

Global College Malta

Doctoral Student Ethics Application Form

Anyone conducting research under the auspices of Global College Malta (the College) (staff, students or visitors) where the research involves human participants or the use of data collected from human participants, is required to gain ethical approval before starting. This includes preliminary and pilot studies. Please answer all relevant questions in simple terms that can be understood by a lay person and note that your form may be returned if incomplete.

Registering your study with the Global College Malta Data Protection Officer as part of the College's Research Ethics Review Process

If you are proposing to collect personal data i.e. data from which a living individual can be identified **you must be registered with the College's Data Protection Officer before you submit your ethics application for review.** To do this, email the complete ethics form to the College's Data Protection Officer. Once your registration number is received, add it to the form* and submit it to your research supervisor for approval. If the Data Protection Officer advises you to make changes to the way in which you propose to collect and store the data this should be reflected in your ethics application form. Approval will be granted formally from the College's Ethics Committee.

Please note that the completion of the College's GDPR training is mandatory for all DBA students.

Section 1 – Project details

- a. Project title:
- b. Student name and ID number (e.g. ABC12345678):
- c. College Data Protection Registration Number:
Date Issued:
- d. Supervisor/Personal Tutor:
- e. Course category (Tick one):
 - DBA
 - Masters
 - Undergraduate
 - Other
- f. If applicable, state who the funder is and if funding has been confirmed.
- g. Intended research start date:
- h. Intended research end date:
- i. Country fieldwork will be conducted in:
- j. If research to be conducted abroad please check with the Ministry for Foreign Affairs and

Tourism and submit a completed travel risk assessment form (see guidelines). If the FA&T advice is against travel this will be required before ethical approval can be granted.

k. Has this project been considered by another (external) Research Ethics Committee?

Yes

External Committee Name:

Date of Approval:

No **Go to Section 2**

If yes:

- Submit a copy of the approval letter with this application.
- Proceed to Section 10 Attachments.

Note: Ensure that you check the guidelines carefully as research with some participants may require ethical approval from a different ethics committee such as a Government department, health board, etc. In addition, if your research is based in another institution then you may be required to apply to their research ethics committee.

Section 2 - Research methods summary (tick all that apply)

- Interviews
- Focus Groups
- Questionnaires
- Action Research
- Observation
- Literature Review
- Controlled trial/other intervention study
- Use of personal records
- Systematic review – if only method used go to Section 5
- Secondary data analysis – if secondary analysis used go to Section 6
- Advisory/consultation/collaborative groups
- Other, give details:

Please provide an overview of the project, focusing on your methodology. This should include some

or all of the following: purpose of the research, aims, main research questions, research design, participants, sampling, data collection (including justifications for methods chosen and description of topics/questions to be asked), reporting and dissemination. Please focus on your methodology; the theory, policy, or literary background of your work can be provided in an attached document (i.e. a full research proposal or case for support document). *Minimum 150 words required.*

Click or tap here to enter text.

Section 3 – research Participants (tick all that apply)

- Early years/pre-school
- Ages 5-11
- Ages 12-16
- Young people aged 17-18
- Adults please specify below
- Unknown – specify below
- No participants

Enter text

Note: Ensure that you check the guidelines carefully as research with some participants may require ethical approval from a different ethics committee such as a Government department, health board, etc.

Section 4 – Security and Industry-sensitive material (only complete if applicable)

Security sensitive research includes: commissioned by the military; commissioned under an EU security call; involves the acquisition of security clearances; concerns terrorist or extreme groups.

- a. Will your project consider or encounter security-sensitive material?
Yes* No
- b. Will you be visiting websites associated with extreme or terrorist organisations?
Yes No

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- c. Will you be dealing with company proprietary, copyright, contractual or legally sensitive information?
Yes No
- d. Given the above, will you require a moratorium?
Yes No
- e. If yes, for how many years?
State for how long:
- f. Will you be storing or transmitting any materials that could be interpreted as promoting or endorsing terrorist acts?
Yes No

* Give further details in **Section 8 Ethical Issues**

Section 5 – Systematic reviews of research (only complete if applicable)

- a. Will you be collecting any new data from participants?
Yes* No
- b. Will you be analysing any secondary data?
Yes* No

* Give further details in **Section 8 Ethical Issues**

*If your methods do not involve engagement with participants (e.g. systematic review, literature review) **and** if you have answered **No** to both questions, please go to **Section 8 Attachments**.*

Section 6 - Secondary data analysis (only complete if applicable)

- a. Name of dataset/s:
- b. Owner of dataset/s:
- c. Are the data in the public domain?
Yes No
If no, do you have the owner's permission/license?
Yes No*
- d. Are the data special category personal data (i.e. personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and

the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation)?

Yes* No

e. Will you be conducting analysis within the remit it was originally collected for?

Yes No*

f. **If no**, was consent gained from participants for subsequent/future analysis?

Yes No*

g. **If no**, was data collected prior to ethics approval process?

Yes No*

* Give further details in **Section 8 Ethical Issues**

*** If secondary analysis is the only method used and no answers with asterisks are ticked, go to Section 9 Attachments.**

Section 7 – Data Storage and Security

Please ensure that you include all hard and electronic data when completing this section.

a. Data subjects - Who will the data be collected from?

Enter text

b. What data will be collected? Please provide details of the type of personal data to be collected

Enter text

Is the data anonymised? Yes No*

Do you plan to anonymise the data? Yes* No

Do you plan to use individual level data? Yes* No

Do you plan to pseudonymise the data? Yes* No

* Give further details in **Section 8 Ethical Issues**

c. **Disclosure** – Who will the results of your project be disclosed to?

