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THE MALDIVES NATIONAL UNIVERSITY

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1.2. ތަޙްޤީޤުތަކާ ގުޅޭ ފަރާތްތަކުގެ "REC" ތަކުގެ "EC" ތަކާ "MNU REC" ގެ ދަށުން ހިންގަންޖެހޭ ތަޙްޤީޤުތަކާ ގުޅޭ ގޮތުން ހިންގަންޖެހޭ ގޮތް.

1.3. ދިވެހި ސަރުކާރުގެ ތަޙްޤީޤު ކުރާ ފަރާތްތަކުގެ ދަށުން ތަޙްޤީޤު ކުރާ ގޮތް.

1.4. ސްޓޫޑަންޓުން 14 ވަނަ ތަރަށް، 16 ވަނަ ތަރަށް، 18 ތަރަށް ތަޙްޤީޤު ކުރާ ގޮތް.

1.5. ތަޙްޤީޤު ކުރާ ފަރާތުން ފިޔަވަޅު ގެންނަންޖެހޭ ގޮތާ ގުޅޭ "Is any National agencies approval required for the study" ގެ ދަށުން ތަޙްޤީޤު ކުރާ ގޮތް.

1.6. ފާސްކޮށް ހިންގާ "ކަލާނގެ ނަންފުޅުން" ކަނޑައެޅިފައިވާ ފިލާވަޅުގެ ދަށުން ތަޙްޤީޤު ކުރާ ގޮތް ފާހަގަ ކުރަންޖެހޭ ގޮތް.

1.7. ފާސްކޮށް ދީފައި ވާ ތަޙްޤީޤު ކުރާ ގޮތް ބަދަލުކުރުމަށް ހުށަހަޅާ ގޮތް.

ތަޙްޤީޤު ކުރާ ފަރާތްތަކުގެ ދަށުން ތަޙްޤީޤު ކުރާ ފަރާތުގެ ދަށުން ބަލަހައްޓަންޖެހޭ ގޮތް. ތަކެއް ތަޙްޤީޤު ކުރާ ފަރާތުގެ ދަށުން ބަލަހައްޓަންޖެހޭ ގޮތް.

THE MALDIVES NATIONAL UNIVERSITY

Policy on Ethical Conduct of Research

Approved in 2012
Revised Date: 19th March 2017
Revision Effective from: 16th July 2017

1. Policy Statement

The Maldives National University (MNU) will uphold the highest standards of ethical practice in research involving human participation and personal data. All staff and students including third parties are required to ensure that all their research activities safeguard the dignity, rights, health, safety and privacy of those involved. Further, the University expects all staff, students, third parties and those who conduct research within the university premises to adhere to the principles of ethical research outlined in this policy.

2. Principles of Ethical Research

2.1. The Maldives National University adopts the principles of ethical research as espoused by the Economic and Social Research Council of UK. They are as follows:

- 2.1.1. Research should be designed, reviewed and undertaken to ensure integrity and quality.
- 2.1.2. Research staff and subjects must be informed fully about the purpose, methods and intended possible uses of the research, what their participation in the research entails and what risks, if any, are involved. Some variation is allowed in very specific and exceptional research.
- 2.1.3. The confidentiality of information supplied by research subjects and the anonymity of respondents must be respected.
- 2.1.4. Research participants must participate in a voluntary way, free from any coercion
- 2.1.5. Harm to research participants must be avoided.
- 2.1.6. The independence of research must be clear, and any conflicts of interest or partiality must be explicit.

The University upholds these principles by (a) educating staff and students on this policy, and (b) requiring all staff and students who conduct research involving human participants to maintain an ethical review process proportionate to the risks involved.

3. Ethical Review Process

3.1 General Procedures Regarding Applications

3.1.1 All members of the university intending to undertake a research or teaching activity involving human participants should apply for ethics approval from the MNU Research Ethics Committee (MNUREC). MNUREC only accepts applications for ethics review by:

- 3.1.1.1 Academic staff of the university;
- 3.1.1.2 Visiting academic staff;
- 3.1.1.3 Research Associates of MNU as endorsed by an academic staff member;
- 3.1.1.4 Students who are enrolled in a course of study at MNU, and who will carry out research under the supervision, or in collaboration with an academic staff member of the university**.**

3.1.2 Your research project would be either be;

- 3.1.2.1 exempt from ethics review (section 3.2)
- 3.1.2.2 receive a blanket approval (section 3.3)
- 3.1.2.3 considered a low risk project (section 3.4)
- 3.1.2.4 Require a full ethics review (section 3.5)

3.1.3 If researchers seeking ethics approval are in doubt of the level of ethical approval they need, they should consult with the MNU Research Centre (RC).

3.1.4 A full human ethics review and approval will be undertaken except for the following:

- 3.1.4.1 Projects for which blanket approval has been given (section 3.3)
- 3.1.4.2 Projects which are deemed to meet low risk criteria (section 3.4)
- 3.1.4.3 Projects which are exempt from ethics review (section 3.5)

All necessary application forms can be downloaded from the MNU website (www.mnu.edu.mv). Data gathering for a research project should not commence until formal notification of ethics review decision is received. If there is deviation from the application and approval conditions, any ethics approval given may be withdrawn.

3.2 Exempt from ethics approval

3.2.1 The following activities are not deemed research oriented and hence are exempt from ethics approval

3.2.1.1 Evaluation of services provided by the university in order to improve the level of services provided. For example, student satisfaction of study skills workshops run by Student Support. If the collected data are to be later used for a research purpose a separate application for ethics approval must be made.

3.2.1.2 Performance evaluations of staff at MNU

3.2.1.3 Evaluation of lecturers' teaching conducted in the university.

3.2.1.4 Research that rely exclusively on data that is available in the public domain and legally accessible to the public. For example, national census statistics, Statistical Yearbooks produced by the government

3.2.1.5 Research that rely exclusively on information in newspapers, official publications or media releases. In such cases please note the information may be subject to copyright and or intellectual property rights restrictions.

3.3 Blanket approval

3.3.1 A blanket approval allows research activities to be carried out without further approvals for each act.

3.3.2 Blanket approval may be sought for undergraduate, graduate and postgraduate research projects/modules with less than 60 credit points and are related to specific courses and/or field trips, which pose no threat to the well-being of the participants and where the methodology and its ethical implications is similar for all projects.

3.3.3 The responsible staff must submit a form for Application for Blanket Approval (Appendix A) to the MNUREC.

3.3.4 The responsible staff may seek approval for the whole class based on a single application to the MNUREC in the first year of the course.

3.3.5 This approval will be valid for 5 years if there is no substantial change in the project during this period.

3.3.6 The responsible staff must sign a declaration that the students:

3.3.6.1 are being made fully aware of the need for requirement of seeking approval from the MNUREC for all research involving human participants.

3.3.6.2 would be informed and asked to follow the ethical considerations required in the involvement of human subjects.

3.3.6.3 would be asked to document all ethics procedures followed in the submission of their assessed work. E.g. providing information sheets and consent form samples used if any.

3.3.7 Courses which involve students undertaking individual research projects more than or equal to **60 credit points** are not eligible for blanket approval.

3.3.8 Blanket approval applications should be made directly to the MNUREC.

3.3.9 The applications would be sent to the MNUREC members.

3.3.10 Ethics secretary collates the individual responses from the members and the applicant would receive a decision response within FIVE DAYS for blanket approval.

3.4 Low risk projects

3.4.1 Applications that are low risk involve the same risk as might be encountered in daily life which include Undergraduate and Postgraduate level supervised projects as well as other research projects that do not raise any issue of deception, threat, invasion of privacy, emotional, physical or cultural risk or stress, and do not involve gathering personal information of sensitive nature from individuals.

3.4.2 All student and staff researchers should individually submit an Application for Low Risk form (Appendix A) to MNUREC.

3.4.3 All student applications must be accompanied by a signed declaration from the supervisor.

3.4.4 Low risk projects will be circulated among the MNUREC members.

3.4.5 Individual members should review and send feedback to the Ethics secretary within one week of receiving applications.

3.4.6 Ethics secretary collates the individual responses from the members and the applicant should receive a decision response within 10 days to 2 weeks of submitting a completed application.

3.4.7 If further information is required from the applicant, a response is sent to the applicant via email.

3.4.8 The applicant will be given ONE week to respond to the queries of the MNUREC members.

3.4.9 The applicant must send a reply via email to the Ethics secretary.

3.4.10 The MNUREC attempts to have all low risk applications approved within **10 DAYS TO TWO WEEKS**, unless applications require further clarifications and revision.

