

Fungsi dan Tanggungjawab Ahli Bersekutu Jawatankuasa Etika Penyelidikan (JEP)

Dr Khasnur Abd Malek
Sekretariat JEP
Unit Etika dan Penyelidikan
Pusat Pengurusan Penyelidikan (RMC)
TNCPi, UiTM Shah Alam

KANDUNGAN

1. JAWATANKUASA PENYELIDIKAN ETIKA (JEP), UITM
2. PERANAN DAN FUNGSI AHLI BERSEKUTU JEP
3. RINGKASAN 3 KATEGORI PERMOHONAN (MMR / MR/ EXAMPTION)
4. KAEDAH & JANGKAMASA PENELITIAN BORANG PERMOHONAN
5. CARTA ALIR (MR & MMR)
6. PROSEDUR BARU BAGI PRASISWAZAH DAN PASCASISWAZAH KERJA KURSUS
7. EKOSISTEM PERMOHONAN ETIKA



PENGENALAN KEPADA JAWATANKUASA ETIKA PENYELIDIKAN (JEP) UNIVERSITI TEKNOLOGI MARA (UiTM)

JAWATANKUASA ETIKA PENYELIDIKAN, UITM (JEP)

UITM RESEARCH ETHICS COMMITTEE (REC)

AHLI

1 Sekurang-kurangnya seorang ahli bebas luar dari institusi / tempat kajian

2 Ahli yang mempunyai pengetahuan dan pengalaman semasa dalam penjagaan profesional, kaunseling atau rawatan manusia

3 Wakil Akademi Pengajian Islam dan Kontemporari

4 Dua (2) orang wakil awam (lay person)

5 Ahli dengan pengetahuan dan pengalaman semasa dalam bidang penyelidikan yang kerap dipertimbangkan oleh JEP

6 Ahli Akademik daripada bidang undang- undang

JAWATANKUASA ETIKA PENYELIDIKAN, UITM (JEP)

UiTM RESEARCH ETHICS COMMITTEE (REC)

Full Members	Full name	Occupation / Designation	Gender
Chairperson	Emeritus Professor Dato' Dr Raymond Azman Ali	Faculty of Medicine Expertise: Neurology	Male
Deputy Chairperson (1)	Associate Professor Dr Salmi Razali	Faculty of Medicine Expertise: Psychiatry	Female
Deputy Chairperson (2)	Professor Dr Mohd Hafiz Mohd Hanafiah	Faculty of Hotel and Tourism Management Expertise: Tourism Economy	Male
Secretary (Von-voting)	Associate Professor Dr Khasnur Abd Malek	Faculty of Medicine Expertise: Family Medicine	Female
Internal Member (1)	Professor Dr Rohana Abdul Ghani	Faculty of Medicine Expertise: Endocrinology	Female
Internal Member (2)	Professor Dr Teh Lay Kek	Faculty of Pharmacy Expertise: Pharmacology	Female
Internal Member (3)	Associate Professor Dr Maria Justine@Stephany	Faculty of Health Sciences Expertise: Gerontology	Female
Internal Member (4)	Associate Professor Dr Ahmad Izuanuddin Ismail	Faculty of Medicine Expertise: Respiratory	Male

JAWATANKUASA ETIKA PENYELIDIKAN, UITM (JEP)

UiTM RESEARCH ETHICS COMMITTEE (REC)

Full Members	Full name	Occupation / Designation	Gender
Internal Member (5)	Associate Professor Dr Amal Hayati Ishak	Academy of Contemporary Islamic Studies Expertise: Contemporary Islamic Studies	Female
Internal Member (6)	Associate Professor Dr Daleleer Kaur Randawar	Faculty of Law Expertise: Family Law	Female
Internal Member (7)	Associate Professor Dr Norziation Ismail Khan	Faculty of Accountancy Expertise: Forensic Accounting & Financial Criminology	Female
Internal Member (8)	Associate Professor Dr Suraya Abdul Razak	Faculty of Medicine Expertise: Primary Care Medicine	Female
Internal Member (9)	Associate Professor Dr Tarita Taib	Faculty of Medicine Expertise: Dermatology	Female
Internal Member (10)	Associate Professor Dr Thuhairah Hasrah Abdul Rahman	Faculty of Medicine Expertise: Chemical Pathology	Female
Internal member (11)	Associate Professor Dr Sayang Mohd Seni	College of Computing, Informatics and Mathematics Expertise: Statistical Computing and Modelling	Female
Internal Member (12)	Dr Aimi Nadia Mohd Yusof	Faculty of Medicine Expertise: Medical Ethics	Female

JAWATANKUASA ETIKA PENYELIDIKAN, UITM (JEP)

UiTM RESEARCH ETHICS COMMITTEE (REC)

Full Members	Full name	Occupation / Designation	Gender
Internal Member (13)	Dr Farha Ariffin	Faculty of Dentistry Expertise: Clinical Periodontology	Female
Internal Member (14)	Dr Nur Farhani Zarmani	Academy of Contemporary Islamic Studies Expertise: Halal Executive Trainer	Female
Internal Member (15)	Dr Suhana Aiman	Faculty of Sports Science and Recreation Expertise: Sports Physiology	Female
Internal Member (16)	Dr Zamzaliza Abdul Mulud	Faculty of Health Sciences Expertise: Nursing	Female
External Member (1)	Professor Dr Nor Azmi Kamaruddin	National Heart Institute Expertise: Endocrinology	Male
External Member (2)	Dr Shamsul Anuar Ahmad	KPJ KL Dental Specialist Centre Expertise: Maxillofacial Surgery	Male
Lay Person (2)	Ar Saifuddin Ahmad	SNO Architects Sdn. Bhd. Expertise: Architecture & Management	Male
Lay Person (2)	Mrs Sufina Hisham	Expertise: Retail & Architecture	Female

OBJEKTIF JEP

Menyemak isu etika dalam penyelidikan (cadangan penyelidikan)

Memastikan projek penyelidikan dijalankan mematuhi

- *Good Clinical Practice Guideline, Ministry of Health (MOH), Malaysia.*
- *Malaysia and the Declaration of Helsinki, World Medical Association (WMA).*

Melindungi hak dan kebajikan peserta, penyelidik dan nama baik Universiti; memastikan tiada bahaya yang disengajakan keatas peserta.

PUNCA KUASA

Naib Canselor
Mesyuarat Eksekutif Universiti (MEU) /
Mesyuarat Lembaga Pengarah Universiti
(LPU)

Jawatankuasa Etika Penyelidikan (JEP)
UiTM telah diluluskan oleh Naib Canselor
dan ditubuhkan pada tahun 2004

Jawatankuasa ditempatkan di Tier
Operasi dalam governan penyelidikan
dan inovasi UiTM, di mana ia melapor
kepada Jawatankuasa Induk
Penyelidikan Universiti (JKIPU) dan
seterusnya kepada Senat UiTM.

