



HND LONG ESSAY PROPOSAL FORM

FOR PROPOSALS SUBMITTED IN ACADEMIC YEAR 2023-2024

The proposal form is to be submitted to arpb.proposals@its.edu.mt. Queries are to be addressed to the programme coordinator.

Please open this form in Adobe Acrobat Reader and [click on this link](#) for help on how to sign it.

HND LONG ESSAY PROPOSAL FORM

Course Name:

Course Year:

Student's Name & Surname:

Student Number:

Mobile Number:

ITS Email:

Home Address:

Proposed Title of Long Essay:

Central Proposed Research Question:

Subsidiary Research Question/s:

Abstract of the proposed research (in not more than 300 words):

Description of Research Methods to be applied (please tick the ones that apply):

- Document-based research
- Questionnaires or surveys
- Focus groups
- Interviews
- Case Studies
- Observation
- Quantitative methods
- Culinary project (HND F&B only)
- Tour
- Qualitative methods
- Other:

Projected participants of study:

Keywords (3 to 6 key terms, separated by a comma):

First choice proposed* supervisor's details:

Name and surname:

E-mail address:

Second choice proposed* supervisor's details:

Name and surname:

E-mail address:

**The relevant board will do its utmost to allocate identified tutors. However, other suitable tutors may be allocated due to certain logistical and academic issues.*

Ethical Considerations (all 4 boxes further below are to be filled in):

- *Research shall be conducted in such a manner to avoid any psychological and physical harm to humans and animals and financial damage to organisations.*
- *Only the Tutor and assessor/s will have access to any data gathered.*
- *Participants will remain free to withdraw from the study at any time without having to provide any reason. In the case of withdrawal, all the records and information collection will be deleted.*
- *The participant, who is the sole proprietor of the data provided, is granting that such data would be processed for this study purposes only.*
- *The data collection process will be a transparent process.*
- *All transcriptions and/or electronic recordings reflecting the data collected, once exhausted, are to be deleted immediately after the student's award has been conferred.*
- *Confidentiality, anonymity, and data protection procedures are to be ethically abided by.*
- *The researcher would provide a soft copy of the study to the participant, if required.*

Details regarding possibility of issues regarding confidential personal data:

How will you ensure that no personal data or confidential data is divulged?

How will you ensure that no person or animal gets hurt during the research?

Details regarding possibility of physical harm (if any):

How will you ensure that participants' identities are not divulged, i.e. kept anonymous?

What Personal Protective Equipment (PPE) will you need to use, if any?

Do you need to apply any foreseen risk mitigating measures?

Details regarding possibility of moral harm:

- *What steps will you take to avoid unduly offending or disturbing the well-being of the participants?*
- *How will you avoid any possible psychological, spiritual, or cultural offence to participants?*
- *How will you ensure that the interests and rights of minors / vulnerable / disabled persons / specific social groups are safeguarded where necessary?*

Details regarding possibility of business harm:

- *How will you ensure that participants do not suffer any competitive disadvantage as an outcome of the research?*
- *How will you ensure that confidential business ideas and data are protected and not divulged?*

Student's Signature (insert digital signature - see instructions on cover page)

Date:

(click on the red rectangle and then
on the triangle to insert date)

FOR OFFICIAL USE ONLY

Date received:

Assigned proposal number:

Reviewed by:

ARPB reviewer's comments: