



商學院
Faculdade de Gestão
Faculty of Business

澳門城市大學商學院
學生論文研究倫理申請和審查指引
City University of Macau
Faculty of Business
Student Research Ethics Approval Guidelines

為確保所有學生在進行論文研究過程中保持高標準的倫理規範，以保障研究參與者的安全與福祉，學生在開展論文研究前需要熟悉學院的研究倫理政策和研究行為準則，以保障研究的科學性與嚴謹性。

研究倫理申請和審查指引提供了倫理審查程序的簡要概述，學生可以通過本指引了解有關如何完成研究倫理審查程序。

澳門城市大學商學院學生論文研究倫理申請和審查的相關政策程序受澳門城市大學科研專責小組指導和監督。

To ensure that all Faculty of Business (FOB) students maintain high standards of ethical conduct when conducting dissertation research in order to safeguard the safety and well-being of research participants, FOB students are required to familiarize with the Faculty's Research Ethics Policy and the Code of Conduct for Research prior to commencing thesis research in order to safeguard the scientific and rigorous nature of the research.

The Student Research Ethics Guidelines provide a brief overview of the ethical review process, and students can use the Guidelines to complete the ethical review process.

The policies and procedures related to the student research ethics at the Faculty of Business are guided and supervised by the University Research Sub-Committee.

學生論文研究倫理審查申請流程如下：

The process for student research ethics review are as follows:

1. 申請提交前的準備以及所需材料

Preparation and materials required before submission

- **申請人責任分配**：學生與指導老師兩者均需在申請文件上簽名，共同對研究負責。(若申請者處於本科階段，暫無指導老師，可尋求該研究項目相關科任老師作為指導老師；若申請者處於博士階段，所審查研究項目與指導老師方向不一致之時，亦可尋求學院內研究方向對口老師作為該審查項目指導老師。)

Distribution of responsibilities of the applicant: Both the student and the supervisor are required to sign the application document and are jointly responsible for the research. (If the applicant is at the undergraduate level and does not have a supervisor, he/she may seek a supervisor from a teacher of the relevant subject of the research project; if the applicant is at the doctoral level and the research project under review is not in line with the supervisor's direction, he/she may also seek a teacher of the same research direction in the faculty as the supervisor of the research project under review).

- **提交材料**：學生申請研究倫理審查需填寫電子表單，並提交一式兩份的紙本材料至商學院研究倫理審查小組，提交材料包括 A01 新案倫理審查申請表格、A02 研究方案（倫理風險評估）、及 A03 必要的參與者同意書樣本等。

Submission of materials: Students applying for Research Ethics Review are required to submit both E-forms and two copies of paper materials to the FOB Research Ethics Review Panel. The submission of materials includes A01 Application Form for Ethics Review of New Cases, A02 Research Proposal Template (Ethical Risk Assessment), and A03 samples of the necessary Participant Consent Forms.

- **申請提交日期**：**每月 10 日以及 25 日**為當月學術審查批次申請截止日期，截止後商學院研究倫理審查小組集中審核申請材料。

Submission deadline: **The 10th & 25th of every month.** The FOB Research Ethics Review Team will review the application materials after every deadline.

2. 審查第一階段

Phase I

由商學院研究倫理審查小組派助理對申請材料進行初步檢查。主要檢查申請材料是否齊全，格式是否符合要求，以及是否滿足基本的申請條件。

The FOB Research Ethics Review Panel will assign an assistant to conduct

an initial check on whether the application materials are complete, in the required format, and whether the basic application requirements are met.

3. 審查第二階段

Phase II

- 審查團隊：商學院研究倫理審查小組將指派兩名評審深入審查研究內容和方法是否符合倫理規範。

The FOB Research Ethics Review Panel: will assign two reviewers to conduct an in-depth review of the research content and methodology for ethics compliance.

- 審查標準：審查重點包括但不限於研究設計、研究對象招募及資料收集過程、風險及潛在利益、隱私保密、知情同意過程。

Review Criteria: The review will focus on, but not limited to, research design, subject recruitment and data collection process, risks and potential benefits, privacy and confidentiality, and informed consent process.

4. 審查第三階段

Phase III

- 審批時間：審批過程需時約 10-15 個工作日（視該批次學術審核申請量）。

Processing time: The approval process normally takes about 10-15 weekdays.

- 審批決定：商學院研究倫理審查小組組長（院長）根據審查結果作出最終決定。

Approval Decision: The leader of FOB Research Ethics Review Panel (Dean of FOB) makes the final decision based on the results of the review.

- 審批結果：審查通過後，正式的審批函（Approval Letter）將通過郵件或書面形式通知申請人。

Approval Result: After approval, a formal Approval Letter will be sent to the applicant via email or in writing.

5. 變更與異常情況報告

Change and Anomaly Report

- 任何研究方案的重大變更或發生的倫理問題都應立即報告給澳門城市大學科研專責小組，以評估並指導後續行動。

Any significant changes to the research or ethics issues that occur should be reported instantly to the University Research Sub-Committee for evaluation and guidance on follow-up actions.