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# ކުލަތެރި ބުރަކަށް ދިނުމުގެ ޕޮލިސީ ދަށ ކުރުމުގެ

ފާސްކުރި ތާރީޚް: 16 ފެބްރުވަރީ 2014 | ޞަފްޙާ: 60

ކުލަތެރި ބުރަކަށް ދިނުމުގެ ގޮތުގެ ކުއްލި ކުލަތެރި ބުރަކަށް ފުރިހަމަ ކުރުމަށް ފާސް ކުރެވިފައި ހުންނަ ގޮތް ކުލަތެރި ކުރުމަށް ސިއްޙަ ކުރުމަށް.

THE MALDIVES NATIONAL UNIVERSITY
ދިވެހިރާއްޖޭގެ ޤައުމީ ސަރުވަރސިޓީ

Academic Policy

# Credit Overload Policy

Policy on full-time status of students or the maximum number of credit points a student is allowed to register in a term.

**Approved on:** **14 May 2006**
**Approved by:** **Academic Board**
**Contact person:** **Registrar**

## 1. Introduction

The purpose of this policy is to delineate full-time status of a student and set the maximum credit point load of a student enrolled in MNU as a full-time student.

In formulating this policy, the Academic Senate is aware that the maintenance of learning and teaching quality is a priority and this purpose must not be subjugated to the conflicting desire of a few students to complete a qualification in a short time. Overloads compromise many academic and administrative quality controls including learning outcomes, time-tabling, etc.

However, genuine instances may arise in which overloads may be considered. This policy sets out the maximum load allowed for all cases that may arise.

## 2. Definitions

**Full-time Student:** A full-time student is one who is registered in at least 75% of the normal credit load stipulated by the Maldives Qualifications Authority OR registered in more subjects than prescribed by the qualification's full-time curriculum for any given study period. In other words, for full-time status, a student must be registered in subjects whose credit points total 45 or more. A

postgraduate full-time research student is one who is classified as full-time at the time of initial registration or spends at least 35 hours per week on studies during the term. If the student is registered in a course in which the subjects do not have credit points, a full-time student is one who has at least 15 hours of contact per week.

**Part-time Student:** A part-time student is one who has registered for less than 75% of the normal load or less than 45 credit points. If the subjects do not have credit points, the student would be considered part-time if the weekly contact hours less than 15 hours for the study period.

**Normal Load:** The normal full-time study load of a student is prescribed by Maldives Qualifications Authority. It is 120 credit points per academic year or 60 credit points per term in cases where there two terms per year.

**Overload**: Any student who has enrolled for subjects or units of study amounting to greater than 60 credit points OR enrolled in more subjects than prescribed by the qualification's full-time curriculum has an overload of subjects. Overloads are usually not allowed.

## 3. Principles

1. Overloads usually do not permit students to spend sufficient time on each subject and, therefore, diminishes the student's quality of MNU experience.

2. To safeguard the quality of teaching and learning, MNU is under no obligation to facilitate accelerated completion of awards with overloads.

3. MNU will not generally offer courses with workloads in excess of 60 credit points per term as a matter of principle.

4. The focus of MNU is on maximizing the chances of student success. Therefore, the primary consideration should be "does the student have the ability to successfully complete the subjects/units?" Overload requests based on financial, personal and/or family considerations will not generally be accepted.

## 4. Guidelines

1. In order to be considered for an overload, students must fulfill all of the following criteria:
   - Be in good academic standing.
   - Successfully completed the prior semester and have a minimum cumulative GPA of 2.5 or higher.
   - Have demonstrated the ability to handle a heavy course load in a previous semester with no grades less than a "CR".
   - Have no remaining incompletes (IN's) from a previous semester.

2. Even if the criteria listed in (1) are met, no student will be approved for an overload exceeding 30 credit points under any circumstance.

3. All requests for overloading must be made to the Faculty/Centre Office directly. This can be done in person by filling out a Credit Overload Request form or by email to a course coordinator.

4. If a student applies for and receives approval to overload, the student must ensure that they have chosen subjects that have no timetable clashes, or approval will be withdrawn.

5. Student must be aware that by choosing to overload they might achieve lower results and jeopardize their chances of qualifying for honours. Overloading is not grounds for special consideration in any procedure.

6. Exceptions to the above stipulated load will be the following:

   a. The student has not completed a semester of study at MNU and thus has no record of performance. In this instance, the course coordinator will decide whether to grant an overload based on experience and previous performance at other institutions.

   b. An overload of up to 15 credit points will allow the student to complete a qualification. In this case, the Dean or the Head of the home Faculty/Centre will decide whether to allow an overload or not.

   c. Dean's scholars.

7. Students will not be allowed to take an overload in the first semester of study.

   Students will not be allowed to take an overload in the first semester of study, unless they have demonstrated outstanding academic performance through recent history at MNU (i.e. CGPA of 2.5 or higher in the two most recent semester of course completed at MNU with no grades less than CR), usually within 12 month period from the date of request for overload

## 5. Administrative Procedures

1. Requests for overloads cannot be accepted or considered unless the results of the subjects are published and available except in the instances noted above.

2. No requests for overload will be considered after the "Last Day to Withdraw without Penalty" date.

3. All requests for overloads must be in the Overload Request Form accompanied by supporting documentation.

5. MNU is under no obligation to adjust the time-tabling to remove clashes for overloaded students. Students must face the consequences of non-attendance where classes clash.

## 6. Responsibilities

1. The ultimate responsibility for decisions regarding the overload requests is with the Head of the division which owns the award or qualification.
2. The decision by the relevant faculty/Centre head will be FINAL, and there is No Appeal process.

3. The *Registrar* will take appropriate steps regarding ADDing new subjects. However, s/he is under no obligation to change time-tables to accommodate any student registering for an approved overload.

Dated: 14 May 2006
Revised: 02nd March 2014, by Academic Senate

بسم الله الرحمن الرحيم

The Maldives National University

Nikagas Magu, Machchangolhi, Malé, Maldives.

Phone 3345155; Fax: 3315411

# Credit Overload Request Form

ދިވެހިރާއްޖޭގެ ޤައުމީ ޔونިވަރސިޓީ

ނިކަގަސް މަގު، މަޗަންގޮޅި، މާލެ، ދިވެހިރާއްޖެ

ފޯނު: 3345155 ފެކްސް: 3315411

ކްރެޑިޓް ވަރަށް ބަދަލުކުރުމުގެ ފޯމް

CO — 01

## Student Details

## ދަރިވަރުގެ ތަފްޞީލު

| | | | |
|---|---|---|---|
| Full Name and Address | | | ފުރިހަނަ ނަން ދާއިމީ ގެދަރުވެ |
| Student Number | | National ID Card No | ދ. ނ. ކ. ނަމްބަރ |
| Present Contact Address | | | ވަގުތީ ގެދަރު، ފޯނު ނަމްބަރ |
| MNU Email Address | | | ޔونިވަރސިޓީ ޢ-ގަދި |
| Contact Phone Numbers | | | ފޯނު ނަމްބަރ ތަކެ |

## Course Details

## ކޯހުގެ ތަފްޞީލު

| | | | |
|---|---|---|---|
| Primary (main) course | | | ދަރުސް ތަމަދުވާ ކޯސް |
| Postgraduate | | Undergraduate | ދަންނަ |
| Non-Degree Postgraduate | | Non-Degree Undergraduate | ނުލިބޭ-ދަންނަ |
| Previous Semester GPA | | Cumulative GPA | ކުރިން ލިބުނު ޖީ.ޕީ.އޭ |

## Requested overload

## ބޭނުންކުރަން ބޭނުންވާ ކްރެޑިޓް

| | | | | | | |
|---|---|---|---|---|---|---|
| Year | | Term 2 | | Term 1 | | |
| Do you have any Incompletes? | | No | | Yes | | |
| Is this your final semester? | | No | | Yes | | |
| Reason for overload | | | | | | |

## Subject details

## ދަރުސްތަކުގެ ތަފްޞީލު

| Subject code | Section | Subject (course) title | Normal | Overload | Credit |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Total Credits Requested | ބޭނުންވާ ކްރެޑިޓް

## Decleration

## ބަޔާން

ކްރެޑިޓް ބަދަލުކުރުމުގެ ގޮތުގައި "ކްރެޑިޓް ބަދަލުކުރުމުގެ ފޯމް" ފުރިހަމަ ކުރާ ދަރިވަރަކީ ކްރެޑިޓް ބަދަލުކުރުމުގެ ސަބަބުން ކޯހުގެ ވަގުތު ބަދަލުވުމެއް ނުވާނެ ކަމަށާ، ކްރެޑިޓް ބަދަލުކުރުމުގެ ސަބަބުން ލިބޭ ވަރަށް ބޮޑު ކަންތައް ކުރުމުގެ ސަބަބުން ދަރިވަރުގެ ގެނައުން ދަށަށް ދާ ގޮތަށް ބާރު ކުރެވޭނެ ކަމަށާ ދަރިވަރު ދެނެގަންނަ ކަމަށާ ދަރިވަރު ބަލަހައްޓަ ކަމަށާ ދަރިވަރު ބަލަހައްޓަ ކަމަށާ ދަރިވަރު ބަލަހައްޓ

AS 142

ސުއްޕަލައިސްކުރާ ގަވާއިދާ ގުޅޭ ސިޔާސަތު.

