

## ETHICS COMMITTEE PROCEDURES

### Applications for ethics approval for research will come from:

- Faculty members
- Research degree candidates – with oversight by the supervisor and the SCD Research Committee
- Postgraduate students completing Research Essays – with oversight by the supervisor and the Research Committee
- Postgraduate students completing Research Projects – with oversight by the supervisor and the Member Institution
- BTh(Hons) candidates – with oversight by the supervisor and the Research Committee
- Undergraduates – with oversight by the supervisor and the Member Institution

### How does a researcher know that she or he requires ethical clearance for the research?

- All research involving human subjects requires ethical clearance.
- A letter will be sent out annually to all faculty through the SCD Faculty listserv and a copy will be on the SCD website.
- Principals of the Member Institutions will be asked to inform all new staff of the policy for ethics approval and processes of the Ethics Committee.
- Guidelines for research by research degree candidates, postgraduate coursework students and BTh(Honours) students will contain details of ethics clearance requirements.
- Committees with oversight over research, including the Research Committee and the appropriate bodies in the Member Institutions, will alert candidates and students to any requirements.

### How is an application processed?

- Applicants must complete the appropriate SCD *Ethics Clearance Application* form
- Applications may be emailed or mailed to the Chair of the Ethics Committee at the Office of the Dean
- Both hard copy and electronic versions must have the signatures of the applicant and the supervisor
- Applications that come in will be acknowledged as received
- A hard copy of the application is put on file at the Office of the Dean
- A copy is sent to the Chair of the Ethics Committee
- Applications will be sent electronically from the Office of the Dean to members of the Ethics Committee who will respond to the Chair within a week. Following any necessary further electronic interaction with members of the Committee, and an agreed outcome by the Committee, the Chair will communicate the decision to the Office of the Dean
- The majority of meetings by the Committee will take place electronically, with at least two other meetings occurring in person as the need arises.
- Applications are considered by the Committee in accordance with the Committee's statement of Guiding Ethical Principles

### **Assessment of Applications**

- The Ethics Committee deals with all applications and replies directly to the researcher through the Office of the Dean, and where applicable with a copy to the supervisor and any SCD body that has oversight of the researcher.
- Replies are to be sent out within a week of the decision being made.

### **Monitoring of research**

- The SCD will monitor all research through its Research Office.

### **Record keeping and confidentiality**

- The Office of the Dean will maintain a full record of all documentation involved in processing an application, including formal Minutes of the meetings of the Ethics Committee
- All extra copies of material are to be shredded after processing in a meeting.

### **Publication of information and processes**

The SCD website will contain:

- All policy documents, guidelines and the application form
- Information for faculty concerning what types of research require the approval of the Ethics Committee
- Information for research degree candidates and all students regarding ethical approval
- Information for supervisors regarding ethical approval
- Directives as to where a researcher or supervisor can get advice before submitting the form.