<https://www.recuitm.org/guidelines>
<https://etncpi.uitm.edu.my/eGOV/index.php>



Perbezaan di antara JPN/JPF dan JEP



Info@RECUiTM



JAWATANKUASA PENYELIDIKAN NEGERI/FAKULTI (JPN/JPF)



JAWATANKUASA ETIKA PENYELIDIKAN (JEP)

TADBIR URUS

Cawangan (JPN) /
Fakulti (JPF)

*Independent Institutional
Review Board*

PELANTIKAN
AHLI OLEH

Rektor (Cawangan)
Dekan (Fakulti)

Naib Canselor
(Ahli JEP)
Timbalan Naib Canselor
(Ahli Bersekutu)

TUGAS

Memeriksa & mengesahkan
permohonan etika

Menilai & meluluskan/tidak
meluluskan permohonan
etika penyelidikan

DIPENGERUSI
OLEH

JPN : Rektor
JPF : Dekan

Ahli kanan JEP

TUGAS
SEKRETARIAT

Menghantar borang
permohonan etika kepada JEP
*Di bawah RMU/Fakulti

Memproses borang
permohonan etika

AHLI BERSEKUTU JAWATANKUASA ETIKA PENYELIDIKAN UNIVERSITI TEKNOLOGI MARA (UiTM)



Objektif Perlantikan Ahli Bersekutu

1. Membantu JEP UiTM dalam urusan berkaitan permohonan kelulusan etika penyelidikan.
2. Bertindak selaku pegawai sumber di peringkat fakulti / cawangan / kolej dalam perkara yang melibatkan permohonan etika penyelidikan.
3. Menyokong tugas dan tanggungjawab Ahli JEP apabila diperlukan.

Ahli JEP UiTM vs. Ahli Bersekutu JEP UiTM



- ✓ Menjadi ahli kumpulan sokongan kepada JEP UiTM
- ✓ Hadir mesyuarat JEP sekiranya perlu
- ✓ Berada di Fakulti / Cawangan
- ✓ Penilai permohonan MR & Pengecualian
- ✓ Boleh menjadi ahli JPF/JPN

Ahli Bersekutu JEP

Ahli JEP

- ✓ Menjadi sebahagian komposisi JEP UiTM
- ✓ Perlu hadir mesyuarat JEP (12 kali setahun)
- ✓ Berada di Shah Alam / Pusat
- ✓ Penilai permohonan MMR, MR, Pengecualian
- ✓ Boleh menjadi ahli JPF/JPN



Syarat Lantikan

1. Berpengalaman dalam penyelidikan dan penyeliaan penyelidikan.
2. Menjalani latihan yang ditetapkan oleh JEP UiTM.
3. Menandatangani perjanjian simpan rahsia dan menjaga kerahsiaan berkaitan permohonan, keputusan, maklumat permohonan dan segala yang berkaitan dengan permohonan kelulusan etika penyelidikan.
4. Berkecuali dalam melakukan penilaian dan memaklumkan kepada JEP sekiranya terdapat sebarang konflik kepentingan dalam proses melakukan penilaian.
5. Memberikan notis satu (1) bulan kepada Timbalan Naib Canselor Penyelidikan dan Inovasi (TNCPI) sekiranya ingin meletak jawatan.

Skop Perkhidmatan

1. Menilai borang permohonan kelulusan etika penyelidikan kategori berisiko minima (MR) dan pengecualian penilaian etika penyelidikan berdasarkan prinsip etika (polisi dan garis panduan semasa);
2. Mencadangkan kelulusan permohonan etika penyelidikan berisiko minima;
3. Mencadangkan pengecualian penilaian etika penyelidikan bagi yang layak;
4. Melatih, menasihati dan menyampaikan maklumat terkini berkaitan JEP kepada jawatankuasa penyelidikan di peringkat fakulti/cawangan; dan
5. Boleh menjadi ahli jawatankuasa kecil JEP sekiranya diperlukan.

TEMPOH LANTIKAN

Ahli Bersekutu adalah dilantik oleh Timbalan Naib Canselor Penyelidikan dan Inovasi (TNCPI) untuk tempoh selama dua (2) tahun.

PERMOHONAN DAN KATEGORI PENILAIAN ETIKA PENYELIDIKAN

Kategori Permohonan

Mesyuarat Penuh

- Melebihi risiko Minima (MMR)

Semakan
Disegerakan

- Risiko Minima (MR)

Pengecualian

- Pengecualian dari semakan etika

KAEDAH & JANGKAMASA PENELITIAN BORANG PERMOHONAN ETIKA OLEH AHLI BERSEKUTU & AHLI JEP

Apa yang perlu dilihat oleh Penilai JEP?

Summary of background and rationale of proposal

Nature of data

Procedures and measuring tools

Type of participants

Place of data collection

Length and method of data storage

Tujuh (7) keperluan yang diteliti oleh JEP



Social or scientific value

Does it improve well being?



Scientific validity

Follow accepted scientific principles?



Fair subject selection

Vulnerable vs rich participants?



Favourable risk-benefit ratio

Benefits outweigh risks?



Independent review

Review by individuals not in study



Informed consent

Provide accurate information to participants



Respect for potential and enrolled participants

Withdrawal rights, protection of privacy, update regarding newly discovered risk and benefits, results of the research, maintenance of welfare

PERTIMBANGAN ETIKA DALAM PENYELIDIKAN SOAL SELIDIK



1

Sensitive questions

Sexual promiscuity, religion etc.

2

Leading questions

Don't you agree that...