ގާނޫނުކުރުމުގެ ތާރީޚް: 24 ފެބްރުވަރީ 2014 | ހަފްތާ: 62

ސުއްޕަލައިސްކުރާ ގަވާއިދާ ގުޅޭ ސިޔާސަތުގެ ތެރެއިން ގާނޫނުކުރަން ހިނގަނީ.

ދިވެހިރާއްޖޭގެ ޤައުމީ ޔونިވަރސިޓީ
THE MALDIVES NATIONAL UNIVERSITY

# Student Admissions Policy

First Approved: 22nd June 2000
This Revision: 24thMarch2014
Approved by: AcademicSenate
Contact person: Registrar

## A. Introduction

The purpose of this policy is to set out the procedures for student selection and admission in the Maldives National University (MNU). The procedures apply to all credit bearing courses of the University.
In MNU, the academic year is organized into two terms. The first term starts usually in January and the second in June or July. Courses open to admission will be announced four months before teaching weeks begin.

## B. Principles

1. MNU is committed to providing a fair admission system. A fair admissions system provides equal opportunity for all individuals, regardless of their background, to gain admission to a course suited to their ability and aspirations.
2. A fair admissions system must be transparent. All applicants must have the opportunity to verify the selection process by following suitable administrative processes. Procedures for complaints and appeals must be available to applicants.
3. Prior educational attainment information, for example, OL/IGCSE/SSC or AL/HSC results, is the best single indicator of success available for deciding admission. Admission criteria for any course should not include factors irrelevant to the assessment of the potential of the student to complete a course.
4. Admission processes should minimize barriers that are irrelevant to meeting admission requirements.
5. MNU Admissions system must be regarded by the public with confidence. It must offer a high-quality, prompt and professional service to applicants.

6. *Eligible* applicants will be offered seats on a *first-come first-served basis*; that is, students are allocated seats in the order the eligible applications arrive without other considerations or biases including higher academic attainment.
7. Whenever possible, student preferences on courses will be given priority.

## C. Information for applicants and enquirers

1. Accurate and appropriate pre-entry information, transparent admissions procedures and support to prospective students will be provided by MNU.
2. Up-to-date selection criteria and processes will be published on MNU website and other public media.
3. Every effort will be made to ensure that the information provided is accurate at the time of publication. All information that is subject to change, after publication such as course information, entry criteria, University processes/policies and financial matters will be kept up-to-date on MNU website.

## D. Responsibilities and roles of Student Administrative Services

The Student Administrative Services is responsible for:

1. Responding to enquiries regarding admission processes and advising students on specific applications.
2. Receiving and processing all applications to study at the University.
3. Decision making in line with agreed criteria and onward transmission to applicants.
4. Advise students on course applications.
5. Informing students on their admission status within two weeks of application submission in cases where application requirements are complete.

## E. Responsibility of applicants in the application process

The Applicant is responsible:

1. To provide full and accurate information in an application and to notify MNU of any changes or corrections to the original application.
2. To abide by the rules and regulations of the University in the application process.

## F. Selection criteria

For most MNU courses the number of applications received is *more* than the available seats. Therefore, seats may not be offered to ***all*** applicants who meet the minimum entry qualifications. All applicants for a course are assessed against the *same* entry criteria which are publically announced through MNU website and other media channels. However, as

seats are allocated on a first-come first-served basis, a student who have better examination results but applies later may not get admission.

***Academic Requirements***

1. Details of course specific entry criteria will be made available when applications are called for.
2. Applicants must possess the minimum qualifications as required by individual Faculty/Centre or courses. Applicants who do not meet the published criteria will not be selected. If due to shortage of applicants, a revision of entry criteria is required, then a new public announcement of the revised criteria should be made.

***Non-academic and further requirements***

1. Some MNU courses require appropriate levels of English Language competence. Applicants who do not have the level of English Language requirement may sit the MNU English Language Entrance examination conducted at least twice each year by MNU. Where other language or subject competencies form prerequisites for admission, MNU may offer examinations at its discretion.
2. Entry to some courses of study requires students to meet additional non-academic conditions. These may include interviews, police screening checks and health checks. Where such requirements are called for, these will be specified in the announcement and advised to applicants.
3. Applicants seeking entry from alternative requirements must submit details of work experience and other documents to support their applications.

## G. Documents for Application

1. The maximum number of courses applied by an applicant should not exceed three (3) for any particular intake.
2. All the courses an applicant is applying for must be stated in one application form in the order of preference. Offers will be given based on the preference of the applicant and availability of seats.
3. Students will need to submit the following with all applications:
    a. Completed and signed University application form.
    b. Attested copies of all relevant certificates and / or credentials.
    c. Copy of national identity card.
4. For some courses, all or some of the following additional documentation are required. All the documents listed are not required for all the courses. The required documents will be specified in the course announcement.
    a. Proof of employment from employers.
    b. A reference from the current or last employer.

c. Records such as school leaving certificate, attested copy of the report card for the last year completed at school.
d. Other documents.

## H. Assessing and communicating with applicants

1. The Student Administrative Services and MNU campuses receive all applications.

2. The Student Administrative Services processes all applications.

3. If the course involves an assessment based on academic requirements only, then the Registrar's office will make the selection decision based on entry criteria. The decision will be informed to the student by email.

4. In cases, where achievement against the criteria is not certificated or is otherwise unclear, an application may be referred to the respective Faculty/Centre.

5. Where further assessment activity is required (e.g. interview/entrance examination), the applicants will be referred to the respective Faculty/Centre/Department. For such cases the offer-making process may be delayed.

6. In all cases decisions and subsequent admissions-related information are communicated by the Student Administrative Services Office via email.

7. Students who are not successful in their application may request Student Administrative Services to return the attested copies of their certificates within one year of application, after the term begins.

## I. Acceptance of offer and registration

1. Once an applicant receives an offer for an MNU course the applicant is expected to do the following:
   a. Accept the offer using the form provided within the period noted in the offer letter.
   b. Register in the course and pay fees in the period noted in the offer letter.
   c. Complete any other requirements noted in the offer letter.
2. The University reserves the right to cancel an offer if the applicant does not register in the period stated in the offer letter.

