



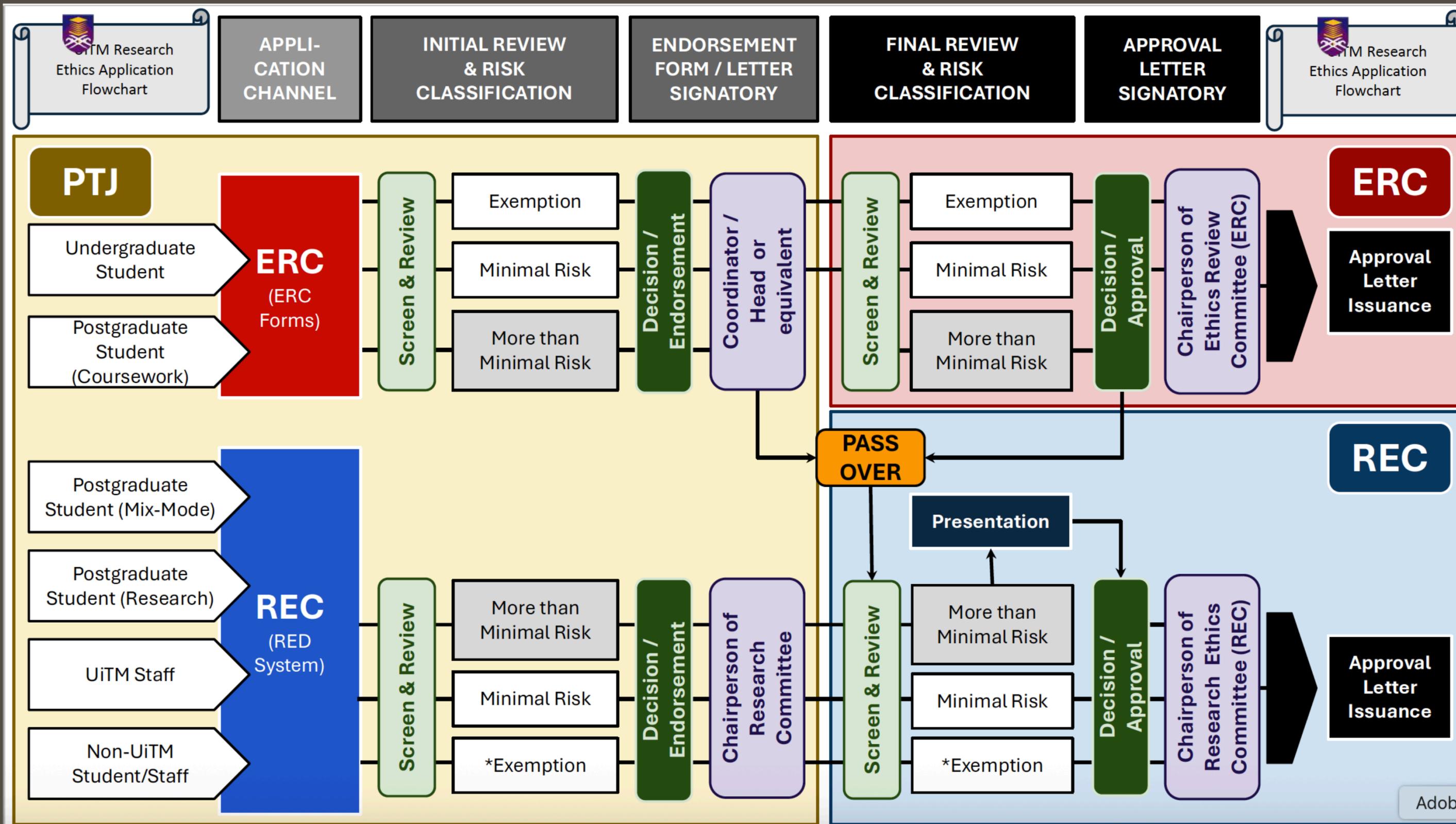
Application & Review Procedure

Research Ethics

Prepared by Associate Professor Dr.
Norshima Humaidi
(FERC Chairperson)

A Proposal is Reviewed Twice

Research Ethics PROCEDURE



WHAT DOCUMENTS TO SUBMIT FOR ERC APPROVAL?