3

Informed consent and assent

Provide accurate information to participants
Use subject appropriate-language

4

Confidentiality & Anonymity

In online survey, e-mail addresses must not be disclosed

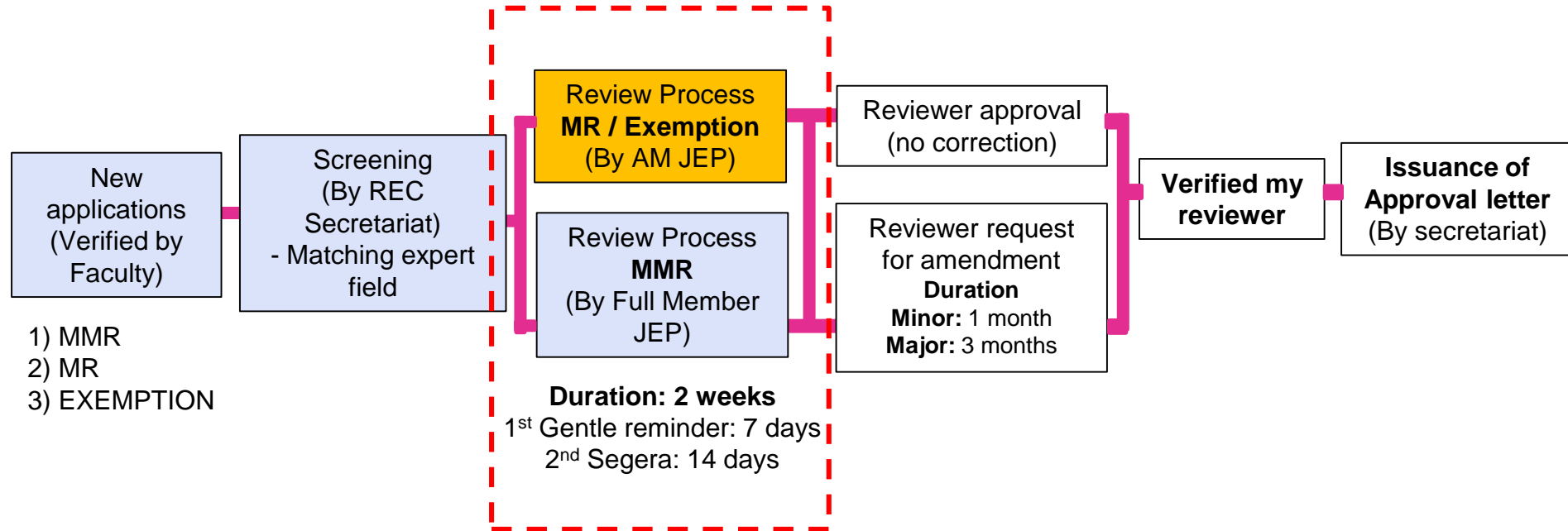


Peringatan (Masa penilaian)

Semakan dilakukan dalam tempoh yang diberikan iaitu dua (2) minggu.

Sekiranya tidak dapat melakukan semakan disebabkan perkara yang tidak dijangka, maklum segera kepada sekretariat JEP, supaya tindakan lanjut dapat dirancang.

PROSES KERTAS KERJA PERMOHONAN ETIKA DI PERINGKAT JAWATANKUASA ETIKA PENYELIDIKAN(JEP)



CARTALIR PROSES PENGENDALIAN ETIKA PENYELIDIKAN BAGI MR & MMR UNTUK KELULUSAN OLEH JEP

REC1: Flowchart of Research Ethics Approval in UiTM REC

Research Ethics Committee
Universiti Teknologi MARA
40450 SHAH ALAM
Tel: 03 – 5544-8069, Fax: 03 – 5544-2096/2767



Flowchart I: Research Ethics Approval Application for Minimal Risk (MR) Research

Flow	Process/ Activity	Record/reference	Personnel	Timeline
	Complete and submit the relevant ethics approval application forms to the JPF/JPN/JEK secretariat: 1. Research Ethics Depository (RED) System <ul style="list-style-type: none"> PART A: Project Details PART B: Member(s) PART C: Research Risk PART D: Participation Form PART E: Supporting Documents PART F: Endorsement OR Application of Exemption from Ethical Review (REC 11) (if applicable).	RED System: PART A – E	Applicants	
	Screening of application through RED (PART A – E) or REC 11 form JPF/JPN/JEK secretariat to verify the application through RED (PART A – E) OR submit completed REC 11 forms (softcopy) and related documents to REC secretariat by uploading at the following link: https://forms.gle/KdyiNMNsLT2UR6fL7 or email recitmsubmit@gmail.com	Cover letter from JPF/JPN/JEK RED System (PART A – E) or REC 11 (softcopy). Other relevant documents.	manual application – not via RED system JPF/JPN/JEK secretariat	Within 14 working days upon submission*

	Screening of (PART A – E) in RED System or REC 11 form	RED System (PART A – E) or REC 11. Other relevant documents.	REC Secretariat	14 working days*
	Reviewing process and decision by the reviewer: i. Approved ii. Conditional Approvals: <ul style="list-style-type: none"> Minor corrections: Amendments within one (1) month. Major corrections: Amendments within three (3) months. 	RED System (PART A – E) or REC 11. Other relevant documents.	REC Members/ Associate Members	14 working days*
	Monitor timeline of review. <ul style="list-style-type: none"> Send out reminder emails to reviewers at least once. 		REC Secretariat	
	If decision by reviewer is MMR refer to Flowchart II.			
	Notification to the applicants	Notification of decision via email	REC Secretariat	14 working days

*Considering no amendments required

Terms of Submission of Ethics Approval Application

- All incomplete forms will be returned.
- Only approved applications by JPF/JPN/JEK will be submitted to REC.
- Any data collection instruments requiring respondent/subject/participant input must be prepared in both Malay and English languages, and other language(s) understood by the respondent/subject/participant (if necessary)
- Please keep in mind that required amendments will need additional processing time.
- The timeline of each process is subjected to the application workload of the month.
- Submission of Research Completion Report Form (REC 8 form) within 2 months upon completion of research.

Flowchart II: Research Ethics Approval Application for More than Minimal Risk (MMR) Research

	Screening of (PART A – E) in RED System or REC 11 form	RED System (PART A – E) or REC 11 (softcopy). Other relevant documents.	REC Secretariat	14 working days*
	Reviewing process and feedback by the primary reviewer:	RED System (PART A – E) or REC 11 (softcopy). Other relevant documents.	REC Members/ Associate Members	14 working days*
	Full board presentation by applicants to REC committee i. Approve ii. Conditional Approval: <ul style="list-style-type: none"> • Minor corrections: Amendments within one (1) month. • Major corrections: Amendments within three (3) months. iii. Reject	RED System (PART A – E) or REC 11 (softcopy). Other relevant documents.	Applicants, REC Committee	3 rd Tuesday of each month
	Notification to the applicants	Notification of decision via email	REC Secretariat	14 working days

*Considering no amendments required

Terms of Submission of Ethics Approval Application

1. All incomplete forms will be returned.
2. Only **approved applications** by JPF/JPN will be submitted to REC.
3. Any data collection instruments requiring respondent/subject/participant input must be prepared in both Malay and English languages, and other language(s) understood by the respondent/subject/participant (if necessary)
4. Please keep in mind that required amendments will need additional processing time.
5. The timeline of each process is subjected to the application workload of the month.
6. Submission of Research Completion Report Form (REC 8 form) within 2 months upon completion of research.

Terms of condition for Clinical Trials

1. Submission of Monitoring of Ongoing Studies Form (REC 6 Form) every 6 or 12 months upon approval.

Full board (MMR)
presentation

<https://www.recuitm.org/re-c-meeting-calendar>



Decision will be informed:

1. **Two weeks** after the fullboard presentation
2. **One week** of review decision for expedited review

PENUBUHAN DAN SKOP PERKHIDMATAN JAWATANKUASA PENILAIAN ETIKA (ERC)

PROSEDUR BAGI
SARJANA MUDA &
PASCASISWAZAH (KERJA KURSUS)

EKOSISTEM ETIKA PENYELIDIKAN DI UiTM (<2021)

Jawatankuasa Penyelidikan di Fakulti (JPF) & Negeri (JPN)*

- Geran penyelidikan
- Operasi penyelidikan
- [Etika penyelidikan](#)
- Pemantauan hasil penyelidikan
- etc

Postgraduate: Berkomunikasi dengan JEP tentang cadangan penyelidikan melibatkan manusia

