



MIC GUIDELINES FOR STUDENT RESEARCH SUPERVISION

Created on: 01 May 2019

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1. INTRODUCTION

MIANZ International College (hereafter MI College) is committed to promote an environment that is open and conducive to effective and responsible learning and research. Such an environment is created by joint effort of administrators of the college; departments and faculties offering undergraduate and graduate programs; administrative staff and supervisors; members of Research Governance and Ethics Committee (RGEC); and students of the college.

This guideline outlines key roles and responsibilities to ensure the wellbeing of all partners involved in research, and enhance the contribution of undergraduate and graduate education to the intellectual development and academic success of students and the College. It is intended that this outline will meet the expectations of all parties at the outset and reviewed throughout the students study/research period. The specific roles and responsibilities of all partners in undergraduate and graduate programs are consistent with MI College research guideline pertaining to responsible conduct and integrity in research. It is important to recognize that the key partners are the students, supervisors and department members.

Excellence in the pursuit of research project requires mutual respect between students, supervisors and department members. It is important that at an early stage of a student's research studies all parties establish their expectations of each other. Students, supervisors and department members should seek to establish good working relationships by meeting all formal requirements as stated in this document.

2. ROLES AND RESPONSIBILITIES OF DEPARTMENT MEMBERS

The department comprise of the Deans of Faculties, Research Coordinator, Branch Manager, and the lecturers assisting the students in various modules relating to research. The department members function as the first link connecting the College and students by taking a central role in the initial matching of supervisor and student. In addition, the members act as an associate between students and supervisors in guiding and advising the students on research issues, and assisting supervisors in their monitoring task. As many of the students are from the island campuses, Branch Manger is expected to play a crucial role in assisting the students administratively.

Research Coordinator is the in-charge of the research activities pertaining to the particular faculty. In case where a research Coordinator is not appointed, by default, the Dean of faculty will assume the responsibility of the research activities of students pertaining to that faculty.

In particular, department members should:

- 2.1. Ensure the prerequisite modules are covered prior to assigning the student the task of developing the proposal, and further work related to research.
- 2.2. In particular the research methods lecturer should assist the students in identifying areas of researchable topics during the module transaction
- 2.3. The research methods lecturer should develop student familiarization with the research policies and processes that are precedent to the development of research proposal and execution of research
- 2.4. The research methods lecturer should assist the students in setting their course towards working on the proposal. This however does not mean that the student will have to develop the final proposal during the course of the research methods module.
- 2.5. The Branch Manager must ensure that the relevant policies, forms and other relevant documents are provided to the students in a timely manner.
- 2.6. The Branch Manager must ensure that the students are properly guided to submit the relevant documents to the relevant Faculties, especially to the respective Research Coordinators.



- 2.7. The Branch Manager must assist the students in applying for data collection permissions and any other required approvals from relevant institutions. Moreover, it is the duty of the Branch Manager to ensure that permissions and approvals are obtained and communicated with the students.
- 2.8. Be practically accessible to students when called upon for general guidance, consultation or discussion related to academic research projects.
- 2.9. Meet the students as required and on request to review the student's progress and provide guidance to students and supervisors. *See Appendix III – Student's work plan requisite.*
- 2.10. Members are ought to provide critical and constructive feedback on the student's research to the supervisor every term (4 weeks).
- 2.11. Ensure that every student has a supervisor or advisor. Where a supervisor is absent for any significant period of time, ensure that their students receive provisional supervision from a faculty member competent in the student's particular area of work. The length of a supervisor's absence and the needs of individual students will determine the duration of interim supervision required. However, no student should be left without supervision for more than two months.
- 2.12. Respond promptly to requests for the substitution of a supervisor or advisor. The department members have a responsibility to review the case in order to secure alternative supervision where appropriate. If the department has reason to believe that adequate supervision is not being provided, it should investigate the situation and take appropriate action which may, in extreme cases, include curtailment of supervisory status.

Research Coordinator and Specific Roles

- 2.13. The Research Coordinator is either a full time lecturer or a hired personnel for the specific purpose.
- 2.14. MIC Research Cell will approve appointment of Research Coordinators to each of the faculties FBMH, FLEA and FSIT depending on the level of research and the number of Research Students in each faculty.
- 2.15. Research Coordinator must maintain detailed database of the Research Students and the researches they conduct.
- 2.16. The Research Coordinator will take direct responsibility of attending to the following functions.
 - 2.16.1. Skill development workshops for research students are organized by the respective faculties or campuses and conducted.
 - 2.16.2. Students are provided with all the necessary documents, forms and timelines by the faculties and Campuses.
 - 2.16.3. Ensure the topic is finalized and students are attached with the supervisors.
 - 2.16.4. Ensure all formalities relating to the supervisors are communicated and necessary documentation is completed by the faculties and Campuses.
 - 2.16.5. Document all the transactions of the Research Supervisors systematically
 - 2.16.6. Document Student Proposals and Final projects systematically
 - 2.16.7. Provide a status report of Student Researches after each batch is completed.
 - 2.16.8. Coordinate between the faculty, the students and the MIC Research Cell
- 2.17. The Research Coordinator must specifically ensure the following procedures are followed.
 - 2.17.1. The Data Collection Approval is sought from the relevant institutions by the faculties and campuses (**Letter R- 01S**)
 - 2.17.2. Research Governance and Ethics Application Form is submitted by the students (**Form R-01S**)
 - 2.17.3. Research Governance and ethics Checklist is submitted by the students along with the prescribed documents
 - 2.17.4. The students follow the proposals Development Guideline in compiling the proposal