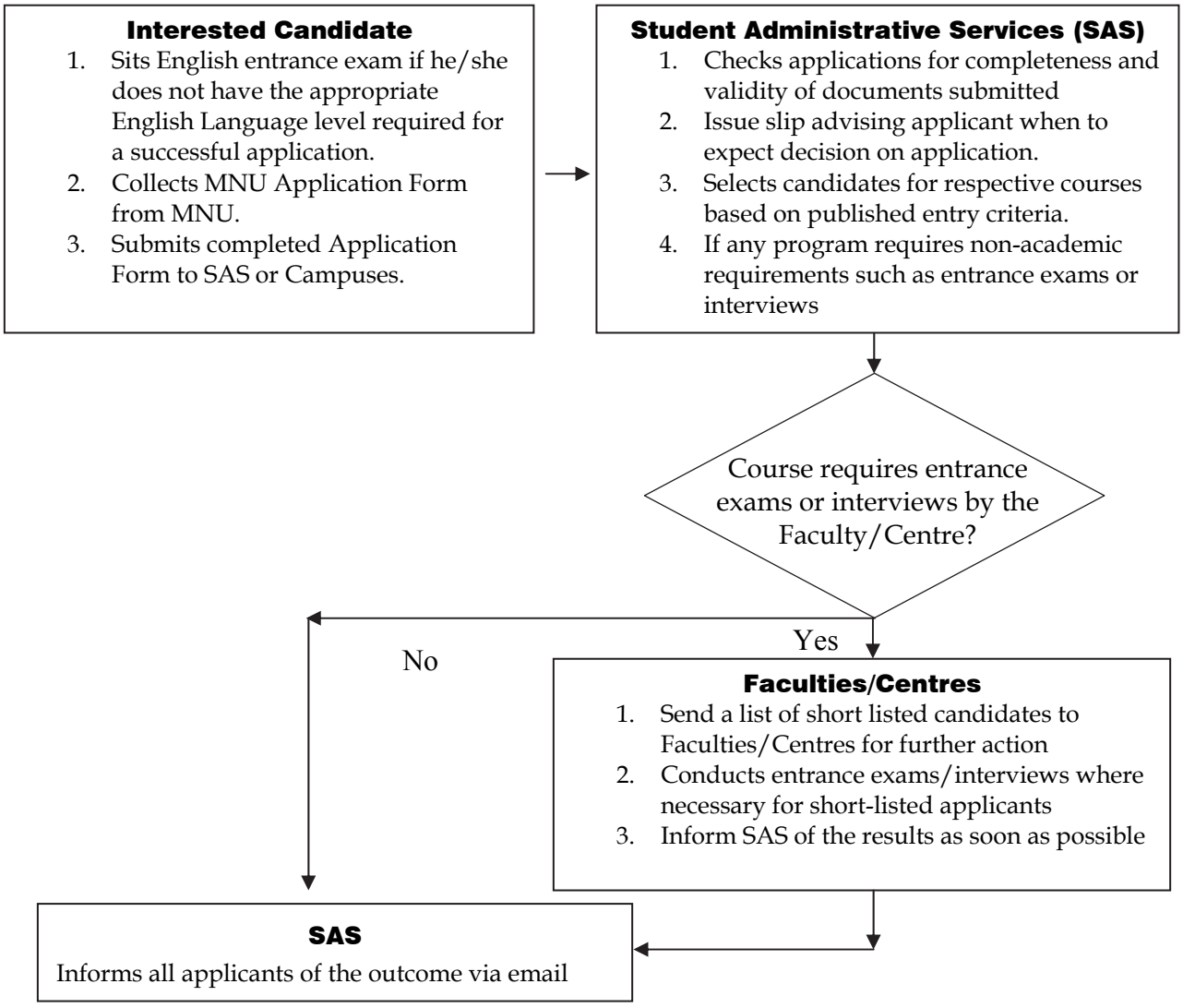
## J. Withdrawal or cancellation of offer

The university reserves the right to withdraw or cancel an offer under the following circumstances:

a. The offer to a course is based on the assumption that the applicant has accurately and truthfully presented all the relevant facts in their application documents. The University will withdraw or cancel the offer if it was found that the documentation provided to secure the offer is inaccurate or incomplete or misrepresented the applicant's academic and other achievements.

b. The University will withdraw the offer, if the applicant is found to have a criminal conviction or engaged in nefarious activities that could compromise the reputation and safety of other students and staff.
c. University policies stipulate that a certain number of students must register for a course before the course can be taught. The offer will be withdrawn if the registered students are fewer than what is required.
d. In extenuating circumstances, the University may not be able to gain access to resources that it expected to gain to run a course. In these circumstances, the offer will be withdrawn.
e. If the offer made to an applicant is withdrawn, the University will attempt to offer the student, his or her second or third choice of course, in that order, subject to availability of seats and eligibility.
f. Offer of a seat in a course is considered withdrawn if the student does not complete the acceptance and registration processes in the period given in the offer letter.
g. In cases where an offer is withdrawn or cancelled, the liability of the University is limited to the reimbursement of the fees collected.

**Flowchart for Admissions**



## AS 143 "ތަރި ފުރަސް" ގާތް ގޮތަށް ބަދަލުގެނައުން.

ގަޒެޓު ނަންބަރ: 11 ފެބްރުވަރީ 2014 | ޞަފްޙާ: 64

ތަރިފުރަސް 2014 ގާތް ގޮތުގެ 4،5،6 ނަންބަރު ބަދަލުކުރުމުގެ ޞަފްހާގައި ތިރީގައިވާ ގޮތަށް ބަދަލުކުރަން.

## AS 144 ކުރަށްޓެއް ތާގު ހުށަހެޅުމަށް "ޔުނިވާސަލް ތާގު ސަރުވިސް" ގެ "ޔުނިވާސަލް ތާގު ސަރުވިސް" ގެ ތެރެއިން ތަކެއް ހޯދުން.

ގަޒެޓު ނަންބަރ: 11 ފެބްރުވަރީ 2014 | ޞަފްޙާ: 64

"ޔުނިވާސަލް ތާގު ސަރުވިސް" ގެ "ޔުނިވާސަލް ތާގު ސަރުވިސް" ގެ 2 ޔުނިވާސަލް ތާގު ކުރަށްޓެއް ތާގު ހުށަހެޅުމަށް ތަކެއް ހޯދުމުގައި ކުރިއަށް ގެންދާ ކަންތައްތަކާ ގުޅޭ ކަންކަން ބަލާ ކޮމިޓީ ގެ ބައި ކަންބޮޑުވާ ގޮތަށް ބަދަލުކުރަން.

## AS 145 ކުރަށްޓެއް ތާގު ތަށިގަނޑުން ސްތަޔާ ތާގު ކުރަށްޓަށް ކަނޑައެޅުމަށް "ދ1" ގާތް ގޮތަށް ބަދަލުކުރުން.

ގަޒެޓު ނަންބަރ: 18 ފެބްރުވަރީ 2014 | ޞަފްޙާ: 65

ކުރަށްޓެއް ތާގު ތަށިގަނޑުން ސްތަޔާ ތާގު ކުރަށްޓަށް ކަނޑައެޅުމަށް ބެލެވޭ ސްތަޔާ ތާގު ކުރަށްޓަށް ކަނޑައެޅުމުގެ ގޮތުގެ "ދ1" ގާތް ގޮތަށް 2014 ފެބްރުވަރީ 15 ވަނަ ދުވަހު ބަދަލުކުރުމުގެ ކަންތައްތަކާ ގުޅޭ ކަންކަން ބަލާ ކޮމިޓީ ގެ ބައި ކަންބޮޑުވާ ގޮތަށް ބަދަލުކުރަން.

## AS 146 ކުރިއަރާ ދާ ސަރަހައްދުގައި ދަނޑުވެރިކަމާ ގުޅޭ ކަންކަން ބަލާ ކޮމިޓީ ގެ ބައި ކަންބޮޑުވާ ގޮތަށް ބަދަލުކުރުން.

ގަޒެޓު ނަންބަރ: 18 ފެބްރުވަރީ 2014 | ޞަފްޙާ: 65

1. ތިރީގައި ބަޔާންކުރާ (ފެބްރުވަރީ 2014 ވަނަ ދުވަހު ބަދަލުކުރާ) ކުރިއަރާ ދާ ސަރަހައްދުގައި ތާގު ހުށަހެޅުމަށް ތަކެއް ހޯދުމުގައި ކުރިއަށް ގެންދާ ކަންތައްތަކާ ގުޅޭ ކަންކަން ބަލާ ކޮމިޓީ "ގާތް ގޮތަށް ތާގު ހުށަހެޅުމަށް ތަކެއް ހޯދުން" ކަމުގައި ކަނޑައެޅުމަށް ގަޒެޓު ނަންބަރ ތާގު ކުރަށްޓެއް ތާގު ހުށަހެޅުމަށް ތަކެއް ހޯދުމުގެ ގޮތުގެ ބަދަލުކުރަން. ތަކެއް ތާގު ކަމަށް ކަނޑައެޅުމަށް ބެލެވޭ ގޮތް ކަނޑައެޅުމަށް ކަނޑައެޅުމަށް ބަދަލުކުރަން.