Postgraduate

- **Syorkan: MR, Exemption**
- **Syor pembentangan: MMR**

Undergraduate: Berkomunikasi dengan ERC tentang cadangan penyelidikan melibatkan manusia:

- **Syorkan: MR & Exemption**
- **Syorkan: MMR**

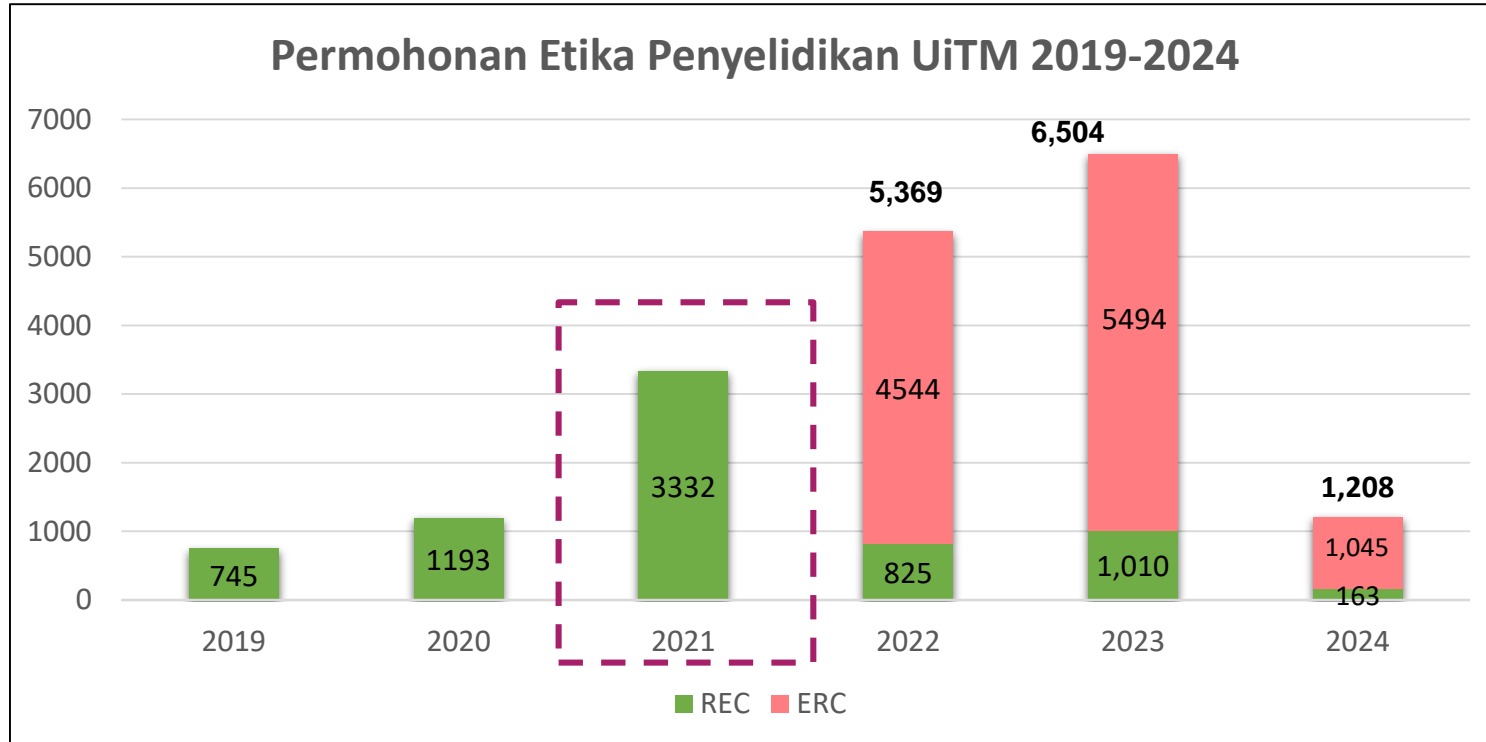
Ahli Jawatankuasa Etika Penyelidikan (JEP)

- Ahli JEP
- **Ahli bersekutu JEP (*Pegawai sumber)**

Meneliti dan meluluskan permohonan etika melibatkan manusia untuk

- **Pascasiswazah:** MR, MMR, Exemption
- **Undergraduate & PG (coursework):** MR, MMR & Exemption
- **Kajian klinikal**

PENINGKATAN PENILAIAN PERMOHONAN ETIKA PENYELIDIKAN



PROSEDUR OPERASI STANDARD (SOP) PERMOHONAN KELULUSAN ETIKA PENYELIDIKAN UiTM BAGI PELAJAR SARJANA MUDA DAN SARJANA (MOD KERJA KURSUS)

14 September 2021

www.uitm.edu.my



Pejabat
Timbalan Naib Canselor
(Penyelidikan dan Inovasi)

Rujukan Kami : 100-TNCPI (5/1/6)
Tarikh : 14 September 2021

SENARAI EDARAN SEPERTI DILAMPIRAN

YBhg. Datuk/Dato'/Prof./Prof. Madya/Dr./Tuan/Puan

PEMAKLUMAN MENJALANKAN PROSEDUR OPERASI STANDARD (SOP) PERMOHONAN KELULUSAN ETIKA PENYELIDIKAN UiTM BAGI PELAJAR SARJANA MUDA DAN SARJANA (MOD KERJA KURSUS)

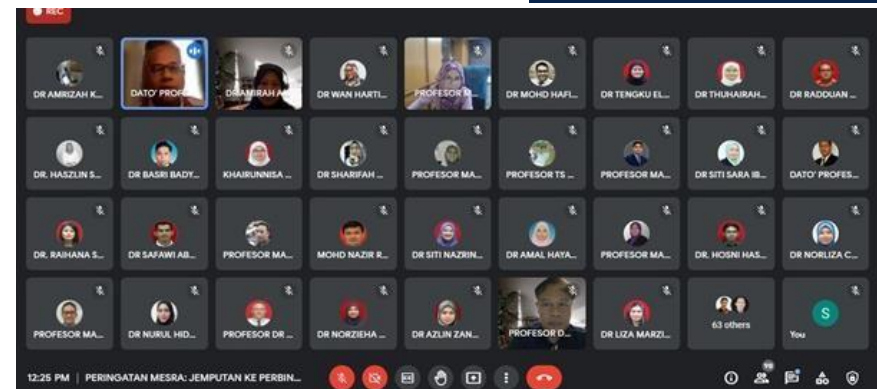
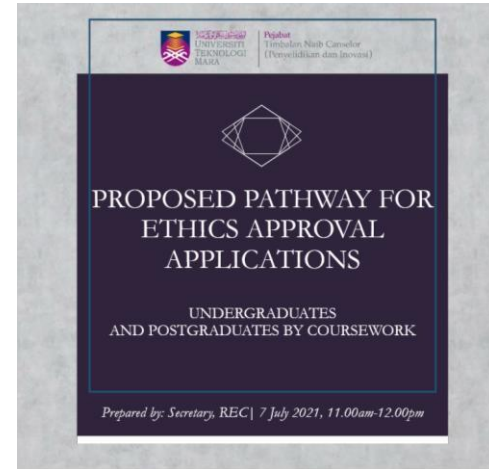
Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Jawatankuasa Etika Penyelidikan (JEP) UiTM telah memuktamadkan SOP dan dokumen berkaitan permohonan kelulusan etika penyelidikan pelajar Sarjana Muda dan Sarjana (mod kerja kursus) berdasarkan maklum balas pihak Ekuiti/Cawangan



