

GUIDELINES FOR NON-CLINICAL RESEARCH COMPLIANCE BY UNDERGRADUATE AND POSTGRADUATE STUDENTS AT THE FACULTY OF CREATIVE ARTS

1. PURPOSE

These guidelines aim to serve as a guide regarding the types of research conducted involving human participants which are not clinical in nature as well as research that does not involve human participants for applications submitted by Undergraduate and Postgraduate students at the Faculty of Creative Arts, Universiti Malaya.

2. SCOPE OF APPLICATION

These guidelines apply only to Undergraduate and Postgraduate students at the Faculty of Creative Arts and serve as a reference for Supervisors in providing basic guidance to the students they supervise.

3. REFERENCE DOCUMENTS

- (1) Code of Research Ethics in the University of Malaya (Version updated 1 August 2013)
- (2) University of Malaya Manual of Responsible Research (Version updated 21 July 2014)

4. GLOSSARY

Student	Individuals officially registered in a study program at the University, whether at the Bachelor's, Master's, or Doctoral level, on a full-time or part-time basis.
Supervisor	Academics appointed by the University to guide, monitor, and support undergraduate and postgraduate students in conducting research, as well as ensuring compliance with academic and research ethics requirements.
Non-Clinical Research	Academic, historical, or theoretical research that does not involve human subjects from a medical or clinical aspect. Instead, it focuses on the analysis, documentation, and preservation of socio-cultural elements, arts, performing arts, heritage, and the social impact of a work.
Faculty	Faculty of Creative Arts, Universiti Malaya, comprising the following departments and programmes: ● Bachelor of Dance ● Bachelor of Drama ● Bachelor of Music ● Bachelor of Performing Arts ● Master of Arts ● Master of Dance ● Master of Performing Arts (Drama)

- Master of Performing Arts (Music)
- Master of Arts (Visual Arts)
- Doctor of Philosophy

UMREC-NM

Universiti Malaya Research Ethics Committee – Non-Medical, appointed by the Deputy Vice-Chancellor (Research & Innovation) at the University level with a specified tenure and terms of reference, whose responsibility is to review and provide ethical oversight in research involving the collection of data from human participants.

5. STUDENT RESPONSIBILITIES

Students are responsible to ensure the following:

- (1) Students shall ensure that adequate time is allocated for obtaining ethical approval during the research planning stage to avoid delays in the overall research timeline.
- (2) Prior to commencing the research, students in consultation with their supervisor shall determine whether their proposed research meets the criteria outlined in these guidelines for research that does not require ethical approval.
- (3) Students shall:
 - Adhere to the principles of research integrity;
 - Respect the rights, privacy, and confidentiality of all individuals and parties involved;
 - Obtain the necessary permission from relevant individuals, organisations, or authorities, where applicable, regardless of the type of research; and
 - Discuss the above requirements with their supervisor, where applicable.
- (4) Any changes to the research scope, methodology, or methods that may affect the ethical status of the research shall be referred to the supervisor for reassessment. Where necessary, students shall submit an application for ethical approval in accordance with the prescribed procedures.

6. SUPERVISOR RESPONSIBILITIES

- (1) Supervisors shall ensure that students under their supervision conduct research in accordance with the prevailing policies, rules, and guidelines of the University and adhere to the principles of research integrity, including honesty, transparency, accountability, and respect for the rights, privacy, and interests of all individuals and parties involved.
- (2) Where a proposed study involves sensitive data, vulnerable groups, issues relating to safety, privacy, or the confidentiality of individuals or communities, or any other aspect that gives rise to ethical considerations as stipulated in the **Code of Research Ethics Universiti Malaya**, the supervisor shall require the student to submit an application for ethical approval to UMREC in accordance with the prescribed procedures and timeline before commencing any research activities or data collection.

- (3) Where the ethical approval status of the proposed research cannot be clearly determined based on these Guidelines, the supervisor shall seek advice from UMREC before determining whether an application for ethical approval is required.
- (4) The supervisor shall be responsible for determining whether the proposed research requires ethical approval. Any decision made regarding the requirement for ethical approval shall be the responsibility of the supervisor.

7. TYPES OF RESEARCH EXEMPTED FROM ETHICS APPLICATION

The following types of research are generally exempted from ethical application:

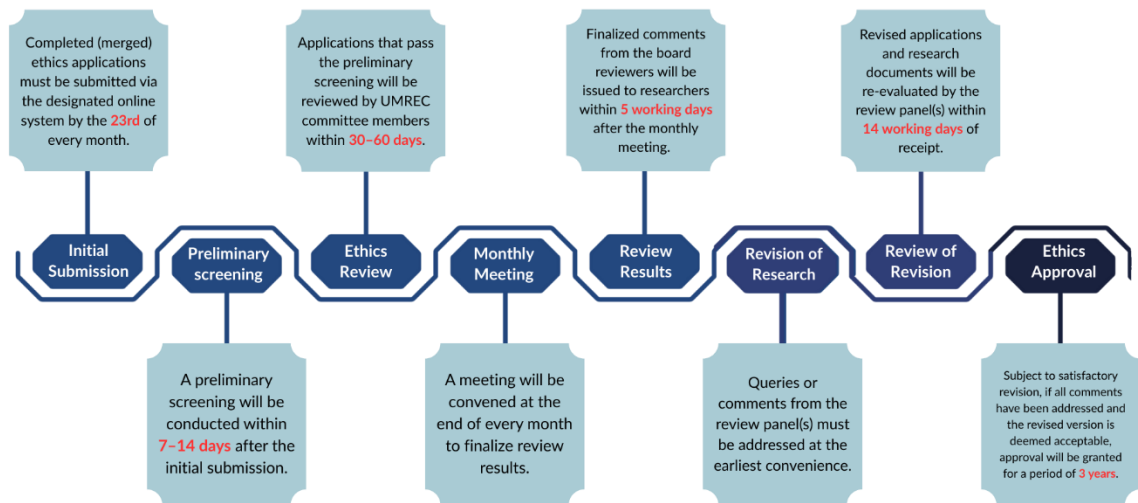
- (1) Research that does **not** involve human participants, such as document analysis, creative works, archival materials, and secondary data.
- (2) Studio-based research, including practice as research, practice-based, practice-led, and artistic research.
- (3) Documentation of rehearsals, performances, concerts, or exhibitions conducted for documentation and archival purposes, and clearly **not** intended for analysis. However, permission to use the material for analysis must be sought from the owner of these materials.
- (4) Informal collection of feedback as part of planned and approved teaching and learning activities prior to the commencement of data collection, such as feedback forms that do not contain personal information and cannot be traced back to the respondent.
- (5) Self-evaluation activities limited to reflection of personal teaching and learning conducted without involving vulnerable groups.

Students planning to conduct types of studies not listed above are encouraged to apply for ethical approval from UMREC should the supervisor and supervisee deem necessary, informed by the nature and practices of your discipline regarding whether institutional ethical review is required.

8. RESEARCH ETHICS APPLICATION PROCEDURE

- (1) Applications must be submitted **at least 3 months** before conducting data collection activities, via the UMREAS (<http://ethics.um.edu.my/>).
- (2) Students are required to complete all information requirements in the system to determine whether the research conducted is at a minimal or above minimal risk.

UMREC Ethics Review Process (Non-Medical)



SOP for Ethical Application

9. CONCLUSION

These guidelines are provided as a reference for Undergraduate and Postgraduate students, academic staff, and administrators at the Faculty of Creative Arts to ensure that non-clinical research is conducted in accordance with the principles of research ethics and complies with the prevailing policies, rules, and guidelines of Universiti Malaya.