



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).

註：若申請人研究涉及企業內部（或未公開）資料或隱私，需**指導老師**審核申請人與企業簽署知情同意書，方能開展研究。

Note: If the applicant's research involves internal (or non-public) corporate data or privacy matters, **the supervisor must review the completed informed consent agreement signed between the applicant and the company** before the research may proceed.

- **提交材料：**學生申請研究倫理審查需首先于商學院官网 (<https://fob.cityu.edu.mo/page-255>) 填寫電子表單，根據電子表單回執提示，**三日內通過郵件方式**提交材料至商學院，提交材料為 A01 學生研究倫理審查申請表。

Submission of materials: Students applying for Research Ethics Review are required to **fill an E-forms on FOB website** (<https://fob.cityu.edu.mo/page-255>) and **email required material** according to the result of E-form to Faculty **within 3 days**. The submission of material includes A01 Application Form for Ethics Application Form.

- **申請提交日期：****每月 10 日以及 25 日**為當月研究倫理審查批次申請截止日期，截止後商學院將集中審核申請材料。

Submission deadline: **The 10th & 25th of every month.** Faculty will review

the application materials after every deadline.

2. 審查第一階段

Phase I

由商學院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 will 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：商學院將深入審查研究內容和方法是否符合倫理規範。

Faculty reviewer will 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：

- **快速審查**：將由學院指派一名評審進行審查。審查通過後，學院將以郵件形式告知申請者，並結束該申請者審查流程。

- **全面審查**：學院將組織倫理審查小組發起通訊投票，投票通過後確認通過該倫理審查，學院將以郵件形式通知申請者，並結束該申請者審查流程。

Approval Decision:

- **Expedited Review**: The faculty will assign a reviewer to conduct the review. Upon approval, the faculty will notify the applicant via email and conclude the review process for that applicant.

- **Full Review**: The faculty will initiate a correspondence vote. Upon approval of the vote, the ethics review will be confirmed as passed. The faculty will notify the applicant via email and conclude the review

process for that applicant.

- 審批結果：審查通過後，正式的審批結果將通過郵件形式通知申請人。
Approval Result: After approval, a formal approval result will be sent to the applicant via email.

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.