UNIVERSITI
TEKNOLOGI
MARA

Pejabat
Timbalan Naib Canselor
(Penyelidikan dan Inovasi)



**Staff / Postgraduate by
Research / Mix Mode /
Non-UiTM researchers**

**UiTM Research Ethics
Committee (REC)**

**REC
SECRETARIAT**

Ahli tetap JEP
Ahli bersekutu JEP



**Postgraduates by
Coursework &
Undergraduates**

***Identify and approve
minimal risks &
exemption.**

**Identify MMR and submit
to REC**

**Ethics Review Committee
(ERC)***

- i. **College Ethics Review Committee (CERC)**
- ii. **Branch Ethics Review Committee (BERC)**
- iii. **Faculty Ethics Review Committee (FERC)**
- iv. **CoE Ethics Review Committee (CoEERC)**

ETHICS REVIEW COMMITTEE (ERC)

MEMBERS

The minimum membership is seven (7), comprising:

- I. A Chairperson (a Member or Associate Member of REC);
- II. A Deputy Chairperson (a Member or Associate Member of REC);
- III. At least another (1) Member or Associate Member of REC;
- IV. At least two (2) academic / professional members who are UiTM employees with knowledge of, and current experience in, the areas of research as appropriate;
- V. At least two (2) lay persons who are UiTM employees



ETHICS REVIEW COMMITTEE (ERC)

MEETING

The quorum for CERC/FERC/BERC/CoEERC meetings is FIVE (5) including:

- Chairperson or Deputy Chairperson and
- One Member or Associate Member of REC.



ETHICS REVIEW COMMITTEE (ERC)

TRAININGS

CERC/FERC/BERC/CoEERC members are expected to update themselves with knowledge and skills relevant to their appointment by attending at least one (1) seminar/ workshop/ refresher course per year.



TERMS OF REFERENCE : Research Ethics Application Procedures at Branch and Faculty Ethics Review Committee (BERC and FERC)

1.1 Overview of UiTM Research Ethics Committee (UiTM REC), Branch Ethics Review Committee (BERC) and Faculty Ethics Review Committee (FERC)

- (a) This TOR is applicable to BERC and FERC members.
- (b) The BERC and FERC must refer to ICH/ Malaysian Guidelines for Good Clinical Practice as the main reference in performing their duties under the TOR.
- (c) The BERC and FERC must also operate in conformity with the Declaration of Helsinki and the relevant laws and regulatory requirements.

1.2 Scope of the BERC/FERC

- (a) To review applications for ethics approval for research involving human for **Undergraduate and Postgraduate by Coursework students only;**
- (b) To identify the categories of risk either as:
 - i. minimal risk - the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests; or
 - ii. more than minimal risk - research activities that present greater than minimal risk to human participants. Any research that falls under this category must be forwarded to UiTM REC;
- (c) To approve or disapprove the proposed research;
- (d) To impose restrictions and conditions on the proposed research, if necessary;
- (e) To suspend or revoke ethics approval of the proposed research, if necessary.

*Note: The Research Risk Classification Section in F/BERC 1/2021 form will be used to assist risk categorization.

Responsibilities

- (a) The Chairperson and members of the FERC and BERC, and UiTM employees acting as the FERC and BERC secretariat (Secretariat) must comply with the procedures and guidelines as stipulated by the UiTM REC.
- (b) The Chairperson, committee members, and the Secretariat must declare their conflict of interests (if any) at the beginning of each FERC/BERC meeting.
- (c) The Chairperson, committee members, and the Secretariat must sign the Non-Disclosure/Confidentiality Agreement pursuant to their respective appointment.
- (d) Newly appointed Committee members (including the Chairperson) and Secretariat must attend the relevant training on research ethics.
- (e) The existing Chairperson, committee members and Secretariat must continuously update themselves and attend relevant skill-development trainings and refresher courses.

TERMS OF REFERENCE : Research Ethics Application Procedures at Branch and Faculty Ethics Review Committee (BERC and FERC)

The ethics **approval letter** for Undergraduate and Postgraduate by Coursework applications will be signed by the **Chairperson of FERC/BERC**.

Roles of the FERC/BERC members

(a) Associate Member

To act as the representative of the UiTM REC in the FERC/BERC;

- i. To ensure the application form is complete and filled in correctly;
- ii. To provide the latest information related to the UiTM REC to FERC/BERC;
- iii. To be a member of the UiTM REC subcommittee (when necessary);
- iv. To evaluate ethical approval application forms (when necessary);

*Detailed TOR for Associate Member is outlined elsewhere.

(a) Members of FERC/BERC

The responsibilities include:

- i. To assist Associate Members in evaluating the ethics approval applications;
- ii. to take part in the deliberation of the FERC/BERC meetings.

EKOSISTEM ETIKA PENYELIDIKAN DI UiTM

Jawatankuasa Penyelidikan di Fakulti (JPF) & Negeri (JPN)*

- Geran penyelidikan
- Operasi penyelidikan
- Etika penyelidikan
- Pemantauan hasil penyelidikan
- etc

Postgraduate: Berkomunikasi dengan JEP tentang cadangan penyelidikan melibatkan manusia
Postgraduate

- **Syorkan:** MR, Exemption
- **Syor pembentangan:** MMR

Undergraduate: Berkomunikasi dengan ERC tentang cadangan penyelidikan melibatkan manusia:

- Syorkan: MR & Exemption
- **Syorkan: MMR**

Ahli Jawatankuasa Etika Penyelidikan (JEP)

- Ahli JEP
- **Ahli bersekutu JEP (*Pegawai sumber)**

Meneliti dan meluluskan permohonan etika melibatkan manusia untuk

- **Pascasiswazah:** MR, MMR, Exemption
- **Undergraduate & PG (coursework):** MMR
- Kajian klinikal

*Jawatankuasa Penilai Etika Penyelidikan (ERC)

- College (CERC)
- Faculty (FERC)
- Branch (BERC)
- Cluster of Centre of Excellence (CoEERC)

Meneliti permohonan etika melibatkan manusia untuk Sarjana muda (undergraduate) dan pascasiswazah (postgraduate) coursework:

- Meluluskan MR & Exemption
- **Mengenalpasti MMR dan memajukan kepada REC**

ETHICS REVIEW COMMITTEE (ERC) -32

ERC LIST ESTABLISHMENT – RESPONDED, PENDING NAMES (3)

1. UiTM Perak
2. UiTM Pulau Pinang
3. UiTM Sabah

WAITING REPLY / UPDATED FROM ERC - PENDING (8)