ގުޅުމެއް ހައްދަވައިދިނުމަށް ގުޅުމެއް ހޯދަންޏާ ކުންފުނީގެ ކަސްޓަމަރ ކެއަ ސާރވިސް ލައިނަށް ގުޅުއްވުން ތަކެއްޗެވެ. ކުންފުނީގެ ވެބްސައިޓް ބެލުމުން ވެސް ގުޅުއްވާ ނަމްބަރު ލިބިގަނެވިދާނެ ކަމަށް ބުނާ ކަމަށް ވާހަކަ ދެއްކެވުނެވެ.

2. ކުންފުނީގެ ވެބްސައިޓް ބެލުމުން ގުޅުއްވާ ނަމްބަރު ލިބިގަނެވިދާނެ ކަމަށް ބުނާ ކަމަށް ވާހަކަ ދެއްކެވުނެވެ.

## AS 147 ގުޅުމެއް ހޯދާ ގާތްގަނޑަށް ލިޔުއްވާ "ތިއޭ ފަސްގަނޑު ލިޔުއްވާ ކަންތައް ކުރުމަށް ދަތި" ކަމަށް ބުނާ ކަމަށް ވާހަކަ

ފާސްކޮށްފައި ހުންނަ ތާރީޚް: 25 ފެބްރުވަރީ 2014 | ނަންބަރު: 66

ގުޅުމެއް ހޯދާ ގާތްގަނޑަށް ލިޔުއްވާ "ތިއޭ ފަސްގަނޑު ލިޔުއްވާ ކަންތައް ކުރުމަށް ދަތި" ކަމަށް ބުނާ ކަމަށް ވާހަކަ ދައްކަން ނަންބަރު ލައްވައިދެއްވުން ބެލެހެއްޓުމަށް ދިވެހިރާއްޖެ ކުންފުނީ ލިމިޓެޑް ގެ ކަސްޓަމަރ ކެއަ ސާރވިސް ލައިނަށް ގުޅުއްވުން ތަކެއްޗެވެ. ކުންފުނީގެ ވެބްސައިޓް ބެލުމުން ވެސް ގުޅުއްވާ ނަމްބަރު ލިބިގަނެވިދާނެ ކަމަށް ބުނާ ކަމަށް ވާހަކަ ދެއްކެވުނެވެ.

## AS 148 ގުޅުމެއް ހޯދާ ހަމްދަމަ ސާރވިސްގެ "ޕްރޮގްރާ ހޯދާ ފާސް" ކަމަށް ބުނާ ކަމަށް ވާހަކަ ދެއްކުން

ފާސްކޮށްފައި ހުންނަ ތާރީޚް: 25 ފެބްރުވަރީ 2014 | ނަންބަރު: 66

ގުޅުމެއް ހޯދާ ހަމްދަމަ ސާރވިސްގެ "ޕްރޮގްރާ ހޯދާ ފާސް" ކަމަށް ބުނާ ކަމަށް ވާހަކަ ދައްކަން ނަންބަރު ލައްވައިދެއްވުން ބެލެހެއްޓުމަށް ދިވެހިރާއްޖެ ކުންފުނީ ލިމިޓެޑް ގެ ކަސްޓަމަރ ކެއަ ސާރވިސް ލައިނަށް ގުޅުއްވުން ތަކެއްޗެވެ. ކުންފުނީގެ ވެބްސައިޓް ބެލުމުން ވެސް ގުޅުއްވާ ނަމްބަރު ލިބިގަނެވިދާނެ ކަމަށް ބުނާ ކަމަށް ވާހަކަ ދެއްކެވުނެވެ.

## AS 149 ގުޅުމެއް ހޯދާ ހަމްދަމަ ސާރވިސްގެ "ފުރިހަމަ ކުރުމަށް ދަތި ހަމްދަމަ" ކަމަށް ބުނާ ކަމަށް ވާހަކަ

ފާސްކޮށްފައި ހުންނަ ތާރީޚް: 25 ފެބްރުވަރީ 2014 | ނަންބަރު: 66

ގުޅުމެއް ހޯދާ ހަމްދަމަ ސާރވިސްގެ "ފުރިހަމަ ކުރުމަށް ދަތި ހަމްދަމަ" ކަމަށް ބުނާ ކަމަށް ވާހަކަ ދައްކަން ނަންބަރު ލައްވައިދެއްވުން ބެލެހެއްޓުމަށް ދިވެހިރާއްޖެ ކުންފުނީ ލިމިޓެޑް ގެ ކަސްޓަމަރ ކެއަ ސާރވިސް ލައިނަށް ގުޅުއްވުން ތަކެއްޗެވެ. ކުންފުނީގެ ވެބްސައިޓް ބެލުމުން ވެސް ގުޅުއްވާ ނަމްބަރު ލިބިގަނެވިދާނެ ކަމަށް ބުނާ ކަމަށް ވާހަކަ ދެއްކެވުނެވެ.

## AS 150 ގުޅުމެއް ހޯދާ ތިއޭ ސާރވިސްގެ "ޔޫލިޓީ ބިލް ދައްކާ ކަމަށް" ކަމަށް ބުނާ ކަމަށް ވާހަކަ ދެއްކުން

ފާސްކޮށްފައި ހުންނަ ތާރީޚް: 25 ފެބްރުވަރީ 2014 | ނަންބަރު: 66

ގުޅުމެއް ހޯދާ ތިއޭ ސާރވިސްގެ "ޔޫލިޓީ ބިލް ދައްކާ ކަމަށް" ކަމަށް ބުނާ ކަމަށް ވާހަކަ ދެއްކުމުގެ ކުރިއަރާ ގަޑިއިރު ކުންފުނީ ލިމިޓެޑް ގެ ކަސްޓަމަރ ކެއަ ސާރވިސް ލައިނަށް "ޔޫލިޓީ ބިލް ދައްކާ ކަމަށް" ކަމަށް ބުނާ ކަމަށް ވާހަކަ ދެއްކެވުނެވެ.

ފެނިގަނޑުބަންދުގެ ކަންތައް، ފެނުގެ ތަކެއް ތައްޔާރުކުރުން ތިބާއިން ގެންގުޅޭ ކަންތައްތަކާ ގުޅިގެން ދިވެހިންގެ ދެކޮޅުހެދުން.

## AS 151 2015 ވަނަ ތަރައްގީ ފެނަގަނޑު ބަލަހައްޓާ ގޮތުގެ ހިންގުންތަކާ ގުޅޭ ހިންގުންތަކާ (ތަކަށްޓެރަކާ) ގުޅޭ ކަންކަން.

ގެނައުންތެރިން ގޮތުގެ: 25 ޖެހިލި 2014 | ދަށްގ: 66

2015 ވަނަ ތަރައްގީ ފެނަގަނޑު ބަލަހައްޓާ ގޮތުގެ ތަކެއްޗާ ހުށަހެޅި (ތަކަށްޓެރާ) ގެނެވިދާނެ 2014 ނޮވެމްބަރ 1 ވަނަ ދުވަހުތަނަށް ތަނާ ތަކެއްޗާ ހަވާލުކަންކަން ކަނޑާ ގެނެވިދާނެ 2014 ނޮވެމްބަރ 21 ވަނަ ދުވަހުތަކުގެ ތެދުވެހިކަން ދަށްގ ދިވެހިންގެ ހިންގުންތަކާ ގުޅިގެން.

## AS 152 ފުތުގެ ތަކެއް "ބެލެނިވެރި ތަކެއް ގަނެ ދިނުން ހިނި ފުރިގެ ތަކެއް ހަދާ" ކަމުގެ ކަންތައް "ބެލެނިވެރި ތަކެއް ގަނެ ދިނުން ހިނި ފުރިގެ ތަކެއް ހަދާ" ކަމުގެ ކަންތައް ދިވެހިންގެ ދެކޮޅުހެދުން" ތަނާ ގުޅޭ ކަންކަން.

