

**RESEARCH AND STATISTICS DIVISION (RSD), POLITEKNIK BRUNEI**

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POLITEKNIK BRUNEI RESEARCH ETHICS FORM 8B (PBREF8B)				
APPLICATION FOR RESEARCH ETHICS REVIEW AND VERIFICATION APPROVAL FOR STUDENTS				
<b>A. RESEARCHER'S DETAILS</b>				
<b>School</b>	<input type="checkbox"/> School of Business (SBS) <input type="checkbox"/> School of Science and Engineering (SSE) <input type="checkbox"/> School of ICT (SICT) <input type="checkbox"/> School of Petrochemical (SPC) <input type="checkbox"/> School of Health Sciences (SHS)			
<b>Programme</b>				
<b>Semester</b>		<b>Intake</b>		
<b>Research Grouping</b>	<input type="checkbox"/> Individual <input type="checkbox"/> Group			
<b>Research Purpose</b>	<input type="checkbox"/> Final Year Project (FYP) <input type="checkbox"/> General (e.g. class project/assignment) <input type="checkbox"/> Other, please state:			
<b>List of Researchers Name</b> <i>[Please attach a separate list if the list of researchers is more than ten (10) per group]</i>				
<b>No</b>	<b>Full Name</b>	<b>Student ID</b>	<b>IC No.</b>	<b>Email</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Name of Research Focal Person</b>				
<b>B. RESEARCH PROJECT DETAILS</b>				
<b>Research Title</b>				
<b>Research Synopsis</b> <i>(not more than 250 words)</i> Include: <ul style="list-style-type: none"> <li>• What the research is all about</li> <li>• Research problem to be addressed,</li> <li>• Research purpose (aim &amp; objectives)</li> <li>• Significance of research</li> <li>• Expected results</li> </ul>				
<b>Data Collection Period</b>				
<b>Data Collection Method</b>		<input type="checkbox"/> Survey/Questionnaire <input type="checkbox"/> Focus Group <input type="checkbox"/> Opinion Poll <input type="checkbox"/> Interview <input type="checkbox"/> Experiment <input type="checkbox"/> Social Media Analytics <input type="checkbox"/> Observation <input type="checkbox"/> Other, please state:		
<b>Does your research data collection involve offering any form of incentive (e.g., monetary rewards, gift cards, course credits, or other benefits) to participants?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, please specify the type and amount of incentive:</b> _____ <i>Please ensure that any incentives offered are appropriate, proportionate, and do not unduly influence participation. Incentives should be designed to respect participants' autonomy and must align with ethical research guidelines.</i>		
<b>Proposed date of survey administration (questionnaire/interview)</b>				

Link to the survey/questionnaire (if applicable)					
<b>C. RESEARCH SCOPE</b>					
Target Participants (e.g. students, lecturers, working population, general public, etc.)					
Expected number of participants (Sample)					
<b>Procedure for the recruitment of potential participants?</b> [How are they identified and recruited? Are there any vulnerable groups included (e.g. students, patients, staff/subordinate, prisoners, etc.)?]					
Are your target participants below the age of 18 years old?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Note:</b> If Yes, please provide a Consent Form for each participant. Digital copies are to be forwarded to RSD for records.					
<b>Participants by Location</b> (Please attach a separate list if the list of institution/company to be approached is more than ten (10).)					
No	Company/Institution Name	Company / Institution Focal Person	Complete Mailing Address	Phone	Email
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>D. RESEARCH RISK ASSESSMENT</b>					
Will your research pose any risk(s)/threat(s)?		<input type="checkbox"/> Yes <input type="checkbox"/> No (please skip to section E. RESEARCH ETHICS section)			
<b>Risks to research participants and/or third parties:</b> [provide potential risk(s)/threat(s) and measures to mitigate potential issues]					
<b>E. RESEARCH ETHICS ASSESSMENT</b>					
Are there any ethical issue(s) that should be considered? (e.g. confidentiality/privacy/consent issues, potential harm, etc.)		<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Summary of potential ethical issues and mitigation plan:</b>					
Does your research ensure confidentiality and anonymity?		<input type="checkbox"/> Confidentiality <input type="checkbox"/> Anonymity only <input type="checkbox"/> Both			
Is this reflected in your instructions?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Privacy Assurance Measure:</b> (Describe briefly how you ensure that the data you plan to collect will be kept secure e.g. only authorized researcher have access to the research data, providing confidentiality statement, etc.)					