1. Fakulti Sains Kesihatan (FSK)
2. Fakulti Pengurusan Hotel & Perlancongan (FPHP)
3. Fakulti Pengurusan Perniagaan (FPP)
4. Fakulti Sains Pentadbiran&Pengajian Polisi (FSPPP)
5. Akademi Pengajian Bahasa (APB)
6. Akademi Pengajian Islam Kontemporari (ACIS)
7. Arshad Ayub Graduates Business School (AAGBS)
8. ASASI DENGKIL

- **We will email you again**
- **Please nominate your ERC members for establishment ASAP**

AUDIT VISIT AT ERC SITES (2024 onwards)

UITM ETHICS REVIEW COMMITTEE: AUDIT GUIDELINE

Research Ethics Committee (REC)
Universiti Teknologi MARA
2023

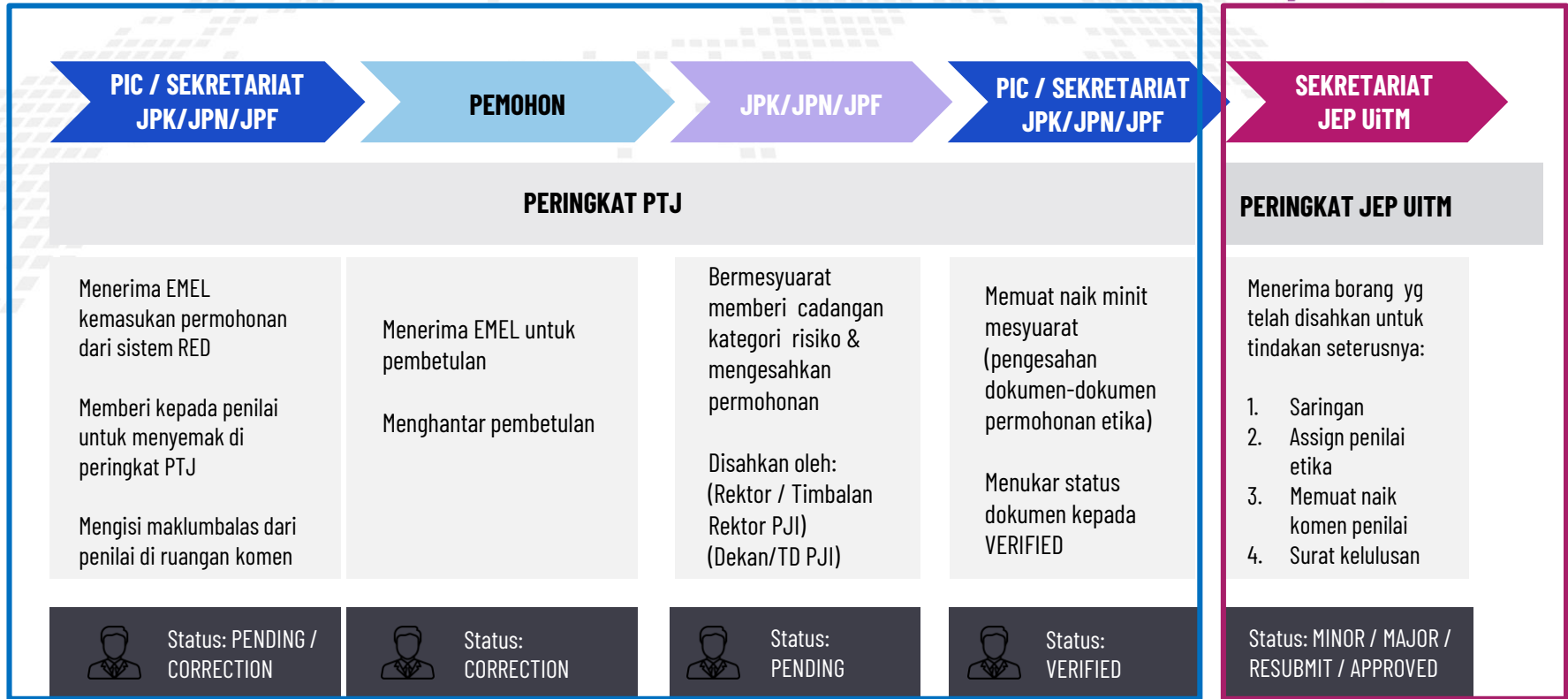
REC SECRETARIAT
UITM RESEARCH ETHICS COMMITTEE
SHAH ALAM

ERC audit visit is
planned to begin
this year



EKOSISTEM PERMOHONAN ETIKA PENYELIDIKAN

Proses Permohonan Kelulusan Etika melalui sistem RED



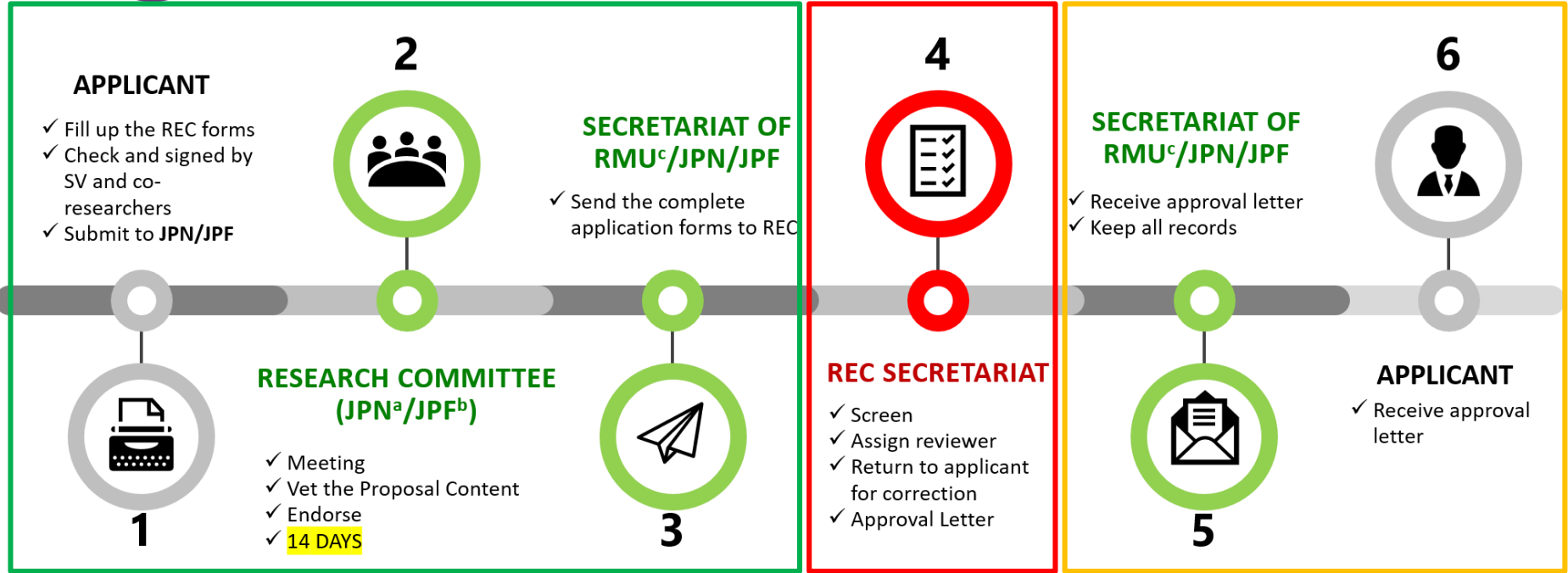
Menyerlahkan Potensi
Membentuk Masa Hadapan