ގެނައުންތެރިން ގޮތުގެ: 25 ޖެހިލި 2014 | ދަށްގ: 66

ފުތުގެ ތަކެއް ގަނެ ދިނުން ތަކެއްގެ ކަންތައް ހަނގުރާ ކުރުމުގެ ކަންތައް "ބެލެނިވެރި ތަކެއް ގަނެ ދިނުން ހިނި ފުރިގެ ތަކެއް ހަދާ" ކަމުގެ ކަންތައް "ބެލެނިވެރި ތަކެއް ގަނެ ދިނުން ހިނި ފުރިގެ ތަކެއް ހަދާ" ކަމުގެ ކަންތައް ދިވެހިންގެ ދެކޮޅުހެދުން" ތަނާ ގުޅޭ ކަންކަން ދަށްގ ދިވެހިންގެ ހިންގުންތަކާ ގުޅިގެން.

## AS 153 ކަނޑުބަލާ ގޮތުގެ ދަތުރުތަކުގައި ހުންނަ ތަކެއް ގެނެވޭ ގޮތާ ގުޅޭ ކަންކަން.

ގެނައުންތެރިން ގޮތުގެ: 1 ދެއްވި 2014 | ދަށްގ: 67

ކަނޑުބަލާ ގޮތުގެ ކަންތައް/ކަނޑުބަލާ ގޮތުގެ ކަންތައްތަކާ ގުޅޭ ތަކެއް ތަނަށް ގެންގުޅުމާ ގުޅޭ ކަންކަން ދަށްގ ދިވެހިންގެ ހިންގުންތަކާ ގުޅިގެން ކަނޑާ ގެނެވިދާނެ ގޮތުގެ ތަކެއް ގެނެވޭ ގޮތާ ގުޅޭ ކަންކަން.

## AS 154

## ކުއްލިއަށް ފަސްގަޑުގެ ތެރެއަކަށް ތަކެއްޗަށް ބަދަލުދިނުމުގެ ކުރިން ކުންފުނިން ކުރަންވާނެ ކަންތައް.

ފާސްކުރި ތާރީޚް: 1 ޖޫން 2014 | ހަފްތާ: 67

ކުއްލިއަށް ބަދަލުދިނުމުގެ ކުރިން ދަށުގައި ބުނެފައިވާ ފަސްގަޑުގެ ތެރެއަކަށް ތަކެއްޗަށް ބަދަލުދިނުމުގެ ކުރިން ކުންފުނިން ކުރަންވާ ކަންތައް ހިނގާ ފަހުން ކުންފުނިން ކުރަންވާ ކަންތައް ކަމަށާއި، ކުންފުނިން ކުރަންވާ ކަންތައް ކުންފުނީގެ ކުރިއަށް ގެންދާ ކަންތައްތަކުގެ ތެރެއަށް ވަނީ ކީއްވެ ކަމަށާއި ބެލެނިވެރިންނަށް ދަންނަވައި ކުންފުނިން ކުރަންވާ ކަންތައް.

## AS 155

## "ކުއްލިއަށް ހުވަނުވެދިނުމުގެ ކުރިން ކުންފުނިން ކުރަންވާ ކަންތައް.

ފާސްކުރި ތާރީޚް: 1 ޖޫން 2014 | ހަފްތާ: 67

ކުންފުނީގެ ކުންތުނ ކައުންސިލަށް ހުވަނުވެދިނުމުގެ ކުރިން 60 ދުވަހުގެ ތެދުވެރިކަމުގެ 10 ދުވަހުގެ ތެދުވެރިކަމުގެ ތެރެއަށް ކުންފުނީގެ ހުވަނުވެދިނުމުގެ ކުރިން ކުންފުނިން ކުރަންވާ ކަންތައް ކަމަށާއި، ކުންފުނީގެ ކުންތުނ ކައުންސިލަށް ހުވަނުވެދިނުމުގެ ކުރިން ކުންފުނިން ކުރަންވާ ކަންތައް ކަމަށާއި ބެލެނިވެރިންނަށް ދަންނަވައި ކުންފުނިން ކުރަންވާ ކަންތައް.

## AS 156

## ކުއްލިއަށް ތާރީޚް ހަމަވުމުގެ ކުރިން "ކަންކަން ހިނގާ ގޮތް ހާލަތު ރިޕޯޓް" ކުންފުނިން ހުށަހަޅަންވާ ގޮތް.

ފާސްކުރި ތާރީޚް: 8 ޖޫން 2014 | ހަފްތާ: 68

ކުއްލިއަށް ތާރީޚް ހަމަވުމުގެ ކުރިން "ކަންކަން ހިނގާ ގޮތް ހާލަތު ރިޕޯޓް" ކުންފުނިން ހުށަހަޅަންވާ ގޮތާއި ތާރީޚް ބެލެނިވެރިންނަށް ދަންނަވަންވާ ގޮތް.

## AS 157

## ކުއްލިއަށް ތާރީޚް ދެވިގެންދާ "ކަންކަން ހިނގާ ގޮތް ވާހަކަ (ފްލެއަރ)" ކުންފުނިން ހުށަހަޅަންވާ ގޮތް.

ފާސްކުރި ތާރީޚް: 8 ޖޫން 2014 | ހަފްތާ: 68

ކުއްލިއަށް ތާރީޚް ދެވިގެންދާ "ކަންކަން ހިނގާ ގޮތް ވާހަކަ (ފްލެއަރ)" ކުންފުނިން ހުށަހަޅަންވާ ގޮތާއި ތާރީޚް ބެލެނިވެރިންނަށް ދަންނަވަންވާ ގޮތް.

| AS 158 | ؤىرەڭچ ھېچ ھېۋىتاشەمگە "ھەھكەر ھېچ ھېۋىتاشەمگە ھىگ ھەرچ ھەۋىڭەرە (ھېگىرىڭ)" ئىشە ھەتەرگەدىگ رەھەر. |
|---|---|

ۋىسەتەرەمگ ھېرىز: 8 ڤېگ 2014 | ھەڭىسە: 68

ؤىرەڭچ ھېچ ھېۋىتاشەمگە "ھەھكەر ھېچ ھېۋىتاشەمگە (ھەرچ ھەۋىڭەرە) ھېگىرىڭ" ئىشە ھەتەرگەدىگ رەھەر ئېرىدەگ ھەڭىسە ھېھېۋگەڭگ سېرىدەشۇ.

| AS 159 | ؤىرەڭچ ھېچ ھېۋىتاشەمگە "ھەھكەر ھېچ ڭېھېگ (ھەرچ ھەۋىڭەرە)" ئىشە ھەتەرگەدىگ رەھەر. |
|---|---|

ۋىسەتەرەمگ ھېرىز: 8 ڤېگ 2014 | ھەڭىسە: 68

ؤىرەڭچ ھېچ ھېۋىتاشەمگە "ھەھكەر ھېچ ڭېھېگ (ھەرچ ھەۋىڭەرە)" ئىشە ھەتەرگەدىگ رەھەر ئېرىدەگ ھەڭىسە ھېھېۋگەڭگ سېرىدەشۇ.

| AS 160 | ؤىرەڭچ ھېچ ھېۋىتاشەمگە "ھەۋگېمەۋ ېۋڭچگ ھېگ ھەرچ ھەۋىڭەرە" ئىشە ھەتەرگەدىگ رەھەر. |
|---|---|

ۋىسەتەرەمگ ھېرىز: 8 ڤېگ 2014 | ھەڭىسە: 68

ؤىرەڭچ ھېچ ھېۋىتاشەمگە "ھەۋگېمەۋ ېۋڭچگ ھېگ ھەرچ ھەۋىڭەرە" ئىشە ھەتەرگەدىگ رەھەر ئېرىدەگ ھەڭىسە ھېھېۋگەڭگ سېرىدەشۇ.

| AS 161 | "ڭېۋېس ھېگ ھەۋىرەڭ ىېگەۋەڭ ھېچ ھېسەۋەھ ھېگۋڭەۋېگ رەھەگ ڭېھېسەۋېگەڭەس" ھەشەۋەڭەتەرەمگ. |
|---|---|