3.5 Full Ethics Review

3.5.1 Projects that are not exempt or do not qualify for low risk or blanket approval will be subjected to a full ethics review by the MNUREC.

3.5.2 Researchers need to submit a form for an Application for Full Ethics Approval (Appendix A) to the MNUREC.

3.5.3 All student applications must be accompanied by a signed declaration from the supervisor.

3.5.4 The applications will be circulated among the MNUREC members.

3.5.5 Individual members should review and bring feedback to the MNUREC meeting

3.5.6 The Chair of the MNUREC will convene a committee meeting to make a decision on the application within one to two weeks of application.

3.5.7 Ethics secretary collates the individual responses from the members and the applicant should receive a decision response within 3 weeks of submitting a completed application.

3.5.8 If further information is required from the applicant, a response is sent to the applicant via email.

3.5.9 The applicant will be given ONE week to respond to the queries of the MNUREC members.

3.5.10 The applicant must send a reply via email to the Ethics secretary.

3.5.11 The MNUREC attempts to have all full review applications approved within **THREE WEEKS**, unless applications require further clarifications and revision**.**

3.6 Reconsideration of the Committee decision

3.6.1 An applicant who is dissatisfied with the committee's decision may request the MNUREC in writing to reconsider the decision. In reconsidering the decision, additional information may be requested**.**

3.7 Research Ethics Committee

3.7.1 Title of Committee

3.7.1.1 The MNU Research Ethics Committee (MNUREC)

3.7.2 Policy Reference and Rationale

3.7.2.1 The MNU Research Ethics Committee has been established in accordance with the decision made by the Academic Senate …. February 2017.

3.7.2.2 Any research by staff or students of the MNU, unless otherwise exempt, should be conducted with prior approval of the MNUREC.

3.7.2.3 The primary role of the committee is to provide protection for all participants in the research activity, including researches themselves.

3.7.2.4 The Committee must ensure all researches are aware of and seek guidance about the principles and values of ethical research.

3.7.3 Committee Functions

3.7.3.1 The MNU Research Ethics Committee shall evaluate applications submitted for ethics approval by researchers outlined in Approval Guidelines for Ethical Conduct of Research. In the evaluation of the applications the Committee must consider the following:

3.7.3.1.1 Evaluate the need and worth of the research in relations to its ethical implications

3.7.3.1.2 assess the validity of the design, procedures, methodology to be adopted in relations to its ethical implications

- 3.7.3.1.3 consider ethical implications of proposed human research projects and determine whether or not they are acceptable on ethical grounds;
- 3.7.3.1.4 ensure the protection of human rights and cultural values of the participants. This include obtaining of informed consent and recognition of their right to decline
- 3.7.3.1.5 evaluate the ownership and use of findings, and procedures to protect personal and confidential information
- 3.7.3.1.6 consider any legal issues which may arise
- 3.7.3.1.7 evaluate the procedures for the effective monitoring of research
- 3.7.3.1.8 review any proposed minor or major amendments to approved projects

3.7.3.2 The MNUREC should maintain a record of all research projects that are considered.

3.7.3.3 The committee should ensure that policies and procedures regarding ethical research are in place at the MNU.

3.7.4 Membership

- 3.7.4.1 Deputy Vice Chancellor (Research and Innovation) - Chair
- 3.7.4.2 Dean of Research
- 3.7.4.3 Two Deans/Heads from faculties/centres
- 3.7.4.4 Two academic staff with research experience
- 3.7.4.5 One academic staff with expertise in psychology and research involving children or young people
- 3.7.4.6 One academic staff with research expertise in health sciences
- 3.7.4.7 Two external members
  - 3.7.4.7.1 Deputy Vice Chancellor (Research and Innovation) shall send the nominations of the Deans to the Academic Senate for endorsement.
  - 3.7.4.7.2 Deans/Heads shall send the nominations of the academic staff to the Academic Senate for endorsement.
  - 3.7.4.7.3 Research Centre shall send the nominations of the external members to the Academic Senate for endorsement.
  - 3.7.4.7.4 The Committee should comprise of members from diverse backgrounds and fields.
  - 3.7.4.7.5 The Committee shall have the authority to co-opt up to three further members to deliberate on specific matters relevant to the nature of the application under review.
  - 3.7.4.7.6 The Deputy Vice-Chancellor (Research and Innovation) shall appoint an Ethics Secretary to provide administrative support to the Committee
  - 3.7.4.7.7 No member of the MNUREC shall take part in the decision-making process of an application in which that member has any conflict of interest including any personal involvement or participation in the research, any financial interest in the outcome or any involvement in competing research.

3.7.5 Duration

3.7.5.1 The membership of the appointed members will be two years.

3.7.6 Quorum

3.7.6.1 The quorum for a meeting shall be a majority of the membership of the Committee. In the absence of the Chair a member elected by the members present shall preside.

3.7.7 Meetings and Review

- 3.7.7.1 The Committee shall meet as required, normally monthly from January to November.
- 3.7.7.2 The Ethics Secretary will in accordance with procedures outlined in the administration section, forward all materials relevant to application(s) under review to the committee members.
- 3.7.7.3 Agendas for meetings listing matters to be discussed and with supporting documents shall be distributed, to be received by members at least three days in advance of the meeting date.

3.7.7.4 The Committee should strive to reach decisions by general agreement; this need not involve unanimity.

3.7.7.5 The Ethics Secretary shall record minutes of all meetings and these shall be confirmed at the subsequent meeting.

3.7.7.6 The contents of research protocols and Committee proceedings shall be confidential although the Committee may choose to release its minutes to nominated people.

3.7.7.7 Records of all decisions shall be maintained by the Ethics Secretary

3.7.7.8 Absent members of the Committee may be represented by a proxy, advised in writing to the Ethics Secretary no later than the time of commencement of the meeting. A member may not be represented by a proxy at more than three meetings in any calendar year. A proxy may not be a current member of the Committee.

3.7.8 Administration

3.7.8.1 The Ethics Secretary will provide administrative support to the Committee.

3.7.8.2 All applications for ethics review should be sent to the Ethics Secretary.

3.7.8.3 The Ethics Secretary should ensure applicants have provided all necessary documents.

3.7.8.4 One hard copy and electronic copy of complete applications shall be sent to all MNUREC members within two days of receiving the complete application.

3.7.8.5 The Ethics Secretary shall communicate, via email, with the applicant if further information or clarifications are required by the Committee members. The applicant will be given ONE week to provide additional information.

3.7.8.6 A meeting of the MNUREC shall be held once the feedback from members and, if necessary, the additional information from the participant is received.

3.7.8.7 The collated feedback and additional information should be sent to the Committee members along with the agenda and announcement of the next committee meeting. These should be sent at least three days before the meeting date.

3.7.8.8 The Ethics Secretary shall communicate to the applicant the decision of the committee regarding the application for ethics review.

3.7.8.9 All records of applications reviewed and minutes of meetings will be kept by the Ethics Secretary.

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THE MALDIVES NATIONAL UNIVERSITY

APPROVAL GUIDELINES FOR ETHICAL CONDUCT OF RESEARCH

Approved Date: 14th May 2017

Revision Effective from: 16th July 2017

1. Guiding principles

1.1. Communication with participants

1.1.1. The researcher should provide detailed information about the research to the participants.

1.1.2. It is recognized that some level of deception may be required for certain research projects.

1.1.3. The information must be provided based on the approved format and must be written in plain language that can be readily understood by the participants.

1.1.4. The information sheet should provide the following information:

1.1.4.1. The identity of the researchers (and supervisors for student research)

1.1.4.2. The course or degree for which the project is a requirement (where appropriate)

1.1.4.3. The purpose, aim and objectives of the project

1.1.4.4. The nature and duration of the participants' involvement

1.1.4.5. Steps taken to ensure confidentiality and anonymity

1.1.4.6. Compensation for participation (if any)

1.1.4.7. Risks of participation (if any)

1.1.4.8. Subsequent tasks or procedures (if any)

1.1.4.9. Contact details of the researcher and supervisors if appropriate. In order to protect the researcher from unwarranted calls, personal telephone numbers and addresses should not be given unless there is no alternative.

1.1.4.10. Ethics approval number issued by the MNU REC.

1.1.5. An example Information Sheet template is provided in Appendix B.

1.1.6. In cases where the participants' literacy level compromises their ability to read and understand the information sheet, the information should be provided orally in a manner that the participant fully understands what is involved in the research. A copy of the information sheet should still be provided to the participant.