- 2.17.5. In case if the student decides to bring changes to the approved research project, the request for amendment to approved research project form is submitted along with the revised proposal (**Form R- 02S**)
- 2.17.6. Participant Consent forms if necessary for the project, are submitted along with the final project (**Form R- 03S**)
- 2.17.7. Fill the project Progress Status report for each student at the end of term 2 and midway in term 3 of the research schedule (**Form R- 04S**)
- 2.17.8. If a student is found to violate any rules or crosses ethical standards, the Deviation or Violation reporting Form is filled and reported to the MIC Academic Committee (**Form R- 05S**)
- 2.17.9. At the Completion of the research project, the Study/Project Close out Report Form is filled and filed appropriately (**Form R- 06S**)

3. ROLES AND RESPONSIBILITIES OF SUPERVISORS

Student supervision requires complex interaction between students and their supervisors. The role of a supervisor is of threefold: to guide, observe and act as mentor. Supervisors are obliged to provide appropriate guidance, instruction and encouragement in the research activities of their students, and also take part in the evaluation and examination of their students' progress and performance. Supervisors are responsible for fostering the intellectual and scholarly development of their students. They also play an important role in providing advice on further skill development of their students.

In particular, supervisors should:

[See Appendix I](#) – boundaries of supervision: expected dynamic of student supervisor relationship

- 3.6. Advise students on an appropriate plan for research project including but not limited to:
 - 3.6.1. The choice of courses and seminars needed to widen the skill requirements and to develop the research topic and proposal;
 - 3.6.2. A project that is challenging, at the appropriate level for the degree being studied which can be accomplished within the designated time and with available resources.

***Note:** During the early stages of the research it is likely that most students will be reliant on support from their Supervisor for guidance. However, supervisors are expected to encourage students to take independent responsibility as they progress through their project.*

- 3.7. Develop a communication plan with the department members as to how the student's progress will be assessed from commencement of the project to closing stages.
- 3.8. Arrange for regular meetings with the students for consultation and to discuss progress. The frequency of such meetings will depend on the discipline/field of study, type of program, and the student's progress. At least one, preferably several, meetings should be arranged in one term (4 weeks). Supervisors should be easily accessible for meetings and interactions requested by their students.

[See Appendix III](#) – Student's work plan requisite.

- 3.9. Thoroughly examine all written materials relevant to the research paper submitted by the student and provide constructive suggestions in a timely manner (one to two weeks depending on the complexity of the document), preferably in writing. Students and supervisors should outline together an appropriate timetable.

***Note:** Supervisors are reminded that it is in the student's judgment to submit a project when it is ready.*

- 3.10. Provide evaluation of student progress to the department members once a month or more if required. The report should clearly indicate the status of the student's progress (i.e., satisfactory/unsatisfactory /remedial action plan). Where the supervisor feels that the student will have serious difficulties finishing the module, the supervisor, in consultation with the department



members as appropriate, will inform in writing, the student of the nature of the problem(s), suggested remedies and may recommend re- module.

Note: Students can submit their proposals for correction four times. Supervisors are entitled to enroll the students in skill development workshop with an unsatisfactory 3rd submission and may recommend re-module thereafter.

- 3.11. Inform students and the department members of any anticipated extended absence. In cases when the absence is for a period of two months or more, supervisors should arrange for suitable communication methods. Interim supervision must be arranged with the help of department members for the period of absence.
- 3.12. Informing the student and faculty when withdrawal from supervisory role is necessary. Circumstances must be explained in writing and supervisors should cooperate with the faculty in arranging for continuity of supervision.

4. ROLES AND RESPONSIBILITIES OF STUDENTS

Students should look upon research as an opportunity to develop as a scholar under the mentorship of the supervisor and the department members. Ultimately, students are responsible for their course of study and conducting, communicating and defending their proposed research plan and outcome. Student's prime responsibility is to meet the requirements of their degree programs in a timely manner. By initiating a research project, they engage in a partnership with their supervisor that can succeed only if it is built on mutual trust and respect. Students should seek the advice of their supervisor regarding their project of study and give serious consideration to that advice of the topic of research and adequacy of financial and physical resources available to complete the research plan. Students are responsible for producing a project report or dissertation which should be based on original research. The paper must meet the standards for academic quality of the department and College, and reflect a capacity for independent learning in the discipline.