ۋىسەتەرەمگ ھېرىز: 8 ڤېگ 2014 | ھەڭىسە: 68

1. "ڭېۋېس ھېگ ھەۋىرەڭ ىېگەۋەڭ ھېچ ھېسەۋەھ ھېگۋڭەۋېگ رەھەگ ڭېھېسەۋېگەڭەس" ۋىرىۋىگەڭەمەگ ۋىسەتەرەمگ ؤىگىرەتەگ ھەڭىسە ھەتەرگەدىگ ھېگىدەشۇ. ڤېۋ ھېھەۋىگ "ھەھېۋىسە ھەۋېۋەڭەۋڭ A ۋىسەتەرەگ ؤىگىرەتەگ ھەڭىسە ھەتەرگەدىگ رەھەر ئېرىدەگ ھەڭىسە ھېھېۋگەڭگ سېرىدەشۇ. ڤېۋ ھېھەۋىگ "ھەھېۋىسە ھەۋېۋەڭەۋڭ A ۋىڭچ" ۋ ۋىڭچ ۋىۋگېسەتەرەمگەۋ "ھەۋەسەھ ھېسەۋەھڭ" ھەۋەھە ىەھېۋىھېر ھەسەھېگەمەڭەھەۋە رەۋگ

ތަކެއްގެ ކުރިން ބަލައި ބަލައިގެންނެވުމަށް ދަށ ދިނުމާ ގުޅިގެން ކުރިއަށް ގެންދާ ކަންކަމާ ގުޅިގެން ކަންކަމުގެ ތަފާތު ގޮތްތަކުގެ ތަފާތު ދަށ ދިނުމަށް ބާރުއަޅުވާ ކަމަށް ވާ ގޮތް ދެނެގަތ

2. There are two levels of committees for review of research ethics proposal: Faculty/Centre level Research Ethics Committee and University Research Ethics Committee (UREC). All projects that originate from the Faculty/Centre should be reviewed at the Faculty Research Ethics Committee.

3. The university recognizes that most projects will not pose significant ethical issues and the faculty-level committee may undertake these reviews through a checklist review or other reasonable process. The proposals for review should be made on Research Ethics Review Form A.

4. The University Research Ethics Committee will be a referral committee when faculty based ethics committees consider that they are unable to provide the level of review required. In these instances, Research Ethics Review Form B should be used to submit the ethics proposal to the University Research Ethics Committee.

5. If the staff and students consider that the outcome of the review at the faculty-based ethics committee is unacceptable, they may appeal to the University Research Ethics Committee using the Research Ethics Review Form B.

6. The UREC may review the decisions of a faculty-based committee without referral when there are grounds for further review of a decision.

7. The UREC has the responsibility for the implementation of this policy.

**Roles and Responsibilities**

***Faculty level Ethics Committee***

1. The faculty level research ethics committee will be the Academic Review Committee until the number of postgraduate students comprises 25% of the Faculty enrolment. If it is perceived that proper expertise is not available within the Faculty, then with the agreement of the Chair of UREC, faculty/centre heads may establish joint research ethics committees from the participating Academic Review Committees of other faculties/centres.

2. The role of the faculty level research ethics committee is to review and consider the ethics review proposals submitted to the committee and to ensure that such research projects adhere to the principles outlined in this policy, university rules and regulations and the international best practices.

3. Faculty research ethics committee may conduct meetings through email or other media. However, they are expected to meet once a semester.

4. In order to manage workloads and ensure prompt reviews of proposals, faculty level research ethics committees may use delegation strategies including review of proposal by two persons of the committee.

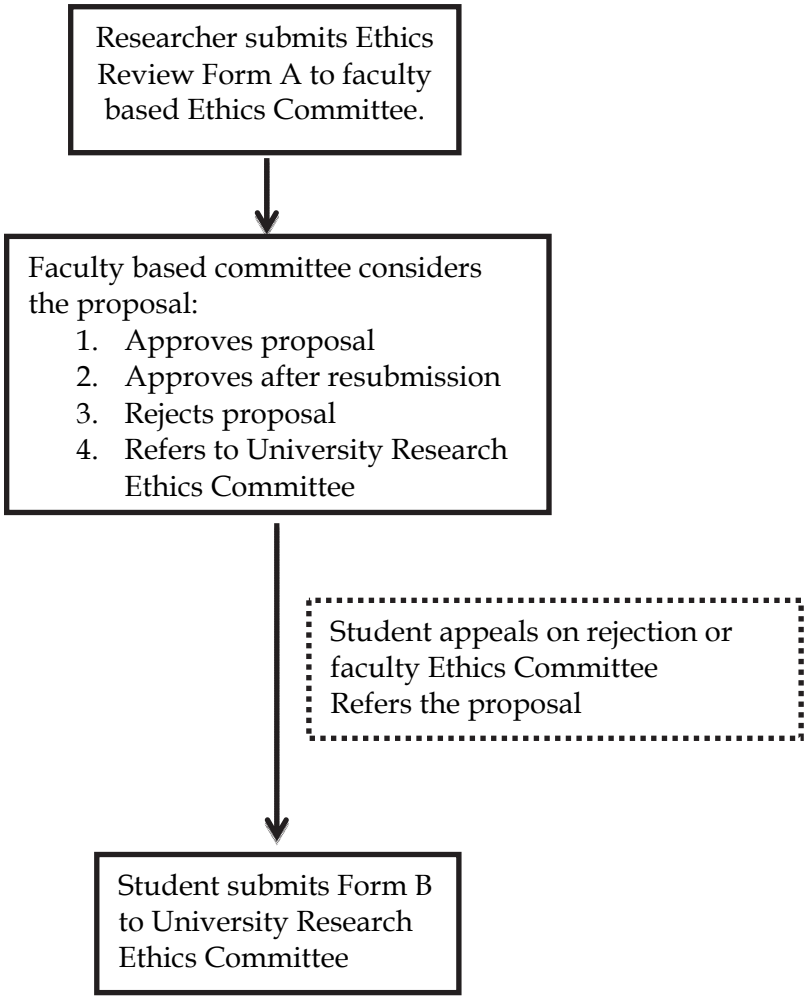
***University Research Ethics Committee***

The UREC shall be the Higher Degrees Committee until the number of postgraduate students registered in the university rises over 25% of the total enrolment per annum.

***Researchers***

1. All university staff and students are expected to take personal responsibility for educating themselves with this the policy and with the procedures for ethics review.
2. Where there are more than one researcher involved in a project, it is the responsibility of the Principal Investigator to lead the ethical review process and inform other researchers of the requirements.
3. Any major changes to a research project will require resubmission for ethics review.

**ETHICAL REVIEW PROCESS FLOWCHART**



# Ethics Review Form A

The purpose of this form is to give the Faculty/Entre Research Ethics Committee sufficient information to make an informed judgment about the ethics of your application.

| 1. Personal details | | | |
|---|---|---|---|
| **Applicant's details** | | | |
| Date of applicant | / / | | |
| Full name of applicant | | | |
| Contact address | | | |
| Phone number | | Email | |
| Program of study | | Faculty/Centre | |
| **Supervisor details** | | | |
| Principal supervisor | | | |
| Current qualifications | | | |
| Current employment | | Work phone no. | |
| Other personnel involved | | | |
| **Project details** | | | |
| Title of the project | | | |
| Proposed date of commencement of data collection | / / | Expected date of completion of data collection | / / |
| Interest in topic | | | |
| Is this research being funded | | | |
| Authorised official stamp of the organisation. | | | |

| 2. Details of the project | |
|---|---|
| a. Research question(s) | |
| b. Justification | |
| c. Procedure for recruiting participants and obtaining informed consent | |
| d. Procedures in which research participants will be involved | |

| | |
|---|---|
| e. Procedures for handling information and materials produced in the course of the research | |

| 3. Ethical Issues | |
|---|---|
| a. Access to participants | |
| b. Informed consent | |
| c. Confidentiality | |
| d. Potential harm to participants | |
| e. Participants' right to decline to participate and right to withdraw:<br>(1) Indicate what activities you require participants to do in your study.<br>(2) Indicate how much participant [illegible] will be | |
| f. Arrangements for participants to receive information | |
| g. Use of the information | |
| h. Conflicts of interest | |
| i. Procedure for resolution of disputes | |
| j. Other ethical concerns relevant to the research | |
| k. Cultural and social considerations | |

| 4. Legal issues | |
|---|---|
| a. Copyright | |
| b. Ownership of data or materials produced | |
| c. Any other legal issue relevant to the research | |
| d. Place in which the research will be conducted | |
| e. Has this application in whole or part previously been declined or approved by another ethics committee? ☐ Yes ☐ No | |
| f. For research to be undertaken at other facilities under the control of another ethics committee, has an application also been made to that committee? ☐ Yes ☐ No | |
| g. Is any of this work being used in a thesis to be submitted for a degree at the MNU? | |
| h. Further conditions | |
| | |

| 5. Informing relevant departmental head/s | |
|---|---|
| Is your proposed research about subjects/papers or programmes within the Faculty/Centre of .....? | ☐ Yes ☐ No |
| If yes, have you informed the relevant Head (s) of Department? | ☐ Yes ☐ No |