1.1.7. Participation by individuals should be voluntary and the researcher should ensure all participants have given written consent. Written consent forms must clearly indicate that the participant:

1.1.7.1. Understands the information given on the Information Sheet;

1.1.7.2. Voluntarily consents to participate in the project;

1.1.7.3. Understands that he/she may withdraw at any time without any prejudice or penalty including withdrawal of information provided;

1.1.7.4. Agrees to publication of results, with the understanding that anonymity or confidentiality will be preserved;

1.1.7.5. Cover any special provisions such as waiver of confidentiality, publicly available storage of research material, or use of video and photographs;

1.1.7.6. Has been shown a copy of the ethics approval letter given by the MNU REC.

1.1.8. A template for a letter of Consent is provided in Appendix B.

1.1.9. It is recognized that in some cases written consent may not be appropriate or necessary. Where a participant's literacy level impairs his or her ability to read and understand a written consent form or provide one, they should be informed orally about the project. If a person is unable to provide written consent, then consideration may be given to audio or video recording oral consent or voluntary participation as consent. All exceptions to the written consent requirement must be fully explained in the ethics application.

1.1.10. In cases where deception is required for recruiting participants the participants must be provided with a debriefing. The debriefing should be provided in writing and should include a detailed review of the purpose of the research in lay person's terms and a clear explanation of why deception was necessary to achievement of the research aims.

1.1.11. Any benefits to the person or other groups that might be created by successful completion of the research may be referred to and they should be given the opportunity to withdraw from the study without penalty if they are not satisfied with the explanation.

1.1.12. A summary of the project results should be offered to participants when these become available at the end of the research.

1.2. Use of electronic media as a source of data

1.2.1. Ethical issues need to be considered for research that involves using electronic media as a source of data. Such sources include data in the form of opinions and information posted by individuals to any electronic forum.

1.2.2. Comments and information posted on publicly available forums may be used without seeking further permission.

1.2.3. In the case of lists and forums which are only available to members of an association, or who have applied to become subscribers, the permission of the moderator to use data from the forum must be sought.

1.2.4. Individual contributors should not be identifiable in any use of the data, unless permission has been sought and granted from each individual to be cited. Such permission must conform with the informed consent principles, and other relevant principles of the ethics policy and guidelines.

1.2.5. Researchers creating new lists, electronic forums or social networking sites for the purpose of their research must inform all participants when the forum is established, and advise any new participant joining the forum, that comments and information posted to the forum are intended to be used for

research purposes. The information provided must conform with the informed consent principles, and other relevant principles of the ethics policy and guidelines.

1.2.6. Research involving the posting of false or misleading information to a web site, list or other online forum is subject to the provisions in the ethics policy regarding deception. The application must explicitly demonstrate how the benefits of the research outweigh the harm done by the deception involved, the risks to the reputation of the University, and how participants will be debriefed after the research is complete.

1.3. Payments to research participants

1.3.1. Payment of participants in research raises special ethical issues and should be considered with care. Any payment to the participants needs to take account of the following points:

- 1.3.1.1. Any payment should be made with the approval of the MNUREC. The amount and reason for the payments should be clearly spelt out in the application to the MNUREC, the information sheet and any advertising of the research
- 1.3.1.2. Payments must not be, or be perceived to be, an inducement to participate in research;
- 1.3.1.3. Researchers should consider whether a gift or voucher might be more appropriate than cash;
- 1.3.1.4. Payments should not be used to encourage participants to undertake dangerous or harmful acts;
- 1.3.1.5. Participants should be informed that they have the right to withdraw from the research, irrespective of whether or not payment is involved;
- 1.3.1.6. Payments to any dependent persons or children under 18 years of age must not be made without prior approval by their parents or guardians

1.4. Storage, security and destruction of data

1.4.1. Researchers should ensure protection of the privacy of research participants.

1.4.2. All personal information must be handled in a way that ensures secure custody of data.

1.4.3. Researchers, supervisors and teachers must ensure that personal information is protected by security safeguards against unauthorised access, use, modification, disclosure and other misuse. Appropriate security and backup systems should be used to protect against loss of such data.

1.4.4. The application to the MNUREC should clearly describe who is entitled to have access to personal information collected, and what conditions are set for such access. The application should also state personal information will be used in the writing up or other means of completion of the project.

1.4.5. Research information collected for the approved project shall not be used, without the written consent of the information giver, for another purpose unless it is in the public arena or is available in a non-identifying manner which follows the ethics guidelines.

1.4.6. Participants should be provided with information on what will happen to the data collected after completion of the research (e.g. how and where it will be stored, and for how long).

1.4.7. Personal information should not be kept for longer than is necessary to complete the particular project and to allow for academic examination, challenge or peer review. Where it is proposed to keep such information for a longer period, this must be justified in the application for ethical approval.

1.4.8. Research information collected and/or stored electronically must be protected by secure password access

2. Determining the Approval Procedure

2.1. Use the Screening Questionnaire (Appendix C) to determine whether low risk approval or a full ethics approval is required for the project.

3. Related Forms and Guidelines

3.1. Application for Blanket Approval (for teaching exercises)

3.2. Application for Low Risk Approval

3.3. Application for Full Ethical Approval

3.4. Screening Questionnaire

APPENDIX A

Form A- Application for Blanket Approval

For Course Coordinators

Section A: Details of Subject

Course Name	Click here to enter text.
Subject Code	Click here to enter text.
Credit points	Click here to enter text.
Subject Coordinator	Click here to enter text.
Email Address of subject coordinator	Click here to enter text.

Section B: Details of Assessment/Research based component

Give a brief description of the research based component	Click here to enter text.
Aims / Objectives	
Research procedures are involved	Click here to enter text.
Description of research participants	Click here to enter text.

Section C: Ethical Consideration

Ethical consideration of the project: Describe how each of the given concerns (if any) will be addressed by the students. If the risk/concern is low indicate so.	
Voluntary, informed consent	Click here to enter text.
Privacy & confidentiality	Click here to enter text.
Risk to Participants	Click here to enter text.
Permission for access to participants from other individuals or bodies	Click here to enter text.
Storage and subsequent destruction of data	Click here to enter text.
Dissemination of research	Click here to enter text.

Declaration by Coordinator

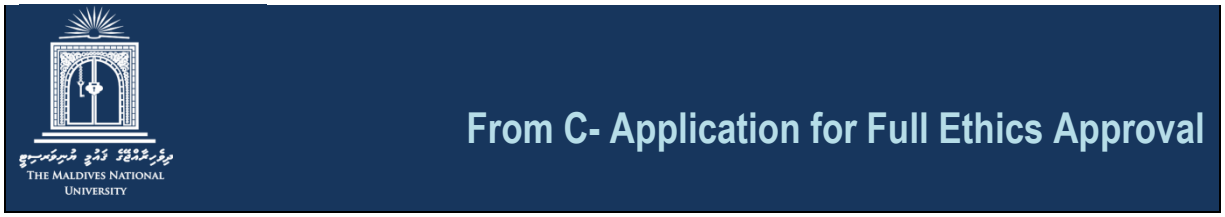
I hereby undertake the responsibility of ensuring that relevant ethical considerations are addressed in this research based component of the course. I specifically will ensure the lecturers and students involved in this subject:

- are made aware of the need for seeking ethics approval for all research involving human participants and that a blanket approval has been taken for this course
- follow the ethical considerations required in the involvement of human subjects and the students are asked to document all ethics procedures followed in the submission of their assessed work.

Applicant's Name			
Faculty/Centre			
Signature		Date	

Actions taken by Research Ethics Committee

Blanket approval given	
Send for further clarifications	
Approved by:	Click here to enter text.
Date:	Click here to enter text.



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

The Chair
MNU Research Ethics Committee
The Maldives National University

PART A

1. Project Title

2. Expected commencement date of this project

3. Expected completion date of this project

4. 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: | |

5. 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): [ ]

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

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

Yes ☐ No ☐

8. 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 ☐

9. 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? [ ]

10. Funding
Is this research being funded? Yes ☐ No ☐

If 'Yes', please detail amount and source of funds [ ]

PART B

11. Project Details
<u>Keywords</u>: 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

12. 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?

13. Participants

How many participants do you intend to recruit?

Describe the expected demographics of participants:

Age | Gender

Nationality | Any other characteristic

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?

14. 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) ☐

15. 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?

16. 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.

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?

17. 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.

(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)

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

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

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

18. 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 19

If 'Yes', does the research involve the collection, use or disclosure of information from a private sector organisation? Yes ☐ No ☐ Go to Qn 19

If 'Yes', will you be collecting, using or disclosing health information Yes ☐ No ☐ Go to Qn 19

If 'Yes', will consent be obtained from the individuals to whom the health information relates? Yes ☐ No ☐ Go to Qn 20

19. 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)?

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

20. 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?