REC application process via Research Committee of Branch / Faculty (JPN/JPF)



Info@RECUiTM



^aJPN – Chaired by Rector/TRPJIMA (co-chair)

^bJPF – Chaired by Dean/TDPJI (co-chair)

^cRMU – Research Management Unit

BORANG PERMOHONAN ETIKA PENYELIDIKAN UNTUK DI TELITI (SECARA MANUAL)

Borang REC yang dihantar secara manual (tidak melalui sistem RED)

1. Permohonan etika penyelidikan berkategori MMR dari UG & PG (Coursework)
2. Jenis borang- borang lain:
 - REC 6 Monitoring of Ongoing Studies
 - REC 7 Research Project Membership Amendment
 - REC 8 Project Completion Report
 - REC 10 Template Cover Letter for Amendment
 - **REC 11 Application for Exemption from Ethical Review**
 - REC 13 Application for Extension of Research

Ethics Review Committee (ERC) – Faculty/Branch/College

PERMOHONAN DILAKUKAN SECARA **MANUAL** DI PERINGKAT PTJ

Dokumen-dokumen berkaitan permohonan kelulusan etika penyelidikan pelajar Sarjana Muda dan Sarjana (mod kerja kursus):

- i. TOR F/BERC Terma Rujukan
- ii. SOP F/BERC Carta Alir Permohonan Kelulusan Etika Penyelidikan untuk Pelajar Sarjana Muda dan Sarjana (Kerja Kursus)
- iii. F/BERC 1 Borang permohonan
- iv. F/BERC 2 Borang Maklumat Peserta
- v. F/BERC 3 Borang Persetujuan (peserta berumur 7-17 tahun)
- vi. F/BERC 4 Borang pengecualian

CARTALIR PROSES PENGENDALIAN PERMOHONAN ETIKA PENYELIDIKAN UNTUK KELULUSAN JAWATANKUASA PENILAI ETIKA (ERC) & PERANAN AHLI BERSEKUTU

SOP F/BERC : Flowchart of Research Ethics Approval Application for Undergraduates / Postgraduates by Coursework

Flowchart: Research Ethics Approval Application for Undergraduates or Postgraduates by Coursework

FLOWCHART	PROCESS/ ACTIVITY	PERSONNEL	TIMELINE
	<ol style="list-style-type: none"> DRP presentation / Proposal Preparation. Complete and verify application forms Submit the relevant ethics approval application forms to Coordinator / KPP / equivalent entities. <p>Forms:</p> <ol style="list-style-type: none"> Ethics Approval Application Form (C/F/B/CoEERC1). Participant Information Sheet (C/F/B/CoEERC2) Assent form (C/F/B/CoEERC3) (if applicable). <p>OR</p> <p>Application of Exemption from Ethical Review (C/F/B/CoEERC4).</p>	Applicant/ Supervisor	
	<ol style="list-style-type: none"> Screening of all related forms (softcopy). Incomplete forms will be returned. Endorse and categorize the completed applications as either ethics exemption, minimal risk or more than minimal risk research. 	Coordinator / KPP (or equivalent)	7 working days

	Assign reviewer (REC Associate Member/ ERC Member)	C/F/B/CoE ERC Secretariat	7 working days
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	<p>Reviewing process and decision by the reviewer:</p> <ol style="list-style-type: none"> Approved Conditional Approvals: <ul style="list-style-type: none"> Minor corrections: Amendments within two (2) weeks. Major corrections: Amendments within one (1) month. 	Reviewer	7 working days
	<p>Presentation and/or approval of the applications in scheduled meetings.</p>	C/F/B/CoE ERC	Designated intervals
	<p>More than Minimal Risk (MMR) will be forwarded to the UITM REC</p>	C/F/B/CoE ERC	
	<ol style="list-style-type: none"> Notification of decision via email to applicant Upload a softcopy of the letters of approval along with a master list of monthly C/F/B/CoEERC approval for the month on the REC UITM Google Drive / by email to recsecretariat@uitm.edu.my 	C/F/B/CoE ERC secretariat Chairperson C/F/B/CoE ERC	7 working days

Abbreviations:

KPP	Head of School / Program (<i>Ketua Pusat Pengajian</i>)
CERC	College Ethics Review Committee
FERC	Faculty Ethics Review Committee
BERC	Branch Ethics Review Committee
CoEERC	Cluster of Centre of Excellence Ethics Review Committee
UITM REC	UITM Research Ethics Committee

SEKRETARIAT JAWATANKUASA ETIKA PENYELIDIKAN (JEP) UNIVERSITI TEKNOLOGI MARA (UiTM)



Pejabat
Timbalan Naib Canselor
(Penyelidikan dan Inovasi)

Research Management Centre (RMC)

Ethics & Publication Unit



Assoc. Prof. ChM. Dr Yong Soon Kong
Head, Ethics & Publication Unit

REC SECRETARIAT



AP Dr. Khasnur Abd Malek
Coordinator of Research Ethics
Secretary, Research Ethics
Committee (REC)



**En. Muhammad
Hisyam Jamari**
Research Officer

**Muhammad
Norasri bin Darus**
Executive Officer
(Ethics)



**Muhammad
Amaluddin Fitri Mohd
Amin**
Executive Officer
(Ethics)

**Ainul Fadilah
Johari**
Clerk (Ethics)



**Raiminazihah
Osman**
Clerk (Ethics)



Nur Hamizah Mohd Radzi
Executive Officer (Publication)



Norshahidah Ateemin
Clerk (Publication)