**6. Applicant agreement**

I agree

a. to ensure that the above-mentioned procedures concerning the ethical conduct of this project will be followed by all those involved in the collection and handling of data.

b. in the event of this application being approved, the researcher agrees to inform the Research Ethics Committee of any change subsequently proposed.

c. to submit for approval any amendments made to the research procedures outlined in this application which affect the ethical appraisal of the project.

| | |
|---|---|
| Signature of applicant | Date / / |

**7. Supervision agreement**

I agree

a. that this application has been developed with my supervision and has my support. I have checked that all the information requested in the checklist below is included.

b. I agree to support the student to follow the above mentioned procedures concerning the ethical conduct of this project.

| | |
|---|---|
| Signature of Principal supervisor: | Date / / |
| Signature of a Co-supervisor: | Date / / |

**8. CHECK LIST**

Before submitting this form to the Research Ethics Committee, please ensure that you have completed the following and attached these as appendices

☐ Letter(s) to: participants, e.g. children, caregivers, principal, teachers.
☐ Information sheet, introductory letter for each type of participant.
☐ Consent form(s) for each type of participant.
☐ Questionnaire/survey questions/interview questions.
☐ Reference list.
☐ Every page of your ethics application form has been numbered.

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THE MALDIVES NATIONAL UNIVERSITY

# Ethics Review Form B

**University Research Ethics Committee**

*This form is not suitable for research in clinical, medical, or epidemiological fields*

For information to assist with the completion of this form, see the staff of PRC. All responses to questions must be provided on this form. Submit completed application to:

*The Deputy Vice Chancellor (Academic Affairs)*
University Research Ethics Committee
The Maldives National University

**PART A**

**1 Project Title**

| |
|---|
| |

**2 Expected commencement date of this project** | **Expected completion date of this project**

| | |
|---|---|
| | |

**3 Chief Supervisor (Person with ultimate responsibility for the research, if not a student)**

| Title | Given Name | Surname |
|---|---|---|
| | | |

**Staff Position:** | **Qualifications:**

**Staff ID:**

**Faculty/Centre:**

**Telephone:** | **Email:**

**4 Student Investigator (or if the project is towards a qualification)**

| Title | Given Name | Surname |
|---|---|---|
| | | |

**Student Number:**

Is this research for Dissertation / Masters – thesis / masters – coursework / PhD / other? Specify which: ☐

**Contact Address:**

**Telephone:** | **Email:** (**Required**)

**5. If there is more than one investigator, name the individual, from those listed above, who is the main contact person for the project.**

**6. If this is a student project, does it require Faculty/Centre approval (e.g. program of study approval)?**

Yes ☐ No ☐

**7. If this project requires Faculty/Centre approval (e.g. program of study approval), has it been:**

*a)* Submitted ☐ *i)* Approved ☐ *ii)* Not yet approved ☐

*b)* Not yet submitted ☐

**8. Is the Investigation: A follow-up of a previous study?** Yes ☐ No ☐

If 'Yes', did the earlier study have ethics approval? Provide details of the institution (if not MNU) and give the approval number of the earlier project

What was the title of that study?

**9. Funding**

Is this research being funded? Yes ☐ No ☐

*If 'Yes',* please detail amount and source of funds

**PART B**

**10. Project Details**

Keywords: Provide a list of, and definitions for, any technical terms and acronyms, which may assist the committee to understand this application:

| **Term:** | **Simple Explanation:** |
|---|---|
| | |

**Rationale and Background for the Project:**

Has the research proposal, including design and methodology, undergone a peer review process? Yes ☐ No ☐

*If 'Yes',* provide details:

Give a brief plain English description of the aims of this project, the proposed research design and methods, and the anticipated outcomes.

**AIMS / RESEARCH QUESTION**

**RESEARCH DESIGN / METHODS**

**ANTICIPATED OUTCOMES**

**11. Potential benefits, risks and harms**

*(a)* **What are the possible benefits of this research?**

(i) To the participant:

(ii) To the wider community:

*(b)* **What are the possible risks or harms of this research to the participants?**

| Outline possible risks or harms. How do the likely benefits of the research justify possible risks to participants? |
|---|

**12. Participants**

How many participants do you intend to recruit? ☐

Describe the expected demographics of participants:

| | | | |
|---|---|---|---|
| Age | ☐ | Gender | ☐ |
| Any other characteristic | ☐ | Nationality | ☐ |

Additional demographic details:

☐

*(a)* Justify the number of participants you intend to recruit. Also consider issues such as: Is this a planned sample or a convenience sample? What number or proportion of people expected to be recruited is likely to participate?

☐

*(b)* Are there any screening, inclusion or exclusion criteria for participants in this study? Yes ☐ No ☐

| *Describe the criteria. Will these be communicated to participants; if yes, how; if no, why not?* |
|---|

**13. Method of recruitment**

(Tick only the applicable boxes)

| | | |
|---|---|---|
| *(a)* | Email | ☐ |
| *(b)* | Mail out | ☐ |
| *(c)* | Letter box drop | ☐ |
| *(d)* | Advertisement, poster, flyer | ☐ |
| *(e)* | Recruitment through third party (e.g. via an organisation, professional association, other person, etc) | ☐ |
| *(f)* | Personal contact | ☐ |
| *(g)* | Participants from previous study | ☐ |
| *(h)* | Telephone | ☐ |
| *(i)* | Snowball sampling (participants recommended to other potential participants) | ☐ |
| *(j)* | From a designated public space (e.g. shopping centre, city area, community facility) | ☐ |

**14. Describe the process through which participants will be recruited.**

Consider details such as: *From where will participants be recruited? How will you obtain contact information for potential participants? E.g. from publicly available information (such as telephone directory) or from private sources (such as organisation or membership list)? Will you be advertising (attach copy of advertisement) mailing or emailing (attach copy of letter), contacting through a work place or through a third party (identify who and how contact will be achieved)? How will participants respond to you or 'sign up' if they wish to participate in this study?*

☐

**15. Specific Categories of Participants**

| Does the project seek to recruit participants who are: (provide a response for each question) | | Yes – *seek to recruit* | No – *will not recruit* | Possibly – *coincidental recruitment only* |
|---|---|---|---|---|
| *(a)* | Pregnant Women? | ☐ | ☐ | ☐ |
| *(b)* | Minors, i.e. children under 18 years of age? If yes, a copy of Police Report check must be provided. | ☐ | ☐ | ☐ |
| *(c)* | People in dependent or unequal relationships? | ☐ | ☐ | ☐ |
| *(d)* | People highly dependent on medical care who may be unable to give consent? | ☐ | ☐ | ☐ |
| *(e)* | People with a cognitive impairment, an intellectual disability, or mental illness? | ☐ | ☐ | ☐ |
| *(f)* | People who may be involved in illegal activities? | ☐ | ☐ | ☐ |
| *(g)* | People in other countries? | ☐ | ☐ | ☐ |
| *(h)* | Will participants be identifiable by their membership of a cultural or minority group? | ☐ | ☐ | ☐ |
| *(i)* | People whose primary language is other than Dhivehi? | ☐ | ☐ | ☐ |

**For each *'Yes'* describe how your research complies with the relevant ethical concerns.**

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***If you have responded 'yes' to (g), (h) or (i),*** *address relevant issues including: In which countries or regions? Are there any special cultural sensitivities that need to be considered? Are there any licenses or permissions needed for access? How will you take into account the opinions and expectations of participants and their communities about any effects the research may have on them, their post-research welfare and the application of any results of the research? Will this research involve access to, use, collection, or acquisition of any culturally sensitive data or material? Are there any local or cultural factors which make it problematic to comply with ethical standards?*

