

Research Ethics Clearance: Review Criteria and Applicant Guidance

Your application will be reviewed against the **six criteria** below. Please read them carefully to understand what reviewers expect and ensure your application is clear, complete, and sufficiently detailed.

1. Research Purpose and Scope

Reviewers expect: A clear research title, field, purpose, and scope.

Please provide: Your research rationale, main aim, objectives or research questions, and a clear description of what the study intends to investigate.

2. Participants and Data Collection

Reviewers expect: A clear and appropriate data-collection plan.

Please provide: The participants and their expected number, the type of data required, collection methods and instruments, and the expected timeframe.

3. Risks, Interventions, and Permissions

Reviewers expect: Awareness of potential risks, course interventions, and required permissions.

Please provide: Any foreseeable risks or burdens and how they will be minimized; any changes to teaching, learning, or assessment; and any institutional data access or permissions required, including their status.

***Note:** Researchers must contact relevant units, departments, committees, or organizations directly to obtain their required permissions. The Research Committee does not obtain these on their behalf or replace approvals from other authorities.*

4. Consent and Participant Protection

Reviewers expect: Appropriate arrangements for informed consent, voluntary participation, withdrawal, and participant protection.

Please provide: How participants will be informed, how consent will be obtained, how their rights will be protected, and any additional safeguards required.

5. Confidentiality and Data Security

Reviewers expect: Appropriate measures to protect participants' identities and research data.

Please provide: How identities will be protected, how and where data will be stored securely, who will have access, how long data will be retained, and how it will be disposed of.

6. Research Proposal and Supporting Materials

Reviewers expect: Sufficient information and documentation to evaluate the proposed study.

Please provide: Relevant research instruments and supporting documents, such as questionnaires, consent forms, or participant information sheets. Where instrument validation is required, include relevant theoretical foundations or references. M.A. and Ph.D. students should also attach their research proposal.

Before Submitting:

- ★ Please ensure that each question is answered clearly, precisely, and completely, providing specific details where relevant and avoiding vague or overly general responses.
- ★ **Meeting these criteria supports the review process but does not guarantee ethical clearance. Reviewers may request further information or revisions.**