Note: Students are bound to follow the work plan requisite. [See Appendix III](#)

In particular, students should:

- 4.1. Have knowledge of and meet all appropriate deadlines as specified by the department, faculty and College. Allocate sufficient time to meet important deadlines. [See Appendix II.](#)
- 4.2. Be responsible for developing a sound research plan with achievable timelines and milestones. They should seek the advice of their supervisor during the planning process.
- 4.3. Ensure that their research complies with Ethics Review procedures when it involves human subjects, as defined by RGEC.
- 4.4. Ensure that a meeting is held at least once a month with their supervisor and the department members (where applicable), or as determined by their supervisor and department members.
- 4.5. Keep a systematic and accessible record of their research work and results and be able to answer to their supervisor and department members on their progress.
- 4.6. Take full responsibility for progress in their research project following thorough consultation, as appropriate, with their supervisor and department members.
- 4.7. Allow adequate time for their supervisor and department members to provide comments on written material. Students must consult their supervisor and department members to estimate the time required to complete the project report/dissertation.
- 4.8. Students should strictly follow APA format in report writing. It is mandatory for all undergraduate students to restrict the report for a word limit of 12,000 to 15,000 excluding



bibliography and appendix. Graduate student's word count will be determined in accordance with their study course.

Note: Students are expected to acknowledge in the dissertation/report any assistance, materials and/or data of other scholarly work. Proper citations and reference must be given. If the College finds work of others are not properly referenced it could be considered plagiarizing. Such acknowledgements could refer to students, technicians and others, funding/scholarships, institutional and financial support.

- 4.9. Students must communicate with the supervisor on the progress and anticipated submission dates of dissertation/report. Prior to the submission of a dissertation/research report, a draft of the submission should be presented to the supervisor.
- 4.10. Provide any original data associated with the dissertation/report on request by supervisor or departmental members.
- 4.11. Comply with responsible standard of conduct in publishing/ disseminating research materials/findings related to their research. Be aware of and adhere to College on the ownership of intellectual property.
Note: Students may not submit a paper for publication as authored without agreement of the College, if the research project involved use of College facilities or was part of the student's academic program. In such cases, institutional affiliation should be mentioned.
- 4.12. Leave of absence should be discussed with the supervisor and maintain regular communication with the designated supervisor and department members as appropriate.
- 4.13. In case of personal or professional conflict with the supervisor, inform the Dean in writing. Every effort should be made to resolve a conflict before resorting to formal procedures.

5. RESEARCH GOVERNANCE AND ETHICS COMMITTEE (RGEC) AND SPECIFIC ROLES

- 5.1. RGEC comprise of the Research Coordinator, Dean and two additional members of the MIC Research Cell.
- 5.2. RGEC is entrusted with the mandate of approving the ethical request of the research
- 5.3. The student can begin the Research only after the ethical approval is communicated in writing.

