



**Faculty/Branch Ethics Review Committee
Universiti Teknologi MARA**

**Carta Alir Proses Permohonan Kelulusan Etika Penyelidikan Bagi Pelajar Pascasiswazah
Kerja Kursus**

Flowchart of Research Ethics Approval Application for Postgraduate Student by Coursework Research

FLOWCHART	PROCESS/ ACTIVITY	PERSONNEL	TIMELINE
	<p>1. Presentation / Research Methodology / Proposal Preparation.</p> <p>2. Complete and submit the relevant ethics approval application forms to the Postgraduate Office.</p> <p>Forms:</p> <ul style="list-style-type: none"> a. Ethics Approval Application Form (F/BERC1). b. Participant Information Sheet (F/BERC2) c. Assent form (F/BERC3) (if applicable). <p>OR</p> <ul style="list-style-type: none"> a. Application of Exemption from Ethical Review (F/BERC4). 	Applicant/ Supervisor	
<p>Screen Amendment (applicant)</p> <p align="center">↓</p> <p>Satisfactory</p> <p align="right">No</p> <p align="center">Yes</p>	<p>1. Screening (checklist) of all related forms (softcopy).</p> <p>Checklist:</p> <ul style="list-style-type: none"> ● F/BERC 1 ● F/BERC 2 ● F/BERC 3 (if applicable) ● F/BERC 4 (if applicable) ● Bilingual Questionnaire ● Bilingual Interview questions ● Research proposal <p>2. Incomplete forms will be sent back.</p>	Postgraduate Coordinator (Coursework)	7 working days
	Assign reviewer (Ethics Committee)	Faculty's Head of Ethics Committee	2 working days

Review ↓ No Satisfactory Yes	Amendment MMR	Reviewing process and decision by the reviewer: a. Approved b. Conditional Approvals: o Minor corrections: Amendments within two (2) weeks. o Major corrections: Amendments within one (1) month.	F/BERC	7 working days
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		UiTM REC		More than Minimal Risk (MMR) will be forwarded to the UiTM REC	F/BERC	
				Notification of decision via email to applicant and copy to the Chairman of ERC.	F/BERC	7 working days

Abbreviations:

FERC Faculty Ethics Review Committee
UiTM REC UiTM Research Ethics Committee

Terms of Submission of Ethics Approval Application

1. All incomplete forms will be returned.
2. Only **completed applications** will be reviewed by F/BERC.
3. Any data collection instruments requiring respondent/subject/participant input must be prepared in both Malay and English languages, and other language(s) understood by the respondent/subject/participant (if necessary)
4. Please keep in mind that the required amendments will need additional processing time.
5. The timeline of each process is subject to the application workload of the month.