<b>Procedure of taking informed consent:</b>			
<b>Dissemination of Research Findings Plan e.g. reporting, publication, feedback to participants, etc.</b>			
<b>F. REQUIRED DOCUMENTS</b> <i>(The following documents are required to be submitted together with this form)</i>			
<input type="checkbox"/> <b>Participant Information Sheet, both in English and Malay</b> <input type="checkbox"/> <b>Informed Consent Form</b> <i>(where applicable), particularly when participants are under 18 years old</i> <input type="checkbox"/> <b>Data collection instruments</b> <i>(i.e. samples of survey questionnaire sample or interview questions)</i> <input type="checkbox"/> <b>Research proposal</b>			
<b>Cloud Access to the documents submitted</b> (Provide a link to the shared folder to access all the submitted documents)	<i>Please ensure the link(s) is/are accessible and shortened for convenience</i>		
<b>G. RESEARCHER'S DECLARATION</b>			
i. All information I/We provided in this form and supporting documents is correct and reviewed by my/our Supervisor(s).  ii. I/We understand that all documents pertaining to my/our research proposal is subject to verification and approval by Research & Statistics Division (RSD) and Registrar and Secretariat Office (RSO), Politeknik Brunei.  iii. I/We understand that my/our proposed research adheres to Politeknik Brunei Research Ethics & Guidelines and any violations to these ethics will result in the termination of my research project.  iv. I/We understand that all personal information gathered from this study will be kept confidential and they will solely be used for the academic purposes.			
<b>Research Focal Person Signature</b>		<b>Date</b>	
<b>H. SUPERVISOR'S DETAILS &amp; REVIEW</b>			
<b>With this review, the following documents are attached</b>	<input type="checkbox"/> <b>Memo to the intended institution (government agencies)</b> <input type="checkbox"/> <b>Letter to the intended company (private companies)</b>		
<b>Cloud Access to the documents submitted</b> (Provide a link to the shared folder to access all the submitted documents)	<i>Please ensure the link(s) is/are accessible and shortened for convenience</i>		
<b>Supervisor Name</b>		<b>Email</b>	
<b>Designation</b>		<b>Contact Number</b>	
<b>I have reviewed the proposal and I confirmed:</b>  <input type="checkbox"/> <b>The methodology is appropriate for this study.</b> <input type="checkbox"/> <b>The project adheres to Politeknik Brunei Research Ethics &amp; Guidelines and all required documents have been submitted accordingly.</b>			
<b>Supervisor's Signature</b>		<b>Date</b>	
<b>I. HEAD OF SCHOOL'S REVIEW</b>			
<input type="checkbox"/> <b>I have reviewed the proposal and confirmed the above supervisor's decision.</b>			
<b>Head of School Signature</b>		<b>Date</b>	
<b>J. VERIFIER</b> <i>[This section is to be filled by Research Ethics Committee (REC) only]</i>			
<input type="checkbox"/> <b>Verified</b> <i>(all information given are complete, adhering to Politeknik Brunei Research Ethics &amp; Guidelines; no violations found)</i> <input type="checkbox"/> <b>Not Verified</b> <i>(violation of general research ethics found, returned to school/research supervisors for revision &amp; resubmission)</i>			
<b>REC Signature</b>		<b>Date</b>	

K. APPROVAL (This section is to be filled by Research and Statistics Division (RSD) only)			
RSD HOD's Signature		Date	
<input type="checkbox"/> <b>Approved.</b> RSO to issue a memo allowing the student to gather information outside of PB. <input type="checkbox"/> <b>Not Approved.</b> Send application back to RSD for school to revise and resubmit.			

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