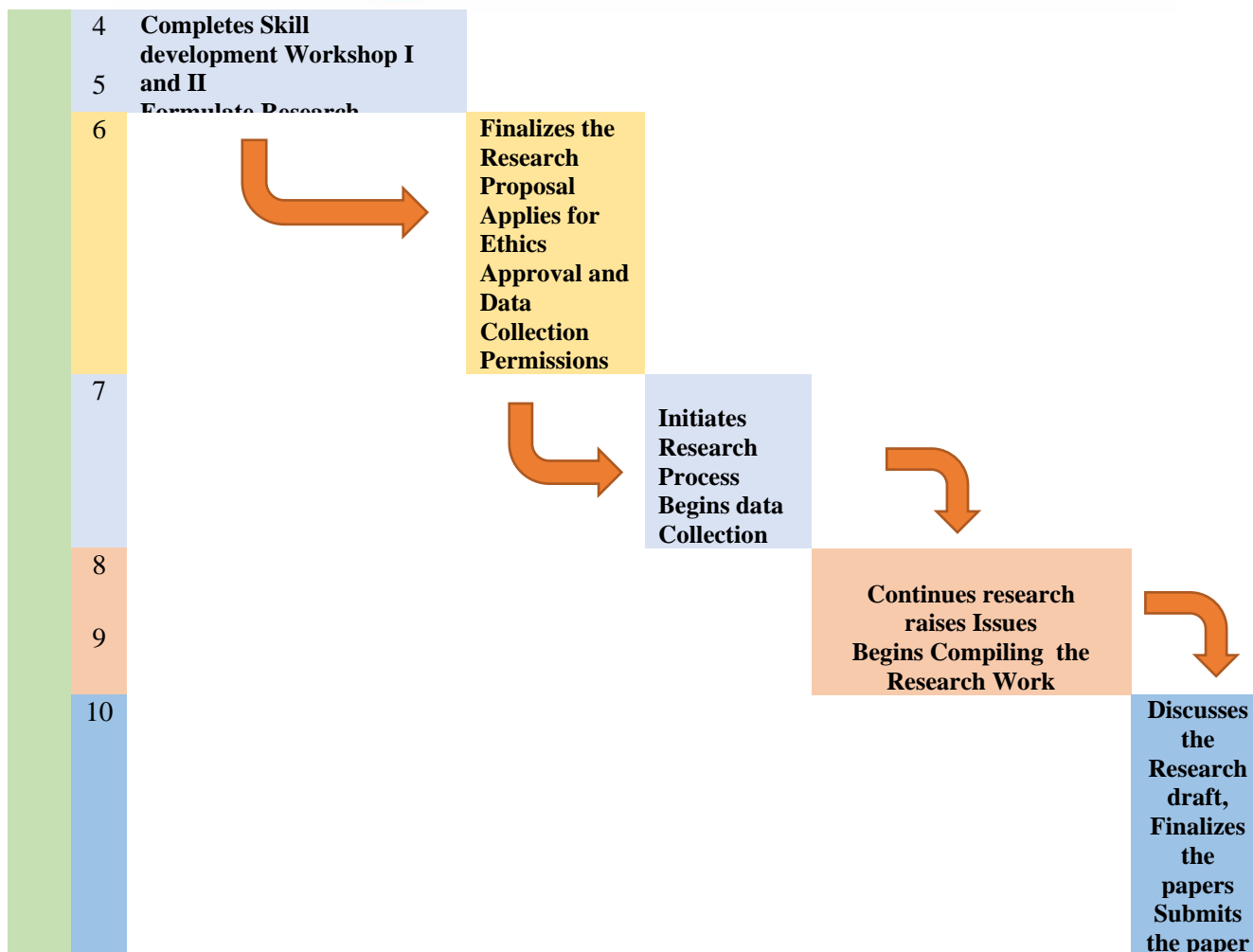
6. RESEARCH TIMELINE

Research by itself is a time consuming process. Depending on the nature of your research, you may be required to spend time on content analysis to carrying out real time surveys and experiments. But before you could launch on your research, it is first necessary to choose a researchable topic that fits your purpose of study, that has appropriate relevance, that can be completed and managed within the available time span and that is given ethical approval by your college.

At MIC the stages of research process is divided into terms and attempts to give the students approximately 7 – 9 months for the whole process. It is necessary for the student to clearly understand, that a student cannot progress into the activities of the next term unless the activities of the previous terms are successfully completed.

Table below describes the terms, durations and activities expected at each of the term.

		Term					
		1	2	3	4	5	6
month	1						
	2						
	3	Successful completion of Research Methods Module					



Appendix I

Table 1: Boundaries of supervision worksheet

Process	Responsibility	Low Involvement – PGD / Masters	Medium Involvement – UG Research Project
Final Topic	Student	Student provides ideas which supervisor helps assess for suitability	Negotiated by supervisor and student
Literature Searching	Student	Supervisor provides starting papers only	Supervisor provides starting papers and ongoing suggestions when needed
Literature Reviewing	Student	Supervisor comments on X draft(s) of literature review	Supervisor provides training/advice/examples



			and comments on X draft(s) of literature review
Research Question and Hypotheses	Student	Student has 'first go' and then supervisor helps shape	Supervisor and student develop together
Selecting Methodological Approach	Student	Student researches possible approaches and discusses recommended approach with supervisor	Supervisor and student decide together
Collecting Data	Student	Supervisor provides training/advice on collecting data	Supervisor provides training/advice on collecting data
Analyzing Data	Student	Student provides supervisor with an interpretation of the results, which the supervisor then comments on	Student and supervisor discuss together possible interpretations of results
Writing the Report / Dissertation	Student	Supervisor comments on X draft(s) of dissertation	Supervisor provides training/advice/examples of writing and comments on X draft(s) of dissertation

Appendix II

Table 2: Suggested Timeline for Undergraduate, Post-Graduate Diploma and Masters Research Projects