21. 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***).

22. 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:

23. 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?
(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? Yes ☐ No ☐

(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).

24. 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.).

25. 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.)?

26. 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?

27. Other Ethical Issues

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

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?

- Is there a risk that the publication of your results could cause any kind of harm (including physical, psychological, spiritual, emotional, social and financial) to individual participants, to participants' employability or professional relationships, or to their communities?
- 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.

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 [faculty name] subject to approval by the MNU's Research Ethics Committee.

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

Actions taken by Research Ethics Committee

Blanket approval given	
Send for further clarifications	
Approved by:	Click here to enter text.
Date:	Click here to enter text.

This form is adopted from those usually used in Australian universities, more particularly in the Murdoch University

APPENDIX B

Information Sheet

Information for Participants

You are invited to participate as a subject in the research project [*name of project*].

The aim of this project is [*aim of project*].

Your involvement in this project will be [*description of tasks and procedures, and estimation of time required*], and the right to withdraw from the project at any time, including withdrawal of any information provided without any penalty.

As a follow-up to this investigation, you will be asked to [*description of any subsequent involvement*].

In the performance of the tasks and application of the procedures there are risks of [*description of any risks foreseen and add mitigation undertaken*].

The results of the project may be published, but you may be assured of the complete confidentiality of data gathered in this investigation: the identity of participants will not be made public without their consent. To ensure anonymity and confidentiality, [*description of steps taken to ensure anonymity and confidentiality*].

The project being carried out [as a requirement for course or degree (where relevant)] by [name of principal researcher] under the supervision of [name of the supervisor (where relevant)], who can be contacted at [telephone number(s)]. He/she/they will be pleased to discuss any concerns you may have about participation in the project.

The project has been reviewed ***and approved*** by the Maldives National University Ethics Committee

Consent form

[Researchers name]
[Contact Address]
[Date]
CONSENT FORM
[Name of Project]

I have read and understood the description of the above-named project. On this basis I agree to participate as a subject in the project, and I consent to publication of the results of the project with the understanding that anonymity will be preserved.

I understand also that I may at any time withdraw from the project, including withdrawal of any information I have provided.

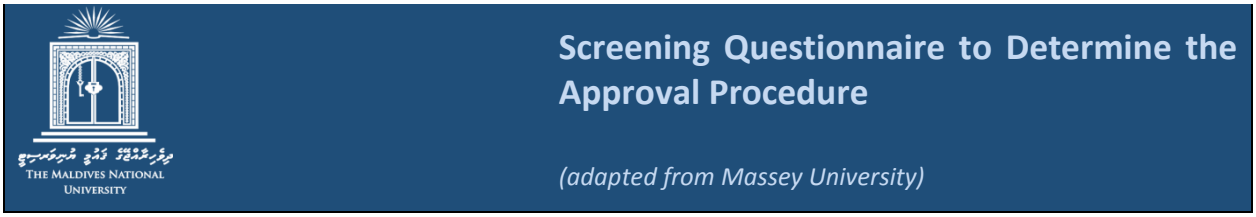
I note that the project has been reviewed ***and approved*** by The Maldives National University Ethics Committee.

Name (please print) …….

Signature:

Date:

APPENDIX C



(Part A and Part B of this questionnaire must both be completed)

Name:
Project Title:

This questionnaire should be completed following, or as part of, the discussion of ethical issues.

Part A

The statements below are being used to determine the risk of your project causing physical or psychological harm to participants and whether the nature of the harm is minimal and no more than is normally encountered in daily life. The degree of risk will then be used to determine the appropriate approval procedure.

If you are in any doubt you are encouraged to submit a FULL ethics review approval to the MNUREC.

Does your Project involve any of the following?

(Please answer all questions. Please circle either YES or NO for each question)

Risk of Harm

1.	Situations in which the researcher may be at risk of harm.	YES / NO
2.	Use of questionnaire or interview, whether or not it is anonymous which might reasonably be expected to cause discomfort, embarrassment, or psychological or spiritual harm to the participants.	YES / NO
3.	Processes that are potentially disadvantageous to a person or group, such as the collection of information which may expose the person/group to discrimination.	YES / NO
4.	Collection of information of illegal behaviour(s) gained during the research which could place the participants at risk of criminal or civil liability or be	YES / NO

	damaging to their financial standing, employability, professional or personal relationships.	
5.	Collection of blood, body fluid, tissue samples, or other samples.	YES / NO
6.	Any form of exercise regime, physical examination, deprivation (e.g. sleep, dietary).	YES / NO
7.	The administration of any form of drug, medicine (other than in the course of standard medical procedure), placebo.	YES / NO
8.	Physical pain, beyond mild discomfort.	YES / NO
9.	Any MNU teaching which involves the participation of MNU students for the demonstration of procedures or phenomena which have a potential for harm.	YES / NO
10.	Participants whose identity is known to the researcher giving oral consent rather than written consent (if participants are anonymous you may answer No).	YES / NO
11.	Participants who are unable to give informed consent.	YES / NO
12.	Research on your own students/pupils.	YES / NO
13.	The participation of children (seven (6) years old or younger).	YES / NO
14.	The participation of children under eighteen (18) years old where active parental consent is not being sought.	YES / NO
15.	Participants who are in a dependent situation, such as people with a disability, or residents of a hospital, nursing home or prison or patients highly dependent on medical care.	YES / NO
16.	Participants who are vulnerable.	YES / NO
17.	The use of previously collected information or biological samples for which there was no explicit consent for this research.	YES / NO

Privacy/Confidentiality Issue

18.	Any evaluation of organisational services or practices where information of a personal nature may be collected and where participants or the organisation may be identified.	YES / NO

Deception

19.	Deception of the participants, including concealment and covert observations.	YES / NO

Conflict of Interest

20.	Conflict of interest situation for the researcher (e.g. is the researcher also the lecturer/teacher/treatment-provider/colleague or employer of the research participants or is there any other power relationship between the researcher and research participants?)	YES / NO

Compensation to Participants

21.	Payments or other financial inducements (other than reasonable reimbursement of travel expenses or time) to participants.	YES / NO

Procedural

22.	A requirement by an outside organisation (e.g. a funding organisation or a journal in which you wish to publish) for MNUREC approval.	YES / NO

Part B

FOR PROPOSED HEALTH RESEARCH ONLY

Not all health research requires review by the National Health Research Committee (NHRC).

Your study is likely to require NHRC review if it involves:

a) health related research at Postgraduate or higher levels and
b) human participants recruited in their capacity as:
   - consumers of health or disability support services; or
   - relatives or caregivers of such consumers; or
   - volunteers in clinical trials; or
c) human tissue; or
d) health information.

In order to establish whether or not NHRC review is required: (i) read the National Health Service Act; (ii) work through the 'Does your study require NHRC review?' flowchart; and (iii) answer Question 23 below.

If you are still unsure whether your project requires NHRC approval, please email the Ministry of Health for advice and keep a copy of the response for your records.

23.	Is HDEC review required for this study? YES NO	YES / NO

24.	Is any NHRC/ National Agency approval required for this study? YES NO	YES / NO

Select the appropriate procedure to be used (choose one option):

If you answer YES to any of the questions 1 to 22 (Part A)	If you answer YES to Q23 (Part B)	If you answer NO to ALL of the questions in Parts A and B
⬇	⬇	⬇
Prepare a FULL ethics review approval application	Prepare an application for National Health Research Committee	Prepare a Low Risk Approval application

AS 319	ސެންޓަރ ފޯރ ކަމިއުނިޓީސަރވިސް ސްޓޭންޑަޑްގެ އެޕްލިކޭޝަން ކޮމިޓީގެ އެކުލަވާލުމާއި ހިންގުމާއި ބެހޭ ނިންމުން

ޝާއިޢުކުރެވުނު ތާރީޚު: 28 މެއި 2017 | ޢަދަދު: 142

ސެންޓަރ ފޯރ ކަމިއުނިޓީސަރވިސް ސްޓޭންޑަޑްގެ އެޕްލިކޭޝަން ކޮމިޓީގެ މެމްބަރުންގެ ތަފާސީލް ފޯމެޓީ/ސެންޓަރުގެ މަސައްކަތްތަކުގެ ޑިސިޕްލިންބައިގެ 2 މެމްބަރުން، ޑިސިޕްލިންގެ ފޯމެޓީތަކުން 5 މެމްބަރުން، ސެންޓަރުގެ އެކި ދާއިރާތަކުން ހިމެނޭގޮތަށް 4 މެމްބަރުން އަދި ސެންޓަރުގެ ވެރިޔާ ހިމެނުމަށް އެޕްލިކޭޝަން ކޮމިޓީގެ ޤާނޫނަށް ބަދަލުގެނައުމަށް ކަމަށް ސިފަކޮށް ހުށަހެޅުމަށް ނިންމުނެވެ.

