculty Ethics Committee (FEC) for approval/clearance.** |

***Note to supervisors: Please submit the completed form to the Assistant Registrar of the Faculty***

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| **FACULTY ETHICS COMMITTEE (FEC) RECOMMENDATION (please tick either one) :**  **Approved**. AR to issue a memo allowing the student to gather information outside of UBD.**Not approved.** Send application back to supervisor for revision and resubmit. |
| **FEC Chair (Name) :**  | **Signature:**  | **Date:**  |

**RESEARCH NOT INVOLVING HUMAN PARTICIPANTS/ANIMAL SUBJECTS**

**Checklist and Documents to be attached:**

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| **No.**  | **Research NOT Involving human participants/animal subjects** | **Check**  |
| 1  | Summary of the project (1 page ) |   |
| 2  | Name, address and contact number of contact person at the proposed offices/institution.  **Note:** Students need to make initial contact with the proposed office/institution before submitting application |   |
| 3 | Research proposal (hardcopy and softcopy) |  |

**<< Note: All applications must be completed in full and must include ALL of the above documents. >>**