FERC Website

ERC 1 - Application form

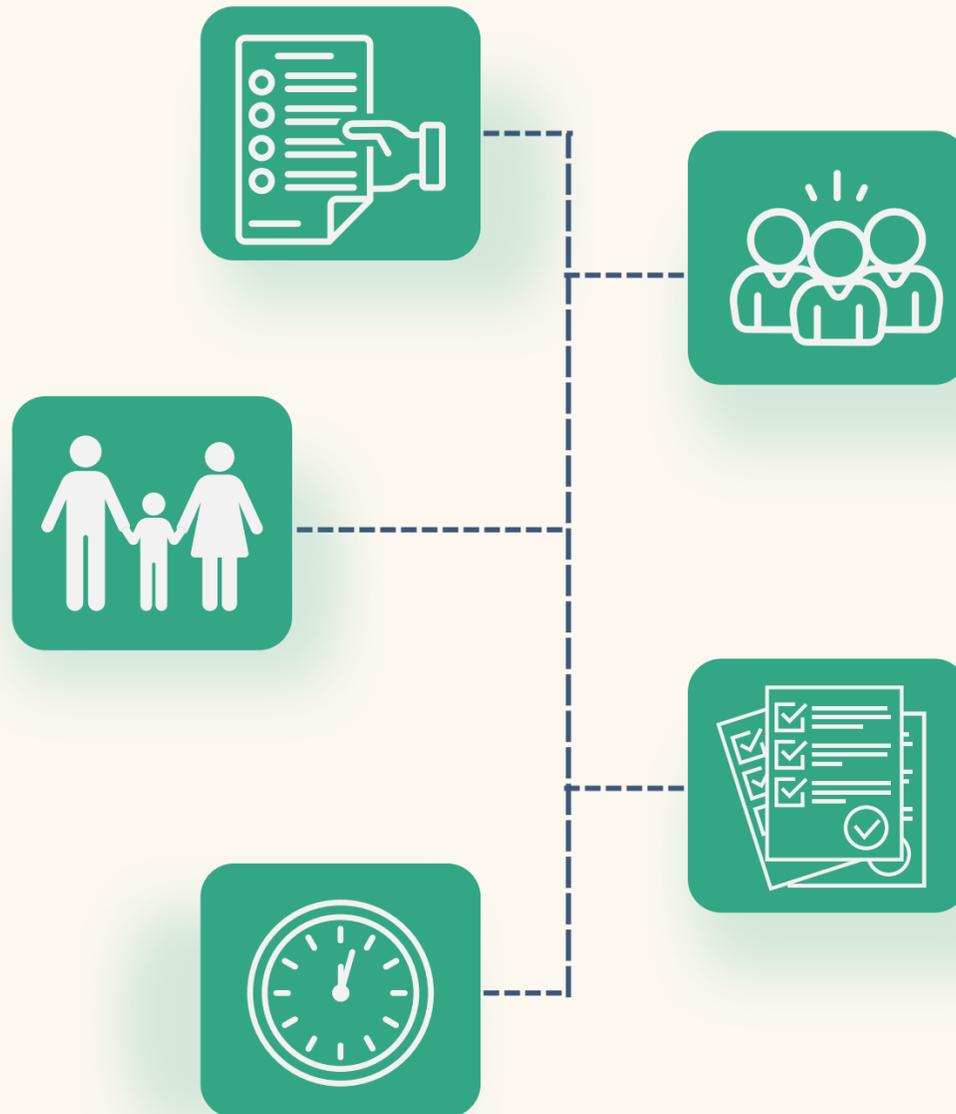
ERC 1 is the Faculty Ethics Review Committee application form for undergraduate and coursework master's research. It records project details, objectives, methods, sites, timelines, risk classification, ethics considerations, instruments, funding, and investigator declarations, and requires departmental endorsement. Submit at least two months before initial data collection.

ERC 3 - Assent Form

ERC 3 is the Assent Form required for participants under 18. It presents the study in child-friendly language—purpose, what they'll do, risks, confidentiality, voluntary participation, and the right to withdraw. The minor signs (or thumbprints) and a consent taker signs; a witness may attest when needed. Used alongside parent/guardian consent.

Other Attachments

Submit supporting attachments that clarify project planning and procedures: a Gantt chart showing phases, tasks, milestones, responsibilities, and timelines from proposal to reporting; and a research design flowchart mapping recruitment, consent, data collection, analysis, and storage. These visuals demonstrate feasibility, ethical sequencing, and monitoring points for supervisor and ERC review.



ERC 2 - Participant Information Sheets

ERC 2 is the Participant Information Sheet and Consent template. It summarizes the study title, introduction, purpose, procedures, risks, and benefits in non-technical language, explains voluntary participation and confidentiality, provides investigator contact details, and includes consent statements (including online survey wording/witness rules) for participants or guardians to authorize participation safely.