ފެކަލްޓީ އޮފް ޝަރީޢާ އެންޑް ލޯ ގެ އެޑްވައިޒަރީ ކޮމިޓީ އެކުލަވާލުމުގެ ހުއްދަ ދިނުމާމެދު ގޮތެއް ނިންމުން	AS 320

ފާސްކުރެވުނު ތާރީޚު: 28 މެއި 2017 | ޖަލްސާ: 142

ފެކަލްޓީ އޮފް ޝަރީޢާ އެންޑް ލޯގެ ފެކަލްޓީ އެޑްވައިޒަރީ ކޮމިޓީ ތިރީގައިވާ ގޮތަށް ފާސްކުރުމަށް ކައުންސިލްއަށް ހުށަހެޅުމަށް ނިންމުނެވެ.

#	ނަން	އޮފީސް
1	ޑރ. އަބްދުއްސަތާރު އަބްދުއްރަޙްމާން	ފެކަލްޓީ އޮފް ޝަރީޢާ އެންޑް ލޯ
2	ކޮލޮނެލް އިބްރާހީމް ނަސީމް	މިނިސްޓްރީ އޮފް ޑިފެންސް އެންޑް ނޭޝަނަލް ސެކިއުރިޓީ
3	ޖުޑީޝަލް ސަރވިސް ކޮމިޝަނުން ފޮނުވާ ބޭފުޅެއްގެ ނަން	ޖުޑީޝަލް ސަރވިސް ކޮމިޝަން
4	އަލްއުސްތާޛު މަޙްފޫޡް ރަޝީދު	ދަޖްވާން އެންޑް މުރާދު ލޯ އެސޯސިއޭޓްސް
5	އަލްއުސްތާޛާ ފާތިމަތު ހަލީމް	އެޓަރނީ ޖެނެރަލްގެ އޮފީސް
6	އަލްއުސްތާޛާ މަރްޔަމް ފަޒީނާ	ޕްރޮސިކިއުޓަރ ޖެނެރަލްގެ އޮފީސް
7	އަލްއުސްތާޛު ޝާހިން ހަމީދު	ލޯ ސޮސައިޓީ އޮފް މޯލްޑިވްސް
8	އަލްއުސްތާޛު އަޙްމަދު މުޢިއްޒު	
9	އަޝްޝައިޚް ޙަސަން ޒާހިރު ފިޔާޟް	ފިޤުހު ޑިޕާޓްމަންޓް
10	އަލްއުސްތާޛާ ފާތިމަތު ވަހީދާ	ލޯ ޑިޕާޓްމަންޓް
11	ފައްރާސް އަލީ މަނިކު	ހެޑް އޮފް ފިޤުހު ޑިޕާޓްމަންޓް
12	ސައުދިއްދު އިމްރާން	ހެޑް އޮފް ލޯ ޑިޕާޓްމަންޓް

ފެކަލްޓީ އޮފް އިސްލާމިކް ސްޓަޑީޒްގެ "ޑިޕްލޮމާ އިން އިސްލާމިކް ސްޓަޑީޒް"، "އެޑްވާންސް ޑިޕްލޮމާ އިން އިސްލާމިކް ސްޓަޑީޒް" އަދި "ބެޗެލަރ އޮފް އިސްލާމިކް ސްޓަޑީޒް" ފާސްކުރުމުގެ ހުއްދަ ދިނުމާމެދު ގޮތެއް ނިންމުން	AS 321

ފާސްކުރެވުނު ތާރީޚު: 28 މެއި 2017 | ޖަލްސާ: 142

ފެކަލްޓީ އޮފް އިސްލާމިކް ސްޓަޑީޒްގެ ބެޗެލަރ އޮފް އިސްލާމިކް ސްޓަޑީޒްގެ އޮޕަރޭޝަނަލް ޕްލޭން އެކްރެޑިޓްކުރުމަށްފަހު، 3 އަހަރުދުވަހުގެ މުއްދަތަކަށް ކޯސް އެކުލަވާލުމުގެ ހުއްދަ ދިނުމަށް ނިންމުނެވެ.

ފެކަލްޓީ އޮފް އިސްލާމިކް ސްޓަޑީޒްގެ އެޑްވާންސް ޑިޕްލޮމާ އިން އިސްލާމިކް ސްޓަޑީޒްގެ އޮޕަރޭޝަނަލް ޕްލޭން އެކްރެޑިޓްކުރުމަށްފަހު، 2 އަހަރުދުވަހުގެ މުއްދަތަކަށް ކޯސް އެކުލަވާލުމުގެ ހުއްދަ ދިނުމަށް ނިންމުނެވެ.

ފެކަލްޓީ އޮފް އިސްލާމިކް ސްޓަޑީޒްގެ ޑިޕްލޮމާ އިން އިސްލާމިކް ސްޓަޑީޒްގެ އޮޕަރޭޝަނަލް ޕްލޭން އެކްރެޑިޓްކުރުމަށްފަހު، 1 އަހަރުދުވަހުގެ މުއްދަތަކަށް ކޯސް އެކުލަވާލުމުގެ ހުއްދަ ދިނުމަށް ނިންމުނެވެ.

AS 322	ފުލުހުންގެ އަދި އިސްލާމިކް ސްޓަޑީޒްގެ "ޑިސްޓެންސް ގްރެޖުއޭޓް ޑިޕްލޮމާ އިން އިސްލާމިކް ސްޓަޑީޒް" ކޯސް ފާސްކުރުމުގެ ހުއްދަ ދިނުމާމެދު ގޮތެއް ނިންމުން

ފާސްކުރެވުނު ތާރީޚު: 28 މެއި 2017 | ޖަލްސާ: 142

ފުލުހުންގެ އަދި އިސްލާމިކް ސްޓަޑީޒްގެ ޑިސްޓެންސް ގްރެޖުއޭޓް ޑިޕްލޮމާ އިން އިސްލާމިކް ސްޓަޑީޒް ކޯސް އެކުލަވާލުމުގެ ހުއްދަ ދިނުމަށް ނިންމުނެވެ.

ޔުނިވަރސިޓީ ކައުންސިލްގެ ނިންމުން 395 - 396

UC 395	ފުލުހުންގެ އަދި ޝަރީޢާ އެންޑް ލޯގެ އެޑްވައިޒަރީ ކޮމިޓީ އެކުލަވާލުމުގެ ހުއްދަ.

ފާސްކުރެވުނު ތާރީޚު: 07 ޖޫން 2017 | ޖަލްސާ: 222

ތިރީގައިވާ ގޮތަށް ފުލުހުންގެ އަދި ޝަރީޢާ އެންޑް ލޯގެ އެޑްވައިޒަރީ ކޮމިޓީ އެކުލަވާލުމަށް ކައުންސިލް މެންބަރުންގެ އިއްތިފާގުން ފާސްކުރެވުނެވެ.

1	ޕްރޮފެސަރ ބަދުރުއްދީން	ޗެއާ
ފުލުހުންގެ އާއި ޑިފެންސްފޯސް ހިންގާ ފަރާތްތަކުން 2 މެންބަރުން		
2	ކޮމިޝަނަރ އިބްރާހީމް ނަސީމް	މިނިސްޓްރީ އޮފް ޑިފެންސް އެންޑް ނޭޝަނަލް ސެކިއުރިޓީ
3	-----------------------------	ޖުޑީޝަލް ސަރވިސް ކޮމިޝަން
ދަރިވަރުންނަށް ވަޒީފާ ދޭ ފަރާތްތަކުން 3 މެންބަރުން		
4	އަލްއުސްތާޛު މަޙްފޫޒް ރަޝީދު	މަޖްލިސް އެންޑް މުޒާކަރާ އިންސްޓިޓިއުޓް
5	އަލްއުސްތާޛާ ފާތިމަތު ހަލީމާ	އެޓަރނީ ޖެނެރަލްގެ އޮފީސް
6	އަލްއުސްތާޛާ މަރްޔަމް ޝިފާން	ޕްރޮސިކިއުޓަރ ޖެނެރަލްގެ އޮފީސް
ފުލުހުންގެ މަސައްކަތާ ގުޅޭ ޖަމްޢިއްޔާ ތަމްސީލުކުރާ މެންބަރު		
7	އަލްއުސްތާޛު ޝާހިން ޙަމީދު	ދި ސޮސައިޓީ އޮފް މޯލްޑިވްސް
ދެ ދާއިރާއަކުން ޚާއްސަ ހުނަރު ލިބިފައިވާ މެންބަރު		
8	އަލްއުސްތާޛު އަޙްމަދު މުއިއްޒު	
ފުލުހުންގެ އެކި ދާއިރާތަކުން 4 މެންބަރުން		
9	އައްޝައިޚް ހަސަން މޫސާ ފިކުރީ	ފިޤްހު ޑިޕާޓްމަންޓް
10	އަލްއުސްތާޛާ ފާތިމަތު ވަހީދާ	ލާ ޑިޕާޓްމަންޓް
11	އައްޝައިޚް ފައްޔާޟް އަލީ މަނިކު	ކުލި އޮފް ފިޤްހު ޑިޕާޓްމަންޓް
12	ސައްޔިދު އިލްޔާސް	ކުލި އޮފް ލާ ޑިޕާޓްމަންޓް

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ޔުނެސްކޯގެ އެގްޒެކެޓިވް ބޯޑު އެކުލަވާލުމުގެ އުސޫލު އިސްލާހުކުރުން.