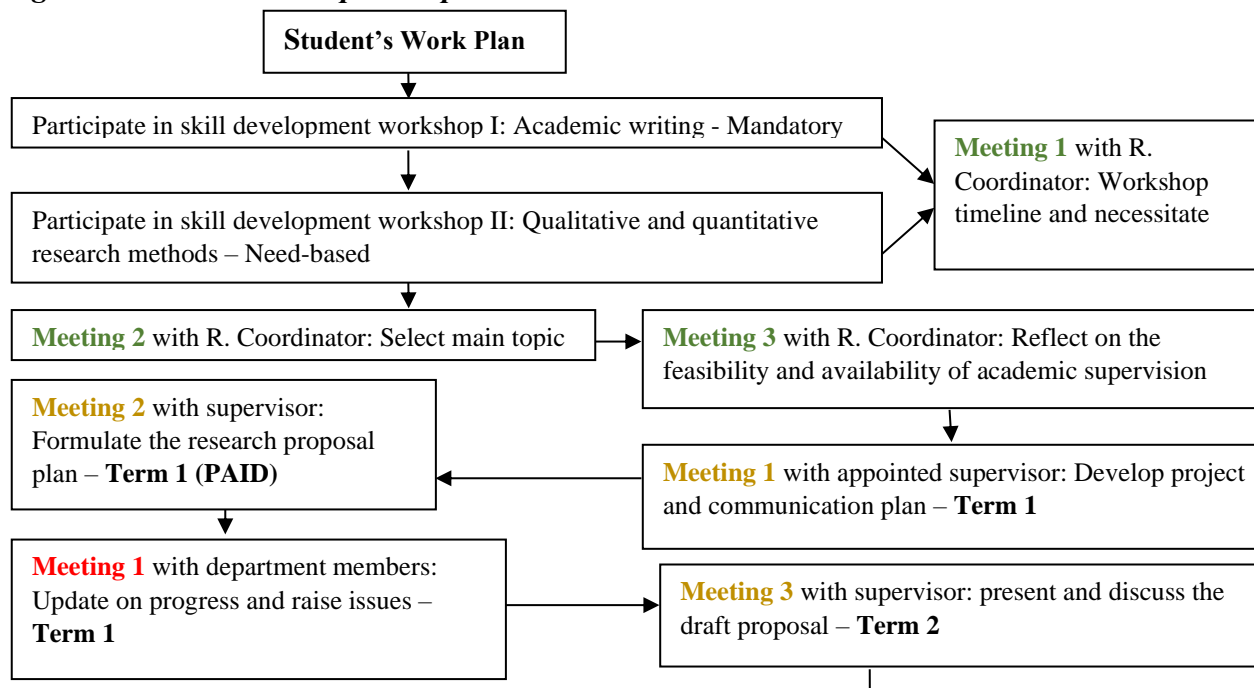
Term 1	Select supervisor and research topic
Term 2	Complete research proposal to defend



Term 3	Defend project proposal Develop an alternate plan with the approval of RGEC if difficulties arise in achieving the initial plan. Initiate research
Term 4	Work on research
Term 5	Write the project
Term 6	Defend project

Appendix III

Figure 1: Student's work plan requisite





Note: Meeting 8 /9 is payable ONLY for Masters.

Further Note:

- Research Supervision is a time consuming and highly professional task. Research Supervisors are expected to provide assistance and guidance as stipulated in the MIC Guidelines for Student Research Supervision. The timeline of meetings are detailed in the Student’s work plan requisite.
- Generally, by meeting, at MIC we recognize this as physical sittings with the supervisor and the student. However, in situations where a physical meeting is not possible, a relevant real-time meeting session using skype or any other online platform is acceptable.
- The student’s work-plan requisite describes the various meeting points and meeting functions. Please note that, not all meetings are compulsory. The meetings marked as “PAID” are the compulsory meetings. However, it is highly recommended of the supervisor to communicate with the students at all meeting points. It is at the discretion of the supervisor to limit the unpaid meetings to mere correspondences through mail or any other means.
- If a student is not able to meet the minimum requirements through the standard number of paid meetings, additional meetings can be arranged at the expense of the student for additional supervisor charges.



Rubric for Evaluating a Qualitative Study

Criteria	Meets all requirements: Excellent	Meets most requirements: Good	Meets some requirements: Satisfactory	Does not meet requirements: Unsatisfactory
	5	4	3 - 2	1 - 0
Title and Abstract (5 marks) Title clearly reflects focus of study Abstract contains a concise description of the study, a brief statement of the problem, explanation of methods and procedures, and a summary of findings and implications.				
	10 – 8	7- 6	5 - 2	1 - 0
Introduction (10 marks) The research topic is clearly specified at the outset of the study. The research problem or important issue clearly identified. The purpose of the research clearly stated. Research questions identified and stated clearly. The significance of the study is clearly explained.				
	15 -12	11 - 8	7 – 4	3 - 0
Literature Review (15 marks)				



<p>The literature review includes basic knowledge of literature in the area and of prior work on the specific research problem.</p> <p>Comparison/contrast of different studies on the topic.</p> <p>Theoretical or conceptual framework been identified and described.</p>				
	20 - 15	14 - 10	9 - 5	4 - 0
<p>Methodology (20 marks)</p> <p>The introduction describes how the research design stems logically from the problem or issue.</p> <p>Characteristics of the participants, the research site, and the context accurately described.</p> <p>The process by which the data was generated, gathered, and recorded is clearly described and justified.</p> <p>How and why the data were analyzed is clearly described.</p> <p>Triangulation and other validity-enhancing strategies used to help produce trustworthy evidence.</p>				
	20-16	15 - 12	11 - 6	5 - 0
<p>Results (20 marks)</p> <p>Findings presented clearly and supported with data/evidence (e.g. quotes, content analysis)</p> <p>Findings build logically from the problem and the research design, and are presented in a manner that addresses the research question.</p> <p>The results provide a deep understanding of the inner views and meanings of the issue studied.</p>				
	15 - 12	11 - 9	8 - 4	3 - 0
<p>Discussion / Conclusions (15 marks)</p> <p>Provides a brief summary of the research findings that can be drawn from the study</p> <p>Sufficient evidence provided to convince reader of the trustworthiness of the conclusions</p> <p>The researcher fit the findings into the published literature.</p> <p>Limitations of the study discussed</p> <p>Suggestions for future research provided.</p>				
	15 - 12	11 - 8	7 - 4	3 - 0
<p>Overall presentation</p> <p>Follows a standard form and has a professional scholarly appearance</p> <p>Is written with correct grammar, punctuation and spelling</p> <p>Includes appropriate citations</p> <p>Logically organized</p> <p>Reference list included</p>				



Appendix included				
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Johnson, B., & Christensen, L. (2008). *Educational research: Quantitative, qualitative, and mixed approaches*. Sage.

