**These forms are used for Research / Projects that only require access to archives, library books, etc**

**(FOR RESEARCH NOT INVOLVING HUMAN PARTICIPANTS/ANIMAL SUBJECTS)**

# For Student:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:**  [as stated as in IC] |  | **Registration Number:** |  |
| **Contact Number:** |  |
| **Programme** :  [please tick (√) for your programme] | | | **Module Code :** |
| **Title of Programme:** | **BA** in (by Major) | |  |
| **PhD** in by research | |  |
| **MA** in by research | |  |
| **Research Title:** |  | | |
| **Start date of Research:** |  | **End date of Research:** |  |
| **Student Signature :** |  | **Date:** |  |

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

**For Supervisor:**

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | | |
| **Supervisor**  **Signature :** |  | **Date:** |  |

***Note to supervisors: Please submit the completed form to the Programme Leader to review***

**For Programme Leader (or appointed coordinator) Review:**

**I have reviewed the proposal and I confirm the supervisor’s decision.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme Leader / Co-ordinator**  **Signature :** |  | **Date:** |  |

**For FEC Chair Review:**

|  |  |  |
| --- | --- | --- |
| **FACULTY ETHICS COMMITTEE (FEC) RECOMMENDATION *(please tick either one):*** | | **Date of FEC meeting :** |
|  | **Approved**. AR to issue a memo allowing the student to gather information outside of UBD and the Faculty Ethics approval letter. |  |
|  | **Not Approved**. Send application back to supervisor to revise and resubmit. |  |
| **FEC Chair (Name & Signature) :** | | **Date :** |
|  | |  |

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

**Checklist and Documents to be attached:**

|  |  |  |
| --- | --- | --- |
| **No.** | **RESEARCH NOT INVOLVING HUMANS** | **Check** |
| 1. | UBD Research Ethics Application form **for students** |  |
| 2. | Name, address and contact number of contact person at the proposed offices/institution **if applicable**.  **Note:**  *Students need to make initial contact with the proposed office/institution before submitting application* |  |
| Format sample:- |
| |  |  |  | | --- | --- | --- | | **Name of Agencies** | **Address (FULL):** | **Contact Details:-** | | Penborneo  (Hj Norariffin bin Hj Dullah) | No. 14, Blok 31, Spg 394, Bangunan Flat Kerajaan Anggerek Desa, Jln Berakas, BB3713, NBD | **Contact No**: 2123456  **E-mail:** abc.def@gmail.com | |

# Remarks:

1. All Ethics applications should be made at least **1 month 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 above)

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