Research Instruments

Research instruments are tools for data collection, including questionnaires and interview guides, that must align with study objectives, use clear, ethical language, and be provided in both Bahasa Melayu and English versions, with semantically equivalent wording verified through forward and back translation, then pilot tested to confirm comprehension and usability.

URL: ERC FORMS

fercfpp@gmail.com | UiTM



RESEARCH ETHICS SUBMISSION CHECKLIST



FOR MASTER BY COURSEWORK & UNDERGRADUATE



✓ Research proposal presented to the supervisor and examiner



✓ Completed ERC 1; ERC 2 (Participant Information Sheet) or ERC 3 (Assent, if participants are under 18); and research instruments (interview guide and/or questionnaire, BM & BI versions).



✓ The supervisor checked and signed the ERC forms



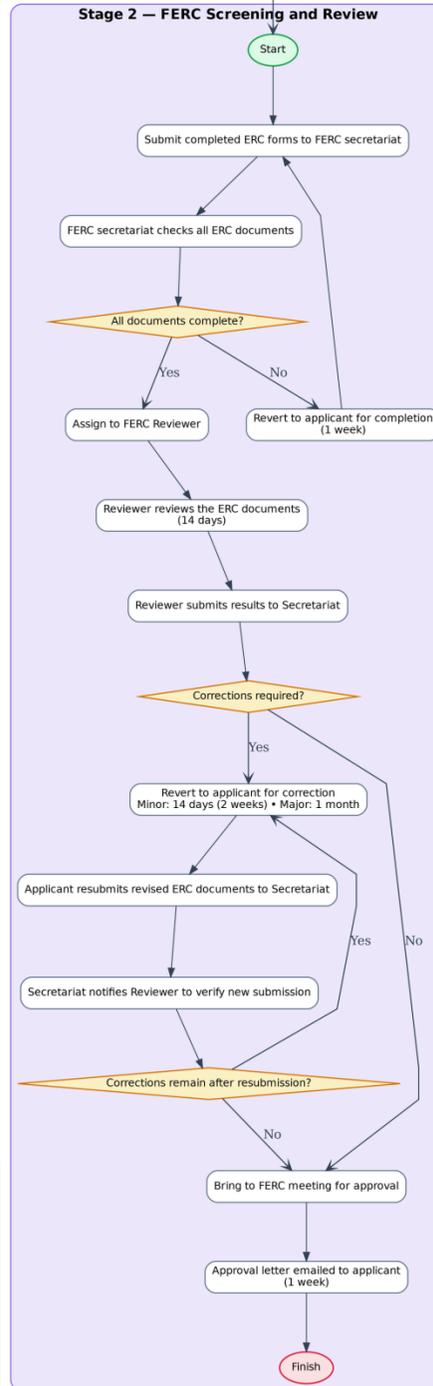
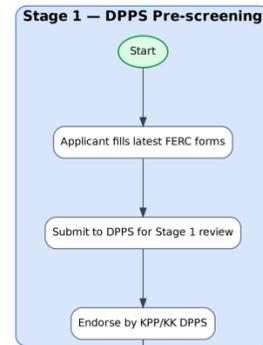
✓ The researcher signed the ERC forms



✓ The DPPS coordinator verified and endorsed the ERC forms



✓ The ERC forms were submitted to FERC for approval



Fakulti Pengurusan dan Perniagaan

TAKWIM MESYUARAT JAWATANKUASA PENILAIAN ETIKA PENYELIDIKAN FAKULTI (FERC) 2026

RABU 3:00PM
"Platform : Zoom"

Jan	Feb	Mac	Apr	Mei	Jun	Jul	Ogs	Sep	Okt	Nov	Dis
21	11	11	15	13	10	15	12	09	14	11	09

Anjuran oleh:
Jawatankuasa Penilaian Etika Penyelidikan Fakulti (FERC)



Pastikan permohonan etika penyelidikan dihantar 2 bulan sebelum mensyuarat FERC.

Sila hubungi urusetia FERC sekiranya ada pertanyaan:

Puan Nor Ain binti Awang
Urusetia FERC
Fakulti Pengurusan dan Perniagaan
UiTM Selangor, Kampus Puncak Alam
42300 Bandar Puncak Alam
Selangor, MALAYSIA

Phone No: 03-32587026
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*Thank
you!*