Rubric for evaluating Quantitative study

Criteria	Meets all requirements: Excellent	Meets most requirements: Good	Meets some requirements: Satisfactory	Does not meet requirements: Unsatisfactory
	5	4	3 - 2	1 - 0
Title and Abstract (5 marks) Title clearly reflects focus of study Abstract contains a concise description of the study, a brief statement of the problem, explanation of methods and procedures, and a summary of findings and implications.		4		
	15 - 12	11 - 8	7 - 4	3 - 0
Introduction (15 marks) The research topic is clearly specified at the outset of the study. The research problem or important issue clearly identified. The purpose of the research clearly stated. Research questions identified and stated clearly. The significance of the study is clearly explained. Research hypothesis clearly stated, and does each state the expected relationship between the variables. The theory from which the hypotheses came explained.		11		
	15 - 12	11 - 8	7 - 4	3 - 0
Literature Review (15 marks) The literature review accurately summarize the most important past research.	12			



The Literature review lead to the research purpose and/or research question(s). Theoretical or conceptual framework been identified and described.				
	20 - 15	14 - 10	9 - 5	4 - 0
Methodology (20 marks) Demographics of the participants accurately described, and are appropriate to this study. An appropriate method of sampling used, given the purpose of the study. The research instruments reliable and valid for the participants used in the study. For experimental research, manipulation of the independent variable adequately represents the causal construct of interest. For experimental research, the participants randomly assigned to conditions. Researcher has taken appropriate actions to control for extraneous variables.	16			
	20-16	15 - 12	11 - 6	5 - 0
Results (20 marks) Appropriate statistical tests and calculations of effect sizes used to analyze the data. The results presented clearly Can the results be generalized to the populations and settings the researcher desires?	17			
	15 - 12	11 - 9	8 - 4	3 - 0
Discussion / Conclusions (15 marks) The researcher clearly explains the meaning and significance of the results of the study. The findings are discussed in relation to the theoretical framework with which they began. Are alternative explanations for the study results and conclusions examined? Do the results conflict with prior research? If they do, has an explanation been provided for the conflict? Limitations of the study discussed. Future directions for research suggested.		10		
	10 - 8	7- 6	5 - 2	1 -0
Overall presentation (10 marks) Follows a standard form and has a professional scholarly appearance Is written with correct grammar, punctuation and spelling Includes appropriate citations Logically organized Reference list included Appendix included		6		



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RESEARCH STUDENT FORMS

Research Governance and Ethics Committee (RGEC)

RESEARCH GOVERNANCE AND ETHICS APPLICATION FORM

Form R- 01S

Section A–Project Summary

Title of Project:			
Is the project a: (please highlight or tick box)	UG student project		PG / Masters student project
	Elective Project		Staff Research
	Other		
Risk Assessment [Consult your Research Coordinator if you are not sure] Underline the appropriate box.		No Risk / Low Risk	High Risk
Name of Supervisor:			
School/Division:			
Contact Details – Email:-----Telephone:-----			
Name of Student:			
Contact Details – Email:-----Telephone:-----			



Does this project require approval from a government authority?	Yes		No	
If you are unsure please consult an administrator, who will be able to advise you.				
Proposed start date:	Proposed completion date:			
Please indicate in the box below whether the request is for:				
Governance (for projects proposed by external personnel and reviewed by an external Ethics Committee requesting permission to access MI College staff/students for research purposes)		Governance and Ethical Approval (for studies proposed by MI College staff/students)		



Section B – Project Proposal

[NOT REQUIRED FOR NO RISK / LOW RISK PROJECTS]

Please answer all the questions comprehensively.

1. What is the purpose of this study? Please clearly state the aims of the study or hypothesis to be tested.
2. What is the methodology?
3. What sort of participants will be involved? (i.e. how many, gender, ages)
4. If vulnerable and disadvantaged groups (i.e. children, incapacitated adults, populations in low income areas) will be involved please give full details and outline the steps that will be taken to protect them.
5. What are the inclusion/exclusion criteria?
6. Please state the rationale for your participant choice.
7. Please state the rationale for the number of participants to be recruited.