ފާސްކުރެވުނު ތާރީޚު: 07 ޖޫން 2017 | ޖަލްސާ: 222

ނިންމުން:

ޔުނެސްކޯގެ އެގްޒެކެޓިވް ބޯޑުގެ ގަވާއިދަށް އަންނަނިވި އިސްލާހުތައް ގެނެވުނެވެ.

- "އާންމު އުސޫލުތަކުގެ ގޮތުން ޔުނެސްކޯގެ އެގްޒެކެޓިވް ބޯޑު އެކުލަވާލުމުގައި ވާނީ ޖިއޮގްރަފިކަލް ބެލެންސްކުރެވިފައިވާ ގޮތަށެވެ." މި ޕްރިންސިޕް ބޯޑުގެ މެމްބަރުން މި މާއްދާގެ ކުރިއަށް އިތުރުކުރެވުނެވެ.
- "ސެންޓަރ ފޯރ ފައުންޑޭޝަން ސްޓަޑީޒް ތަރުޖަމާ މަސައްކަތްކުރާ ކުޑަ އުނިވަރސިޓީގެ ޔުނެސްކޯ ޗެއަރސް ދަރިވަރުން މެމްބަރުކަމަށް ކުރިމަތިލާ ފަރާތް ސެންޓަރ ފޯރ ފައުންޑޭޝަން ސްޓަޑީޒް ޔުނެސްކޯގެ އެގްޒެކެޓިވް ބޯޑުގެ މެމްބަރުން ބައްލަވާ ފެންވަރުގައި ބޯޑުގެ ހިމެނޭ މެމްބަރުން އަދަދު ކުރާ ގޮތުގެ އިސްތިސްނާ ވާނެއެވެ." މި ޤާނޫނީ ބޯޑުގެ މެމްބަރުން މި މާއްދާގެ ފަހަތަށް އިތުރުކުރެވުނެވެ.
- ސެންޓަރ ފޯރ ފައުންޑޭޝަން ސްޓަޑީޒްގެ އެގްޒެކެޓިވް ބޯޑުއަށް އަންނަނިވި ފަރާތްތަކުން މެމްބަރުން ހޮވުމަށް ނިންމުނެވެ.

1. ސެންޓަރުގެ ޑިރެކްޓަރ
2. ޔުނެސްކޯ/ސެންޓަރުގެ މަސައްކަތްތަކާ ގުޅޭ ޔުނިވަރސިޓީން ބޭރުގެ 2 މެމްބަރުން
3. ޔުނިވަރސިޓީގެ ޔުނެސްކޯ ޗެއަރސްގެ 5 މެމްބަރުން
4. ސެންޓަރުގެ އެހީ ފަރާތްތަކުން ހިމެނޭ މެމްބަރުން 4 މެމްބަރުން

- ޖާމިޢާ އަދަދަކީ ރިޔާސަތު ނުވާ ބޯޑުގައި ހިމެނޭ މެމްބަރުންގެ އަދަދުގެ ދެބައިކުޅަ އެއްބައި އަދަދެވެ."
- "މިނިސްޓްރީ ފާސްކޮށް ދެވަނަ ފެނުމަށް ބޭނުން ޔުނެސްކޯ އެގްޒެކެޓިވް ބޯޑުގެ ގަވާއިދުގައި ނިންމާފައިވާ ނިންމުންތައް ބޮޑު ވާހަކަ. ނަމަވެސް މިހާރު އުޅުއްވާފައިވާ ބޯޑުތައް އަދި އުޅޭ ހަމަޖެހުން ހިނާއެވެ."
- ތަޢާރަފު މި މާއްދާ އަންނަނިވި ގޮތަށް އިސްލާހު ކުރެވުނެވެ.

"ދޯލަތްތަކުގެ ޙައްޤު ޔުނިވަރސިޓީ ގެ އެއްއެއް ޔުނެސްކޯ / ސެންޓަރ ތަކުން ހިނގާ އެއްއެއް ކޮސްޓްތަކަކީ ޚާއްޞަ ބޭނުންތަކާއި، ތަރުޖަމާކުރަނީ ހާލަތާއި، އެއްބަސްވެ ހަރުމަތެ އިޖުތިމާޢީ ފުރާތުގެ ބޭނުންތަކާއި އިންޓެލެކްޗުއަލް ބޭނުންތަކަށް އަމާޒުކުރެވިފައިން ފޯމު އަދި ހިނގާ ޕްރޮގްރާމްތަކަށް ވަސީލަތެވެ.

- މި މަޤްޞަދު ހާސިލުކުރުމަށް އުޅެނީގެ ނުވަތަ އުފާއިރާއުގެ މާލީންގެ ޚަރަދާއި މަސްވަރާ އުޅޭނެސްކޯގެ ޕްރޮގްރާމް ބައްޓަންކުރުމަށް ޓީމްޕޮއިންޓުކުރަން ޔުނެސްކޯ / ސެންޓަރުގެ އެގްޒެކެޓިވް ބޯޑުގެ ނަމުގައި ބޯޑުތައް ޢުޟުވިއްޔަތު، ކަމާބެހޭ މިނިސްޓްރީ ތަކައި ސަރުކާރުގެ ގެރިން ހުރި ފަރާތްތަކައި އުޔުނެސްކޯ / ސެންޓަރުން ހިންގާ ކޮސްޓްތަކުން ނިންމާ ދެނީ ޓެކްނިކަލް ކޮމިޓީތަކާ ޤާނޫނީ ފޯރަމްތަކުގައި ވަޒީފާ ދީ ފަރާތްތަކާއި ހަރުމަތެ އިޖުތިމާޢީ ފަރާތްތަކުގެ މަސްދޫކޮށް އަ ބޯޑުގައި ހިމެނުމަށް ކަމެކެވެ."
- ބޯޑު އުފައްދަވާފައިން މި މާއްދާ އަންނަނިވި ގޮތަށް އިސްލާހު ކުރެވުނެވެ.

"ޖެން ނުވަތަ މަޤްޞަދުގެ ޑިރެކްޓަރ ޔުނެސްކޯ އެގްޒެކެޓިވް ބޯޑު އުފައްދަވާފައިވާ ޒިޔާރަތް ބައްލަވާ ފާއިތުވެ ދިޔަ އުސޫލާ އިޞްލާޙުގެ މަޝްވަރާ ކަމެއްނެތެވެ. މިފަދަ ކަންކަމުގައި ބޯޑުގެ ޚިޔާލަކަ މަޝްވަރާ ހުށަހަޅާނީ އެކަށީގެން ސެންޓަރެވެ. އެކަށީގެން ސެންޓަރު ޚުދުމުޚުތާރު މެމްބަރުންގެ ނަންތައް ފާސްވެފައިވާ ޔުނިވަރސިޓީ ކައުންސިލްގެ ތާއީދު ލިބެމުންނެވެ."

- ބޯޑުގެ މަސައްކަތް މި މާއްދާގެ 2 ވަނަ ނަންބަރު އަންނަނިވި ގޮތަށް އިސްލާހު ކުރެވުނެވެ.

"ވަޒީފާގެ ފުރުޞަތުތަކާއި ރާއްޖޭގެ މުޖުތަމަޢުގެ ބޭނުންތަކާއި އެއްގޮތަށް މަންހަޖަށް ގެންނަން ޖެހޭ ބަދަލާއި ބެހޭގޮތުން ލަފާދިނުން"

- ކޮމިޓީގެ މަސައްކަތް މި މާއްދާގެ 4 ވަނަ ނަންބަރު އަންނަނިވި ގޮތަށް އިސްލާހު ކުރުމުން.

