



PROCEDURE: Ethical Application

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Procedure Owner	Dean: Teaching & Learning		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	31/07/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	31/07/2018	Name: Benjamin Anderson Signature:
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Review History			
Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)		Other/External (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> Policy: Conducting Ethical Research 		<ul style="list-style-type: none"> Constitution of the Republic of South Africa: 1996 Higher Education Act (Act 101 of 1997) CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 Labour Relations Act (Act 66 of 1995) as amended CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017 	
Website address of this document:		www.davinci.ac.za	

Procedure Description

This procedure will ensure that the research projects do not proceed without appropriate ethical clearance and review where necessary.

Step	Description	Notes
1	Research Proposal is approved	
2	Supervisor/s is appointed	
3	Student meets with Supervisor and agrees research instruments and processes	
4	Ethics application completed and signed by student with relevant documentation	Ethics application form is available on website
5	Supervisor to review AND sign	
6	Student to submit all documentation to relevant Programme Convener	
7	Programme convener to save copy on server and submit application to the Ethics committee	
8	Ethics committee considers application	
9	If application is approved, ethic letter is issued, student to continue with research under the guidance of the supervisor	
10	Approved Ethics letter is saved on the server	
11	If application is denied, feedback is given for amendment or redevelopment	
12	Student can reapply and submit all documentation to relevant programme convener(step 6)	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Research
3	Registrar
4	Programme Co-ordinator
5	Programme Convener

6	Lecturer
7	Supervisor

Version Control

Procedure Owner	Version #	Date	Reason
Dean: Teaching & Learning	001	31 July 2018	