8. How will participants be identified and recruited?
9. What measures will be taken to ensure confidentiality, privacy and data protection?
10. What is your procedure for obtaining informed consent? If it is not possible to obtain informed consent, full reasons must be given.
11. What are the risks to participants, and how will these be managed?
12. What are the risks to researchers, and how will these be managed?
13. Will participants be reimbursed for expenses or given any inducements? <i>If so, please give details.</i>
14. How, where and when will the data be collected?



15. What facilities will be needed and who will provide them?

16. How will the results be analyzed and by whom?

17. What are the expected benefits of the research to participants or researchers?

18. What means of dissemination will be used?

19. What arrangements will be made for giving the participants access to the results?

20. What results/end points are to be measured / noted?



21 How will this project be funded?

--

22. Do any researchers have any financial interests in this research or its outcomes or any relevant affiliations?

--

DECLARATION: [TO BE FILLED BY ALL APLICANTS]

- The information in this form is accurate to the best of my knowledge and belief, and I take full responsibility for it.



- If any serious adverse events arise in relation to the research, I understand that I am responsible for immediately stopping the research and alerting research supervisor within 12 hours of the occurrence.
- I am aware of my responsibility to be up to date with and to comply with the requirements of the law.
- I understand that I may not commence my research until I have been notified that the project has research ethics approval.

Signature of student:

Name:

Date:

APPROVALS: ETHICAL APPROVAL FOR THE PROJECT (For official use)

Title	
Department / School	



Research Ethics Officer 1- APPROVAL [RESEARCH COORDINATOR for LOW RISK / NO RISK RESEARCH]

I have scrutinized this application and confirm that in my judgment this course project should be granted ethics approval.

Name	
Signature	
Date of approval	

Research Ethics Officer 2 – AUTHORIZATION [RGEC Member]

I have scrutinized this application and I agree that this course project should be granted research ethics approval.

name	
Signature	
Date of authorization	

**Research Governance and Ethics Committee (RGEC)
CHECKLIST FOR APPLICANTS**



Mandatory to submit

- RGEC Application Form
- Participant Information Sheet for each group of participants involved in the study
- Consent Form for each group of participants involved in the study
- Recruitment materials: emails / posters / letter of approach to schools and colleges if the study involves young people

Submit if relevant

- All Validated Questionnaires to be used as part of the study
- Researcher designed Questionnaires
- Focus Group Topic Guide
- Evidence of approval from other ethics committees (where relevant)

Before you submit your application please make sure you have:

- Indicated what form of approval you are applying for
- Included a provisional start and end date for your study
- Provided contact details on the RGEC Application Form and on all paperwork given

For revised applications coming back to the Committee:

- **Submit a covering letter outlining the changes that have been made**

Administrator:

This is a valid application and will be reviewed at the next RGEC meeting on _____

This is an invalid application – request outstanding documentation _____

Research Governance and Ethics Committee (RGEC)
APPLICATIONS/PROPOSALS DEVELOPMENT GUIDELINE



Guidelines for application or proposals to be submitted to ethical review shall follow the following format.

1. Title of the application/proposal
2. Names of the investigators/applicants, co-investigators/co-applicants and supervisors.
3. Names and addresses of any collaborating institution(s), where applicable
4. Names and addresses of sponsors and/or funding agencies
5. An abstract (summary) of the proposed study/project not exceeding 400 words
6. The introduction or background of the study/project
7. Literature review of the study/project
8. The rationale of the study/project
9. The hypothesis(e)s and/or research questions of the study/project
10. Objectives of the study/project subcategorized into: i. Broad objective(s) ii. Specific objective(s)
11. Description of the Study/project area/region, design, materials and methods
12. Ethical considerations
13. Data management and statistical analysis plans
14. Study limitations and how to minimize them
15. Timeline/time frame
16. References/list the references. Applicable reference should be as per the internationally accepted format(s)
17. Detailed budgetary estimates
18. Appendices

Research Governance and Ethics Committee (RGEC)
REQUEST FOR AMENDMENT TO APPROVED RESEARCH PROJECT

Details of Principal Investigator / Supervisor	
Name:	



School:	
Address:	
Telephone:	
Email:	
Details of Research Project	
Project Title:	
Date of RGEC Approval:	
Details of Amendments	
Please tick the changes you wish to make to the research project	Participant recruitment process <input type="checkbox"/>
	Participant sample/population <input type="checkbox"/>
	Consent forms/information sheets <input type="checkbox"/>
	Research design or methodology <input type="checkbox"/>
	Study end date <input type="checkbox"/>
	Location of study <input type="checkbox"/>
	Changes to research team <input type="checkbox"/>
	Other <input type="checkbox"/>
	If other, please specify: -----
Summary of Amendments	
<i>Briefly summarise the changes to the study. Please explain the reasons for the change(s) and their implications for the study.</i>	



Please indicate any ethical issues relating to the proposed changes, on which the opinion of RGEC is sought.

--

List of enclosed documents

You should submit the documents that have been modified, showing both the previous and new wording, with the form.