Enter text

Disclosure – Will personal data be disclosed as part of your project?

Enter text

-
- d. Data storage – Please provide details on how and where the data will be stored i.e. College network, encrypted USB stick, encrypted laptop, etc.
- e. **Data Safe Haven (Identifiable Data Handling Solution)** – Will the personal identifiable data collected and processed as part of this research be stored on the College’s data server?
Yes No
- f. How long will the data and records be kept for and in what format?

Will personal data be processed or be sent outside the European Economic Area? (If yes, please confirm that there are adequate levels of protections in compliance with GDPR and state what these arrangements are)

Will data be archived for use by other researchers? (If yes, please provide details.)

- g. If personal data is used as part of your project, describe what measures you have in place to ensure that the data is only used for the research purpose e.g. pseudonymisation and short retention period of data’.
-

* Give further details in **Section 8 Ethical Issues**

Section 8 – Ethical Issues

Please state clearly the ethical issues which may arise in the course of this research and how will they be addressed.

All issues that may apply should be addressed. Some examples are given below, further information can be found in the guidelines. *Minimum 150 words required.*

- Methods
- Sampling

- Recruitment
- Gatekeepers
- Informed consent
- Potentially vulnerable participants
- Safeguarding/child protection
- Sensitive topics
- International research
- Risks to participants and/or researchers
- Confidentiality/Anonymity
- Disclosures/limits to confidentiality
- Data storage and security both during and after the research (including transfer, sharing, encryption, protection)
- Reporting
- Dissemination and use of findings

Enter text

Please confirm that the processing of the data is not likely to cause substantial damage or distress to an individual

Yes No

Section 9 – Attachments.

Please attach your information sheets and consent forms to your ethics application before requesting a Data Protection number from the College Data Protection Officer. Note that they will be unable to issue you the Data Protection number until all such documentation is received

- a. Information sheets, consent forms and other materials to be used to inform potential participants about the research (List attachments below)

Yes No

Enter text

- b. If appropriate, approval letter from external Research Ethics Committee Yes
- c. The proposal ('case for support') for the project Yes
- d. Full risk assessment Yes
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Section 10 – Declaration

I confirm that to the best of my knowledge the information in this form is correct and that this is a full description of the ethical issues that may arise in the course of this project.

I have discussed the ethical issues relating to my research with my supervisor.

Yes No

I have attended the appropriate ethics training provided by my course.

Yes No

I confirm that to the best of my knowledge:

The above information is correct and that this is a full description of the ethics issues that may arise in the course of this project.

Name

Date

Please submit your completed ethics forms to your DBA First Research Supervisor for review.

Notes and references

Professional code of ethics

You should read and understand relevant ethics guidelines..

Personal suitability checks

If you are planning to carry out research in regulated Education environments such as Schools, or if your research will bring you into contact with children and young people (under the age of 18), you will need to secure appropriate approvals to operate in such environments before you start.

GDPR

The following statement must be added to all information sheets circulated to research participants, except where a collaborating organisation specifies a different form of words:

Your data will be processed in accordance with the General Data Protection Regulation 2016 (EU Regulation 2016/679 'GDPR') as enacted in the Malta Data Protection Act 2018.

The data controller for this project will be Global College Malta. The College will process your personal data for the purpose of the research outlined above. The legal basis for processing your personal data for research purposes under the GDPR is a 'task in the public interest'. You can provide your consent for the use of your personal data in this study by completing the consent form that has been provided to you.

You have the right to access information held about you. Your right of access can be exercised in accordance with the GDPR. You also have other rights including rights of correction, erasure, objection, and data portability. Questions, comments and requests about your personal data can also be sent to the Chief executive officer at Global College Malta. If you wish to lodge a complaint with the Information and Data Commissioner's Office, please visit idpc.info@gov.mt.

Further references

Robson, Colin (2011). *Real world research: a resource for social scientists and practitioner researchers* (3rd edition). Oxford: Blackwell.

This text has a helpful section on ethical considerations.

Alderson, P. and Morrow, V. (2011) *The Ethics of Research with Children and Young People: A Practical Handbook*. London: Sage.

This text has useful suggestions if you are conducting research with children and young people.

Wiles, R. (2013) *What are Qualitative Research Ethics?* Bloomsbury.

Global College Malta
Doctoral Research Ethics Form

A useful and short text covering areas including informed consent, approaches to research ethics including examples of ethical dilemmas.

For internal College Use:

If a proposed DBA research project raises particularly challenging ethics issues, or a more detailed review would be appropriate, the student's DBA First Supervisor must refer the application to the College's Research Ethics Group for more detailed consideration.

Student name:

Student department:

Course:

Project Title:

Reviewer 1

Supervisor/first reviewer name:

Do you foresee any ethical difficulties with this research?

Supervisor/first reviewer signature:

Date:

Reviewer 2

Second reviewer name:

Do you foresee any ethical difficulties with this research?

Second reviewer signature:

Date:

Decision on behalf of ReviewersApproved

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Approved subject to the following additional measures

Not approved for the reasons given below

Referred to the College Doctoral Research Ethics Group for review

Points to be noted by other reviewers and in report to the College's Doctoral Research Ethics Group:

Comments from reviewers for the applicant:

Once the ethics application is approved by both reviewers, and as appropriate by the College's Research Ethics Group, DBA students should submit their ethics application form to the College's DBA Administration Team.