"މަރުކަޒުން ހިންގާ ޕްރޮގްރާމްތަކުގެ ފެންވަރު ހިފެހެއްޓުމުގެ ގޮތުން އެކުލަވާ ޤަވާއިދުތަކާ ގުޅޭގޮތުން ލަފާ ދިނުން."

- ކޮމިޓީގެ އެޖެންޑާ މި މާއްދާގެ 4 ވަނަ ނަންބަރު އަންނަނިވި ގޮތަށް އިސްލާހު ކުރުމުން.

" އެޖެންޑާ މެންބަރުންނަށް ފޮނުވާފުރުން މަޖިލީހުގެ ބައްދަލުވުމާއި ފަދައިން ހުށަހެޅޭ މައްސަލަތަކާއި އެޖެންޑާގައި ހިމަނަންވާނެއެވެ."

- ކޮމިޓީގެ އެޖެންޑާ މި މާއްދާގެ 5 ވަނަ ނަންބަރު އަންނަނިވި ގޮތަށް އިސްލާހު ކުރުމުން.

" ޖަލްސާގެ އެޖެންޑާއަށް ބަދަލު ގެނެވޭނީ ޖަލްސާ ފެށުމަށްފަހު، ހާޒިރުވެތިބި މެންބަރުންގެ މަޝްވަރާ ބާރު ޖަލްސާގެ މެންބަރުންގެ ތާއީދު ލިބިގެންނެވެ".

- މި ގަވާއިދުގައިވާ "ކޯލެޖް" ލިޔެފައިވާ ތަންތަނުން " ޔުނިވަރސިޓީ" އަށް ބަދަލުކުރުމުން.

ދިވެހިރާއްޖޭގެ ޤައުމީ ޔުނިވަރސިޓީ
THE MALDIVES NATIONAL UNIVERSITY

ފެކަލްޓީ އެކަޑަމިކް ކޮމިޓީގެ ޤަވާއިދު

ތަޢާރަފު

ދިވެހިރާއްޖޭގެ ޤައުމީ ޔުނިވަރސިޓީގެ ގެ އެކިއެކި ފެކަލްޓީ / ސެންޓަރ ތަކުން ހިންގާ އެކިއެކި ކޯސްތަކާއި ޤައުމީ ބޭނުންތަކާއި، ބަދަލުވަމުންދާ ހާލަތާއި، އެއްގޮތަށް ހުރުމަށް ޔަޤީންކުރުމަށް ފެކަލްޓީތަކުގެ ބޭނުންތަކާއި އިންޑަސްޓްރީގެ ބޭނުންތަކަށް އަމާޒުކުރެވިގެން ކޯސް އަދި ހިންގާ ޕްރޮގްރާމްތަކަކަށް ވާންޖެހެއެވެ.

މި މަޤްޞަދު ޙާޞިލުކުރުމަށް އެފަދަ ކޯސްތަކުގެ ނުވަތަ އަދާހަމަކުރުމާއި ދާއިރާގެ ފަރާތްތަކާއި މަޝްވަރާކޮށް އެފެކަލްޓީގެ ޕްރޮގްރާމްތައް ބެލެހެއްޓުމަށް ފިޔަވަޅުއެޅުމަށް ފެކަލްޓީ / ސެންޓަރގެ އެކަޑަމިކް ކޮމިޓީގެ ނަމުގައި ކޮމިޓީއެއް އުފެއްދުމައި، ކަމަށްބަލާ މިނިސްޓްރީތަކާއި ސަރުކާރުގެ ދާއިރާތަކާއި އެފެކަލްޓީ / ސެންޓަރުން ހިންގާ ކޯސްތައް ނިންމާ ދަރިވަރުންނަށް މުސްތަޤްބަލްގައި ވަޒީފާ ދޭ ފަރާތްތަކާއި ހިދުމަތް ދިނުމާ ފަރާތްތަކާއި މަޝްވަރާކޮށް އެ ކޮމިޓީގައި ހިމެނުމަކީ މުހިންމު ކަމެކެވެ.

ކޮމިޓީގެ އުފެއްދުން:

ޑީން ނުވަތަ މަރުކަޒުގެ ވެރިޔާ ފެކަލްޓީ އެކަޑަމިކް ކޮމިޓީ އުފައްދަވާފައިވާ ގޮތުގައި ބަޔާންކޮށްފައިވާ އުސޫލާއި އެއްގޮތްވާ ގޮތުގެ މަތިންނެވެ. މިގޮތުން އުފައްދާ ކޮމިޓީގެ ފުރިހަމަ މައުލޫމާތު ހުށަހަޅާނީ އެކަޑަމިކް ސެނެޓަށެވެ. އެކަޑަމިކް ސެނެޓުން ރުހުމާ މެންބަރުންގެ ނަންތައް ފާސްވީމާ ކޮމިޓީގައި ބޯޑުގެ ޔުނިވަރސިޓީ ކައުންސިލުގެ ތާއީދު ލިބިގެންނެވެ. އަދި އުސޫލާއި ގޮތުން ފެކަލްޓީ އެކަޑަމިކް ކޮމިޓީ އުފައްދާފައިވާ ވާނީ ބޯޑުގައި ބައްދަލުވެފައިވާ ގޮތަށެވެ.

ކޮމިޓީގެ މެންބަރުން:

1. ޑީން
2. ފެކަލްޓީ/ސެންޓަރުން ކުރާ މަސައްކަތާ ގުޅޭ ކަންތައްތައް ހިންގާ ފަރާތްތަކުގެ 2 މެންބަރުން
3. ދަރިވަރުންނަށް ވަޒީފާދޭ ފަރާތްތަކުގެ 3 މެންބަރުން
4. ފެކަލްޓީ/ސެންޓަރާ ގުޅޭ މަސައްކަތާ ބެހޭ ޖަމްޢިއްޔާތައް ތަމްސީލުކުރާ 1 މެންބަރު

5. ފެކަލްޓީ/ސެންޓަރުގެ ޗެއާޕާސަނުން ހާއްސަ ހުށަހެޅުމަކުން ލިބިދާނޭ 1 ޕޮއިންޓު
6. ފެކަލްޓީ/ސެންޓަރުގެ އެހި ޗެއާޕާސަނެއް ހިމެނޭގޮތަށް 4 ޕޮއިންޓުން

ސެންޓަރ ފޯރ ފައުންޑޭޝަން ސްޓަޑީޒްއަކީ ތަފާތު މަސައްކަތްތައް ކުރާ ޔުނިވަރސިޓީގެ ފެކަލްޓީތަކާ ދަރިވަރުން ތަމްރީނުކުރާ ތަނަކަށް ވާތީ ސެންޓަރ ފޯރ ފައުންޑޭޝަން ސްޓަޑީޒް އެކަޑެމިކް ކޮމިޓީ މެމްބަރުން ބައިވެރިވާ ކޮމިޓީގައި ހިމެނޭ ޕޮއިންޓުން އަޅުއަން ކުރާ ގޮތުގައި އިސްތިސްނާ ވާނެއެވެ.

ސެންޓަރ ފޯރ ފައުންޑޭޝަން ސްޓަޑީޒްގެ އެކަޑެމިކް ކޮމިޓީގެ ޕޮއިންޓުން:

1. ސެންޓަރުގެ ވެރިޔާ
2. ފެކަލްޓީ/ސެންޓަރުގެ މަސައްކަތާގުޅޭ ޔުނިވަރސިޓީން ބޭރުގެ 2 ޕޮއިންޓުން
3. ޔުނިވަރސިޓީގެ ފެކަލްޓީތަކުން 5 ޕޮއިންޓުން
4. ސެންޓަރުގެ އެހި ޗެއާޕާސަނެއް ހިމެނޭގޮތަށް 4 ޕޮއިންޓުން

ނޯޓް:

1. ފެކަލްޓީ/ސެންޓަރަށް ގޮތް މަސައްކަތާ ބެހޭ ޗެއާޕާސަނަކު ނެތް ނަމަ ދަރިވަރުންނަށް ވަކި ފުރުޞަތެއް ދޭން ކަމުނުދާނެ ކުރާ މަސައްކަތާ ގުޅޭ އިތުރު އެއް ޕޮއިންޓު އަދާހަން ކުރާނެއެވެ.
2. ޕޮއިންޓުންގެ ޕޮއިންޓު ކަމުގެ ދަށުން ދިރާސީ ދެއަހަރު ދުވަހެވެ.

މިގޮތުން ފެކަލްޓީ އެކަޑެމިކް ކޮމިޓީއަށް ޕޮއިންޓުން ހުށަހަޅާއިރު ޖެހިގެންވާ ނުކުތާތަކަށް ރިޢާޔަތް ކުރަންވާނެއެވެ.