Document	Date
Document	Date
Document	Date
Document	Date
Document	Date

Declaration

- I confirm that the information in this form is accurate to the best of my knowledge and I take full responsibility for the details herein.
- It is my belief that it would be practical for the proposed amendment to be implemented.

Signature of researcher: _____

Name: _____

Date of submission: _____

Research Governance and Ethics Committee (RGEC)

PARTICIPANT INFORMATION SHEET TEMPLATE

STUDY TITLE

The title should be simple to a lay person.

INVITATION PARAGRAPH

This should explain that the individual is being asked to take part in a research study.

WHAT IS THE PURPOSE OF THE STUDY?

The background and the aim of the study should be given here.



WHY HAVE I BEEN INVITED TO PARTICIPATE?

You should explain how the individual was chosen to take part in the study.

DO I HAVE TO TAKE PART?

You should explain that taking part in the research is entirely voluntary.

WHAT WILL HAPPEN TO ME IF I TAKE PART?

You should explain your methods of data collection, including what the individual will be asked to do and how much time will be involved.

WHAT ARE THE POSSIBLE DISADVANTAGES AND RISKS OF TAKING PART? (WHERE APPROPRIATE)

You should describe any disadvantages or 'costs' involved in taking part in the study, including the time involved.

WHAT ARE THE POSSIBLE BENEFITS OF TAKING PART?

You should outline any direct benefits for the individual and any other beneficial outcomes of the study, including furthering our understanding of the topic.

WILL MY INFORMATION IN THIS STUDY BE KEPT CONFIDENTIAL?

You should explain that all information collected about the individual will be kept strictly confidential.

WHAT SHOULD I DO IF I WANT TO TAKE PART?

Explain exactly how the participant should 'opt in' for the study.

WHAT WILL HAPPEN TO THE RESULTS OF THE RESEARCH STUDY?

You should tell the individual what will happen to the results of the research.

WHO IS ORGANISING AND FUNDING THE RESEARCH?

You should also state the organisation that is funding the research if appropriate.

WHO HAS APPROVED THIS STUDY?

You may state that the research has been approved by Research Ethics Committee or through the School of ----- ethical review process (whichever is applicable).

CONTACT FOR FURTHER INFORMATION

You should give the individual a contact point for further information.

THANK YOU

Remember to thank the individual for taking time to read the information sheet.

DATE

The information sheet should be dated.

Research Governance and Ethics Committee (RGEC)

Form R – 03S

PARTICIPANT CONSENT FORM

Title of Project:

Name of Researcher:

Please initial box



I confirm that I have read and understood the information sheet dated -----
for the study. I have had the chance to read the information and ask questions about the study and
am satisfied with the answers I have been given.

I understand that my participation in this study is voluntary and that I am free to stop at any time,
and I do not have to give a reason for doing so.

Occasionally an external regulator or funding body may ask to look at the data for this study to
check that it is being run correctly.

I understand that relevant sections of my personnel information collected during the study may
be looked at as part of the research. I give permission for my personnel information to be used for
this purpose.

I agree to take part in the above study.

I understand that agreeing to take part means that I am willing to:

- Be interviewed by the researcher
- Allow the interview to be photographed / video-taped / audio-taped
- Make myself available for a further interview should that be required
- Allow the researchers to have access to my personnel records

_____	_____	_____
Name of Participant	Date	Signature

Researcher to complete:

I have explained the information in this document and encouraged the participant to ask questions and provided
adequate time to answer them.

_____	_____	_____
Name of Researcher or Person Seeking Consent	Date	Signature
(If different from researcher)		

Research Governance and Ethics Committee (RGEC)

Form R – 04S

PROJECT PROGRESS STATUS

Title of Proposal: _____

Applicant(s): _____

1. Project start date: _____ End date: _____



3. Research objectives:

4. Research progress summary:

5. Amendments:

6. Adverse events:

7. Project outputs:

8. Constraints:

9. Any other relevant information:

Name and signature of the supervisor

Date

Research Governance and Ethics Committee (RGEC)

Form R – 05S

DEVIATION OR VIOLATION REPORTING FORM

Title of Proposal: _____

Applicant(s): _____



1. Date of Deviation/Violation: _____

2. Type of Deviation/Violation _____

3. Provide a description of deviation or violation.

4. Provide an explanation as to why deviation or violation occurred.

4. Describe measures taken to address the deviation or violation.

6. Describe measures taken to preclude future recurrence of deviation or violation.

Name and Signature of the Applicant/Researcher

Date

Research Governance and Ethics Committee (RGEC)

Form R – 06S

STUDY/PROJECT CLOSE OUT REPORT FORM

Title of Proposal: _____

Applicant(s)/Investigator(s) _____



1. Project start date: _____ End date: _____

2. Total number of study/project participants/groups enrolled: _____

3. Provide a summary of research study:

4. Describe the study/project results:

5. List publications arising from study/project:

6. Detail plan of destruction of participant's/group identifiers:

8. Detail plan for future use of data from study/project (if applicable).



Signature of Applicant(s)/Investigator(s) Date