

Points mentioned by Dr Joseph Gravina during MTL Dissertation Information meeting of Dec. 2022

1. Research Ethics and Data Protection Form (REDP Form)

Part 1: Applicant details

Part 2: Self-Assessment and Details

Part 3: Submission – Review or Records

The Form: <https://www.um.edu.mt/research/ethics/redp-form/frontEnd/>

Replica (of REDP Form): <https://www.um.edu.mt/research/ethics/forms/>

Instructional videos – changes/content/submission:

<https://www.um.edu.mt/research/ethics/forms/instructionalvideos/>

2. Samples (letters and forms): <https://www.um.edu.mt/research/ethics/resources/samples/>

3. The procedure

1. Part 2 'Self-Assessment' section on REDP form.

2. either, (a) no potential issues in Form and supporting documents, sent “for FREC records” (and audit), research commences,

or, (b) await REDP Review by FREC.

3. if, (i) proposal involves *special categories of personal data*,

(ii) ethics or data protection issues cannot be resolved with the Researcher; ... proposal passed on to UREC.

4. Major concerns: **recruitment & identifiability**.

4. FREC review (when required).

i) **Conditional Approval:** If only minor issues are indicated, approval is granted on condition that the amendments are carried out by the Researcher, endorsed by the supervisor and verified by FREC.

iii) **Approved**

ii) **Approval Withheld:** If major concerns are indicated, the Researcher must submit a point-by-point response to the issues raised ... together with any amended documents as required, for further review

Notes

1. 3 different permissions for 3 different sectors:

- MEDE Research Ethics Committee for State schools,
- Secretariat for Catholic Education for Church schools,
- Heads of School for Independent schools.

2. Research with UoM students requires Registrar's clearance, with UoM staff that of Human Resources; with Junior College students that of the College Principal.

3. **Consent form** for 18+, **Assent form** for younger participants.

4. **The supervisor** ... for balance of responsibilities.

"In the case of students,

- i. the completion of the self-assessment and the full form (where required) shall be guided by the academic supervisor of the research who shall also
- ii. be required to endorse the form eventually submitted to FREC.

Supervisors should be aware that when endorsing the research proposals of their supervisees they are accepting responsibility for ensuring that the research proposal as presented is in conformity with Senate policies and procedures on research ethics."

Research Ethics Review Procedures, p.7.

"Who is ultimately responsible for the research that is conducted?"

For student applications, the primary supervisor is responsible for ensuring that research ethics and data protection procedures have been followed."

5. Research Ethics FAQs

Support

☐ What questions does the URECA form contain.

<https://www.um.edu.mt/research/ethics/forms/instructionalvideos/whatquestionsdoestheurecaformcontain/> (18:24)

☐ How do you submit the URECA form online.

<https://www.um.edu.mt/research/ethics/forms/instructionalvideos/howdoyousubmittheurecaonlineform/> (8:32)

☐ Good Practice in Inclusive Language – University of Malta.

<https://www.um.edu.mt/media/um/docs/research/urec/goodpracticeinclusivelanguage.pdf> (21 pages)

☐ Data Management Plans for Research at the University of Malta

<https://www.um.edu.mt/media/um/docs/research/urec/URECDataManagementPlan.pdf>

☐ FAQs

<https://www.um.edu.mt/research/ethics/faqs/>

☐ FREC list of useful sites/resources

<https://www.um.edu.mt/educ/aboutus/boardsandcommittees/frec>