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**16. Databanks**

*(a)* Does the project involve information sourced from databanks? Yes ☐ No ☐

*If 'Yes', state which one(s). Provide a description of the data to be accessed.*

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*(b)* Will data to be obtained from the databank be individually identifiable or re-identifiable? Yes ☐ No ☐

*(c)* Will data to be obtained be non-identifiable? Yes ☐ No ☐

*(d)* Was any form of consent given by the people whose data is being obtained? Yes ☐ No ☐
*(If 'Yes', provide a copy of this. If no, justify how access will be obtained)*

| |
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*(e)* How will privacy and confidentiality of the data be maintained during the research?

| |
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*(f)* How will permission for access to the data be obtained? Are there any conditions of access? Attach a copy of any relevant approvals.

| |
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*(g)* Does this research involve linkage of data sets? Yes ☐ No ☐

| |
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| |

**17. Privacy Protection**

*(a)* Is this research relevant to public health or safety, or to the management, funding or monitoring of a health service? Yes ☐ No ☐ *Go to Qn 18*

*If 'Yes',* does the research involve the collection, use or disclosure of information from a private sector organisation? Yes ☐ No ☐ *Go to Qn 18*

*If 'Yes',* will you be collecting, using or disclosing health information Yes ☐ No ☐ *Go to Qn 18*

*If 'Yes',* will consent be obtained from the individuals to whom the health information relates? Yes ☐ No ☐

**18. Procedures**

Describe the procedures to which participants will be subjected or the tasks they will be asked to carry out. **Describe step by step what is being asked of your participants.**

*Also consider here:*
*If the project involves research on institutions or workplaces, give details about the location/s at which the research is to be conducted. Is there any existing relationship between the researcher and the participants (e.g. teacher, supervisor or line manager, student on placement, consultant, current or recent employee)? What is the status of the proposed participants (e.g. their level of seniority or employment security in the institution or workplace)? How will you minimise any wider risks to institutional or workplace relationships? Are there any risks to the organisation/s involved? Will permission be required for access (e.g. consent from a CEO or Government Department)?*

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| |

***Attach copies of all instruments, surveys, interview questions, questionnaires, etc.***

**19. Data**

*(a)* Will photographs be taken? Yes ☐ No ☐
*If photographs or video-recordings include identifiable or personal data, consent should be obtained for their recording and use.*

*(b)* Will video-recordings be made? Yes ☐ No ☐
*Consider what will be done with any video or tape recordings - short term and long term. Provide information below*

*(c)* Will interviews or focus groups be tape-recorded? Yes ☐ No ☐

*(d)* Will the photographs, videos or audio-recordings be made available to participants for checking? If yes, give details. Yes ☐ No ☐

*Describe what will be video or audio recorded and how this will be done. Will individual participants be identifiable? Will participants be able to give feedback on or edit any transcripts or tapes? Will participants have any later opportunity to agree on any excerpts or quotes to be used in publications? Describe what photographs will be taken and why. Will people be identifiable from the photographs?*

**20. Data Analysis**

Explain how the information or data will be analysed, including any statistical tests or qualitative analyses (***simply referring to a software package is not sufficient here***).

**21. Disclosure and consent:**

Explain how participants will consent to participate in this study and how they are informed of their rights.

Where alternate forms of consent are requested, outline in detail the process by which consent will be obtained, e.g. return of an anonymous survey, recorded consent for an interview, verbal agreement. If the project involves participants who may have difficulty understanding English, how will their consent be established?

***Attach copies of your Information Sheet and Consent Form or script for oral consent processes.***

*(a)* Does the project collect information from which individual participants can be identified? Yes ☐ No ☐

*If yes,* could the research be conducted using non-identifiable information? Yes ☐ No ☐

*(b)* Does this project use any form of implicit or passive consent? Yes ☐ No ☐

*(c)* Will there be any deception of participants including limited disclosure, concealment and covert observation? Yes ☐ No ☐

*If 'Yes' to any of these, please provide detailed justification:*

**22. Intrusiveness**

*Please answer all questions in this section*

*(a)* Are there any aspects of the study that are intrusive in areas ordinarily considered personal and private, or that could create apprehension and anxiety for participants? Yes ☐ No ☐

*(b)* Are you collecting personal details or private information? Yes ☐ No ☐

*(c)* Is there any kind of dependency relationship between the researcher and any of the participants? Yes ☐ No ☐
*(e.g. if you are both clinician and researcher, if you are both class teacher and researcher, if you are personal friend and researcher, if you are a member of an identifiable group and researching the group). How will you ensure that the relationship does not impair participants' free and voluntary consent and participation in the project?*

*(d)* Could your research evoke anxiety or lead to the recall of painful memories? Yes ☐ No ☐

*(e)* Will participants be asked to provide any information or commit any act, which might diminish self-respect or cause them to experience shame, embarrassment or regret? Yes ☐ No ☐

*(f)* Will any procedure be used which may have an unpleasant or harmful side effect? Yes ☐ No ☐

*(g)* Does the research use any stimuli, tasks, or procedures, which may be experienced by subjects as stressful, noxious, or unpleasant? Yes ☐ No ☐

*(h)* Will you induce or create physical pain beyond mild discomfort? Yes ☐ No ☐

*If you have responded 'Yes' to any of the above, explain how you will address the issues or risks which may emerge. If adverse consequences are possible, describe these and explain the risk management process that you will use (eg if interviews may cause distress provide details of support processes that will be put in place).*

**23. Reimbursement**

Is any reimbursement, payment, inducement or other reward being offered to participants in the study? Yes ☐ No ☐

*If 'Yes', state what will be offered, to what amount or value and for what purpose (e.g. a voucher as a prize, reimbursement to cover expenses etc).*

**24. Feedback and Research Outcomes**

*Research outcomes should be made accessible to participants in a way that is timely and clear.*
What feedback will be given to participants? How will feedback be given?
How do you plan to make the outcomes of the research more widely available (e.g. thesis, journal paper, web page, book, etc.)?

**25. Data Storage**

*(a) During the Study:*
How and where will data be stored during the study? How will data security be managed?

*(b) Following the Study:*
Describe the data which will be stored. Will any individually identifiable data be stored? Yes ☐ No ☐

Will data be utilised for any future research or potentially be made available to other researchers? Yes ☐ No ☐
*If 'Yes', describe what data, whether or not individually identifiable, and what consideration has been given to participant consent.*

When and how will data be disposed of?

**26. Other Ethical Issues**

Are there in your opinion any other ethical issues involved in the research? Yes ☐ No ☐

30 ﷺ ﷺ ﷺ

*Include here issues such as:*

- Are there any competing interests or possible conflicts of interest?
- Are there any restrictions on publications resulting from this study?

- Are there any risks involved to any member of the research team that have not already been addressed?
- If a researcher will be working in remote locations, provide information on how the researcher's personal safety will be maintained.
- If a researcher will be entering participants' homes or private properties, provide information on how the researcher's personal safely will be maintained.

*If 'Yes', please explain in more detail.*

| |
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| |

**DECLARATION**

***This application form must be signed by the Chief Investigator / Principal Supervisor who has been named on the front page and who accepts the legal and ethical responsibilities associated with this research project. Signatures of all Co-investigators and Student Investigators must also be provided if the project is a joint one. If the form is filled by a student for an award, the ultimate responsibility for ethics lies with the student.***

I have read and will abide by the MNU's policies dealing with research and ethics.

I declare that I and all participating researchers on this project will abide by the terms of ethics code. I accept the legal and ethical responsibilities associated with this research

***Chief Investigator / Supervisor / Student if for an award***

| | | |
|---|---|---|
| Name: (please print) | Given Name | Surname |
| Signature: | | Date: |

***Co-investigator(s)***

| | | |
|---|---|---|
| Name: (please print) | Given Name | Surname |
| Signature: | | Date: |

***Student Researcher(s)***

| | | |
|---|---|---|
| Name: (please print) | Given Name | Surname |
| Signature: | | Date: |

***Authorisation – Dean or Head of Centre***

I authorise this project to proceed in the School of _____ subject to approval by the MNU's Research Ethics Committee.

| | | |
|---|---|---|
| Name: (please print) | Given Name | Surname |
| Signature: | | Date: |