- ފެކަލްޓީ / ސެންޓަރ ގެ މުވައްޒަފުންގެ ގޮތުގައި މިހާރު ކޮމިޓީއަށް ޒިއްމާ ނުކުރުން.
- ފެކަލްޓީ / ސެންޓަރ ގެ އަކަޑަމިކް ސްޓާފުން ނެތް ނަމަ ކަސްޓަމް ސްޓާފުންގެ ތެރޭގައި ތަޢުލީމީ ސްޓާފުންގެ ގޮތުގައި ކަމާބެހޭ ފެކަލްޓީ ވަކި ހިސާބު މަސައްކަތަށް ތަޖުރިބާވެރި ކޮމިޓީގެ އެކި އިންޓަރނޭޝަނަލް އެވޯޑު ކަމަށް ބެލެވޭނެ މިހާރު ޒިއްމާ ނުކުރުން.
- ޖިންސުގެ ހަމަހަމަކަން ގެންގުޅުން އަންނަ ހާލަތްތަކުގައި މިކަމަށް ސަމާލުކަން ދިނުން.
- މިނިސްޓަރ / ޑެޕިއުޓީ މިނިސްޓަރ ފަދަ ކަމާބެހޭ ޗެއާޕާސަނުން މިހާރު ހިއްސާކުރާއިރު އެދާއިރާގެ މަސްލަހަތު، ތަޖުރިބާ ހުރިފަރާތް ކަމުގައި ވުން.

ކޮމިޓީގެ މަސައްކަތް

ފެކަލްޓީ އެކަޑެމިކް ކޮމިޓީއަކީ ތަން ހިންގުން ހުރިހާ ވެރިކަން، ޖަވާބުދާރީ ބަލާ ކަންތަކުގެ ތަރައްޤީއަށް ޓަކައި އިދާރީގޮތުން ކޮމިޓީއެކެވެ.

1. ފެކަލްޓީގެ ތަޢުލީމީ ޕްރޮގްރާމްތަކާ ބެހޭގޮތުން ތަޤުރީރުތައް ރިވިއުކުރުން
2. ވަޒީފާ ފުރުޞަތުތަކާއި ރައްޔިތުންގެ މުޖުތަމަޢުގެ ބޭނުންތަކާއި އެއްގޮތަށް މަންހަޖަށް ބަދަލުގެނައުމަށް ބަދަހިކަމުގެ ބަދަލުތައް ތަޤުރީރުކުރުން
3. ރައްޔިތުން ބޭނުން ފަރާތްތަކުން އަހުރިތް ކުރިއެރުން މަސައްކަތުގައި ހިންގާ/ހިންގުން ޕްރޮގްރާމްތަކާއި ބަދަލުތައް ތަޤުރީރުކުރުން
4. މަސައްކަތް ހިންގާ ޕްރޮގްރާމްތަކުގެ ފެންވަރު ހިފެހެއްޓުމުގެ ގޮތުން އެދިފައިވާ ފަރާތްތަކަށް ގެންދަން ތަޤުރީރު ދިނުން.

5. ތަކެތި ގަނެ ވިއްކާ ފަރާތްތަކުން ދައްކަންޏާ ބާކީ ވާ ފައިސާ ދައްކާ ގޮތް
6. ދަރަނި ލިބޭ ފަރާތްތަކާ ގުޅިގެން ކުރަންޏާ ބާކީ ވާ ކަންކަން ހައްލު ކުރުމަށް ގުޅުން ހުށަހެޅުމަށް ކުރަންވާ ގޮތް
7. ކުއްލި ތަނެއް ތަކެތި ގެންގުޅުމަށް، ތިރީގައިވާ ގޮތަށް ވިލާ ދާ ތަކެތި ގެންގުޅުން
8. ފަނާވެ ދާ ތަކެތި ބަދަލުކުރުމަށް ގުޅުން ކުރަންވާ ގޮތް

ކާނިވާ ތަފްސީލު

1. ކާނިވާ ކަންތައް ކަންތައްތަކުގެ ތެދު ތަފްސީލު ދަރަނި ލިބޭ ފަރާތްތަކުން ހޯދައި ބަލައި ގެންގުޅުން.
2. ތަކެތި ގަނެ ދުވަހުގެ 7 ދުވަސް ކާނިވާ ކަންކަން ހިއްދައި ނިންމާ ދާ ގޮތަށް ތަފްސީލު ހޯދައި ބަލައި ގެންގުޅުން.
3. ކާނިވާ ކަންތައްތަކުގެ ހަރަދު ދަރަނި ވާ ފަރާތްތަކުން ހިއްދަންޏާ ބާކީ ވާ ފައިސާ ދައްކާ ގޮތް ބަލައި ގެންގުޅުން.
4. ތަފްސީލު ކަންތައްތަކުގެ ފާސްކޮށް ދަރަނި ލިބޭ ފަރާތްތަކުގެ ތަފްސީލު ހުށަހެޅުމަށް ފަހު ދަރަނި ލިބޭ ފަރާތްތަކާ ގުޅިގެން ކުރަންވާ ގޮތް ބަލައި ގެންގުޅުން.
5. ތަކެތި ގަނެ ތަފްސީލު ހުށަހެޅި ފަހުން ތަކެތި ގެންދާ ފަރާތް، ދަރަނި ލިބޭ ދުވަހާއި ގުޅިގެން ކަންކަން ކުރަންވާ ގޮތް ބަލައި ގެންގުޅުން.
6. ތަކެތި ގަނެ ތަފްސީލު ހުށަހެޅި ފަހު ދަށަވަރުގައި ބާކީ ވާ ފައިސާ ދައްކާ ނިންމާ ދުވަހުގެ ތެދު ތަފްސީލު 14 ދުވަހުގެ ތެރޭގައި ތަކެތި ގަނެ ފަރާތްތަކަށް ދައްކަންވާ ގޮތް ބަލައި ގެންގުޅުން.

ފައިސާ ދައްކާ ގޮތް:

ފައިސާ ދައްކާ ގޮތާ ގުޅިގެން ވާ ކަންކަން ކާނިވާ ކަންތައްތަކުގެ ތަފްސީލުގައި ބަލައި ގެންގުޅުން.

ތަކެތި ގަނެ:

ކާނިވާ ކަންތައްތަކަށް ބޭނުންވާ ތަކެތި ގަނެ ދިނުމަށް ކާނިވާ ކަންތައްތަކުގެ ތަފްސީލު ހުށަހެޅުމަށް ކުރަންވާ ގޮތް ބަލައި ގެންގުޅުން. ކާނިވާ ކަންތައް ހިންގާ ގޮތަށް ދަރަނި ލިބޭ ގޮތަށް ތަކެތި ގަނެ ދިނުމަށް ކުރަންވާ ގޮތް ބަލައި ގެންގުޅުން.

ތަކެތި ބަދަލުކުރުމަށް ގުޅުން ހުށަހެޅުން:

ތަކެތި ގަނެ ދިނުމަށް ކަންތައްތަކުގެ ތަފްސީލު ހުށަހެޅުމަށް ކުރަންވާ ގޮތް ބަލައި ގެންގުޅުން.

ކާނިވާ ކަންތައް ހިންގުން:

ކާނިވާ ކަންތައް ހިންގުމަށް ދަރަނި ލިބޭ ފަރާތްތަކާ ގުޅިގެން ކުރަންވާ ގޮތް ބަލައި ގެންގުޅުން.

ކާނިވާ ކަންތައް ހިންގުމަށް ދަށަވަރު ދިނުން:

ދ. ކުއްވެރިކަން ތަރައްގީ ދިނުމުގެ 07 ވަނަ 2017 ވަނަ ގާނޫނުން.

ތަކުލީފު ކުށްވެދޭ ފަރާތް:

ފިލާދަންދޫ ޢާންމު ތިމާވެށި ހިންގުމުގެ ކަންކަމުގައި ބައިވެރިވާ ހުރިހާ ފަރާތްތަކެއް.

ފިނިކަންދަށް ތަކެތި ގެނެސް ވިއްކާ ފަރާތްތަކާ ދިމާއަށް ކުރިން ދަންނަވާ ގޮތަކަށް ކުރިއަށް ގެންދާ ކަންކަމުގައި ބައިވެރިވާ ފަރާތްތަކުން ކަމަށް ވާނެ.

ފާސް ކުރެވުނު ތާރީޚް : 20 ޖެނުއަރީ 2005

ފުދަނޑިވި ކުރެވުނު ތާރީޚް : 07 ޖެނުއަރީ 2017