



## RESEARCH REQUEST – ASSIGNMENT / COURSEWORK

Request for approval for students to conduct research with respect to their assignment /  
coursework with Aġenzija Sappor.

### STUDENT 1

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

ID card number: \_\_\_\_\_

Passport number:  
*(if you do not have a Maltese ID)* \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. number/s: \_\_\_\_\_

Mob. Number/s: \_\_\_\_\_

E-mail/s: \_\_\_\_\_

### STUDENT 2

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

ID card number: \_\_\_\_\_

Passport number:  
*(if you do not have a Maltese ID)* \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. number/s: \_\_\_\_\_

Mob. Number/s: \_\_\_\_\_

E-mail/s: \_\_\_\_\_

**STUDENT 3**

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

ID card number: \_\_\_\_\_

Passport number:  
*(if you do not have a Maltese ID)* \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. number/s: \_\_\_\_\_

Mob. Number/s: \_\_\_\_\_

E-mail/s: \_\_\_\_\_

**STUDENT 4**

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

ID card number: \_\_\_\_\_

Passport number:  
*(if you do not have a Maltese ID)* \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. number/s: \_\_\_\_\_

Mob. Number/s: \_\_\_\_\_

E-mail/s: \_\_\_\_\_

**STUDENT 5**

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

ID card number: \_\_\_\_\_

Passport number:  
(if you do not have a Maltese ID) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. number/s: \_\_\_\_\_

Mob. Number/s: \_\_\_\_\_

E-mail/s: \_\_\_\_\_

*If more than 5 students are carrying out the assignment, please provide details of additional students on a separate sheet*

**Details of course being followed:**

Course: \_\_\_\_\_

University/educational entity: \_\_\_\_\_

Course year: \_\_\_\_\_

Name of module / credit: \_\_\_\_\_

Module / credit tutor: \_\_\_\_\_

Tutor's contact details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title / brief description of assignment / project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

---

Participants required:                      Yes    \_\_\_\_    No    \_\_\_\_

If yes, number of participants required: \_\_\_\_\_

Submission date of assignment / project: \_\_\_\_\_

Details of request made to Agencija Sapport (e.g. interview, questionnaire, etc.):

---

---

---

---

Relevance of the information gathered from Agencija Sapport to the assignment being carried out (how will the information gathered be used?)

---

---

---

---

Documents submitted with application form (mark where applicable):

	<b>Yes</b>	<b>No</b>	<b>Not applicable</b>
Questionnaire/s			
Interview guideline/s (i.e. list of questions to be used during interview)			
Participant instructions			
Consent form/s			
Other institutional approvals (e.g. Ethics Board)			
Other material used			

***Requests will only be processed once all relevant documents (where applicable) are submitted in addition to this form***

## TERMS AND CONDITIONS:

- Personal data shall only be collected and processed for the specific purpose to conduct the research, and for no other purpose.
- The data shall be adequate, relevant and not excessive in relation to the processing purpose.
- All reasonable measures shall be taken to ensure the correctness of personal data.
- Personal data shall not be disclosed to third parties and may only be required by Aġenzija Sapport or the supervisor for verification purposes. All necessary measures shall be implemented to ensure confidentiality and, where possible, data shall be made anonymous.
- All references to personal data should be omitted unless consent is specifically obtained from the person identified in the research report.
- At the end of the research, all personal data will be destroyed.
- Unless otherwise authorised by the Aġenzija Sapport Research Review Panel/Research Office, the researcher shall obtain the consent from the data subject (respondent) and provide them with the following information:
  - the researcher's identity and contact information;
  - purpose of processing the data;
  - the recipients to whom personal data may be disclosed; and,
  - his/her rights to access, rectify, and where applicable erase the data concerning him.

I / we, the undersigned hereby undertake to abide by the terms and conditions for approval as attached to this application.

*(Tick if you agree)*

I / we, the undersigned, also give my / our consent to Aġenzija Sapport to process my / our personal data for the purpose of evaluating my / our request and other matters related to this application. I / we also understand that, I / we can request in writing a copy of my / our personal information. I / we can also request rectification, blocking or erasure of such personal data that has not been processed in accordance with the Act.

*(Tick if you agree)*

I / we, the undersigned, understand that I /we am / are to submit a copy of my / our assignment / project to the Aġenzija Sapport's Research Office, once it is finalised and a grade has been allocated.

*(Tick if you agree)*

	<b>Name &amp; surname</b>	<b>ID number</b>	<b>Signature</b>
<b>Student 1</b>			
<b>Student 2</b>			
<b>Student 3</b>			
<b>Student 4</b>			
<b>Student 5</b>			