MEMPROSES DAN MENGENDALIKAN DOKUMENTASI BERKAITAN DENGAN MESYUARAT JAWATANKUASA ETIKA PENYELIDIKAN

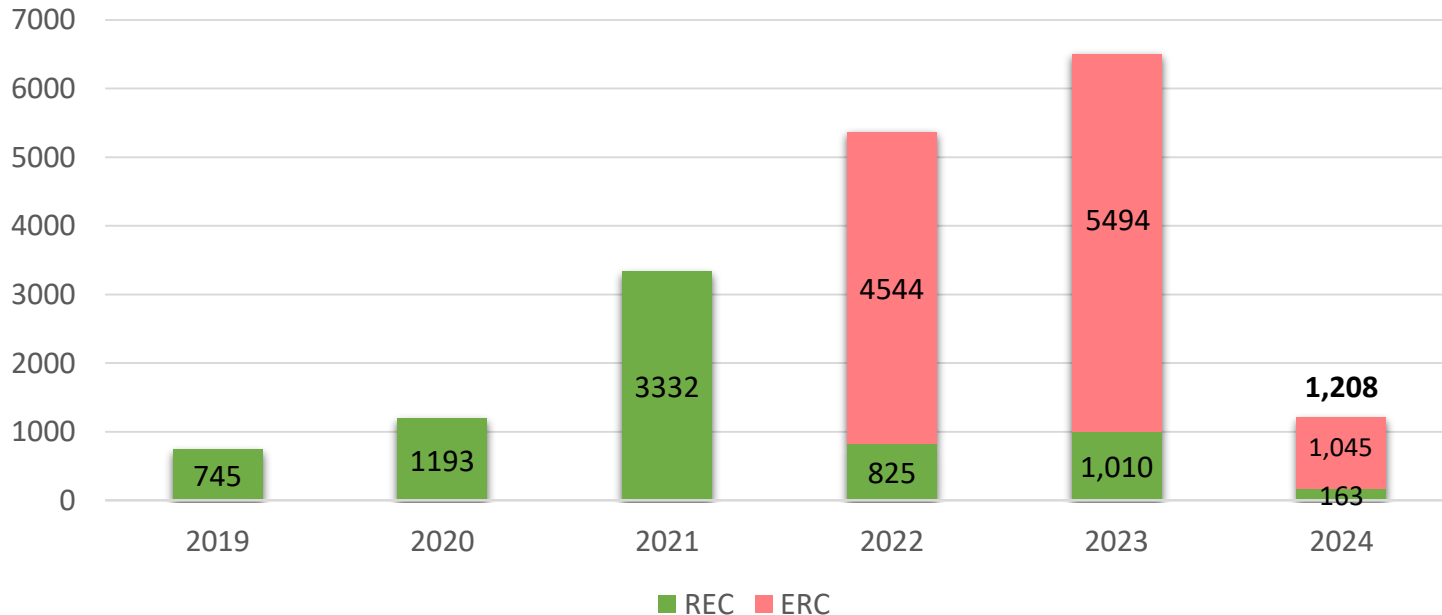
REC MEETING CALENDAR 2024

MONTH	MEETING ID	APPLICATION CLOSING DATE	MEETING DATE
January	Bil. 1/2024	02/01/2024	16/01/2024
February	Bil. 2/2024	06/02/2024	20/02/2024
March	Bil. 3/2024	05/03/2024	19/03/2024
April	Bil. 4/2024	09/04/2024	23/04/2024
May	Bil. 5/2024	07/05/2024	21/05/2024
June	Bil. 6/2024	28/05/2024	11/06/2024
July	Bil. 7/2024	02/07/2024	16/07/2024
August	Bil. 8/2024	06/08/2024	20/08/2024
September	Bil. 9/2024	27/08/2024	10/09/2024
October	Bil. 10/2024	01/10/2024	15/10/2024
November	Bil. 11/2024	05/11/2024	19/11/2024
December	Bil. 12/2024	03/12/2024	17/12/2024

*The date is subject to change by REC UiTM

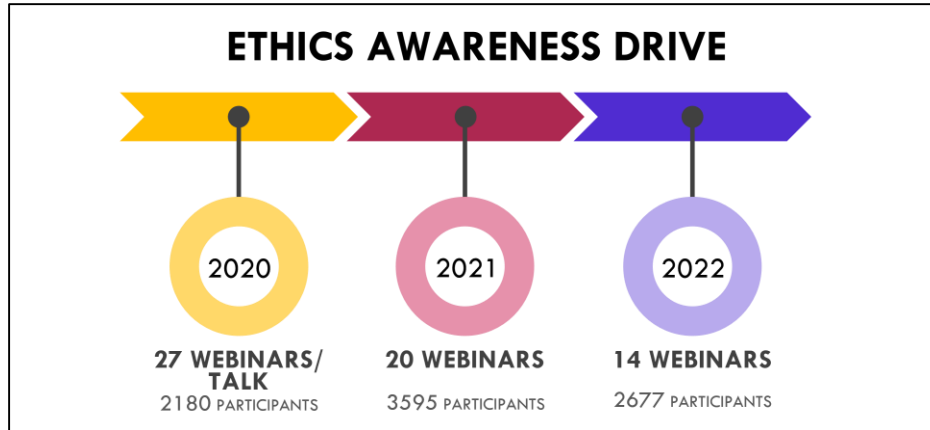
MEMPROSES DAN MENGENDALIKAN DOKUMENTASI BERKAITAN PROPOSAL DI PERINGKAT UG, PG, STAFF UITM, STAFF BUKAN UITM

Permohonan Etika Penyelidikan UiTM 2019-2024



Jumlah
termasuk
kelulusan
dari ERC:
163 + 1,045
= 1,208

AWARENESS DRIVES TO UiTM STUDENTS & STAFF



Tahun	Awareness Drive	Jumlah Peserta
2023	9 Webinars / Talks	862
2024 (Ongoing)	2 Webinar / Talks	244



AKTIVITI KEPERLUAN AHLI TETAP DAN AHLI BERSEKUTU DAN JAWATANKUASA ETIKA PENYELIDIKAN (JEP)

- Bengkel ahli bersekutu JEP: 5 March 2024
- Bengkel Ahli JEP : JUN 2024
- Audit NPRA (2024)



Image by Mohamed Hassan from Pixabay

AUDIT DALAMAN JAWATANKUASA PENILAI ETIKA (ERC)

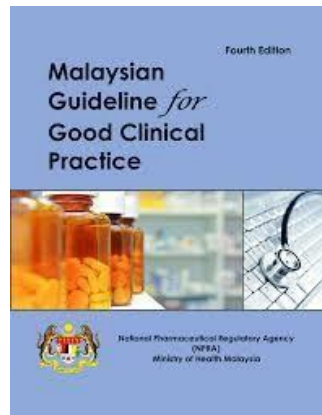
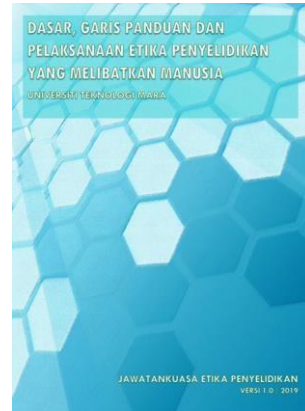
- Terdapat 34 ERCs di UiTM
- Bengkel ERC Panel audit: 03 April 2024
 - Ahli JEP
 - Ahli bersekutu JEP
- Audit panel ERC
 - Ahli tetap dan ahli bersekutu JEP
 - Memenuhi kriteria yang ditetapkan didalam 'UiTM Ethics Review Committee: Audit Guideline'



Image by Mohamed Hassan from Pixabay

Dokumen Rujukan -

<https://www.recuitm.org/guideline>



Terima kasih



- Sekretariat JEP
- Ahli-ahli JEP
- Ahli-ahli Bersekutu

DEWAN AGONG
TUANKU CANSelor