

POLICY AND PROCEDURE ON INTERNAL/EXTERNAL RESEARCHERS REQUESTING DATA FROM ITS STUDENTS /STAFF

Code: P073

Policy owner: ARPB/REC

INSTITUTE OF TOURISM STUDIES

When an internal or external researcher requests the distribution and/or circulation of a survey to ITS students and/or staff:

1. The Research Ethics Committee (REC) or Chair of the Academic Research and Publications Board (ARPB) shall send the internal/external researcher **TWO** documents: the **External Entities Ethics Form** and the **Researcher Covering Letter** (internal researchers would have their ethics form already approved by the REC but this will still be verified with the REC's Ethics Form records).
2. The researcher shall fill in and send both documents to ethics.arpb@its.edu.mt to get them approved by the REC.
3. The REC shall send the covering letter to the Registrar's Office or the Human Resources Department, depending on the target population requested by the researcher.
4. The Registrar's Office or the Human Resources Department shall then distribute the covering letter to the requested target population.
5. The REC shall keep a record of all approved forms.