




PROCEDURE: Ethical Application

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Inception Date	31 July 2018		
Procedure Owner	Dean: Teaching & Learning		
Review Register		Date	Signature
Approved by EXCO	EXCO Chairperson	31/07/2018	Name: Benjamin Anderson  Signature:
Revision Frequency	Annually		
Review Date	February 2020		
Review History	31/07/2018; 15/02/2019		

Related documents

<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Policy: Conducting Ethical Research 	<p>Other/External (e.g. Legislation, DHET and CHE directives and guidelines)</p> <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
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Website address of this document:	www.davinci.ac.za
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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	The research proposal is approved and the Supervisor/s is /are appointed	
3	The student meets with the Supervisor and agrees on the research instruments and processes	
4	The Ethical Clearance application is completed and signed off by the student and submitted to the Supervisor, together with relevant documentation	Ethics application form is available on website
5	The Supervisor is to review the application and sign and forward it to the student	
6	The Student is to submit all documentation to relevant Programme Convener who will save copy on the server and submit application to the Ethics Committee for review and consideration	
7	Ethics committee considers application	
8	If the application is approved, the ethical clearance letter is issued by the Research Office and the student may continue with the research under the guidance of the Supervisor/s	
9	The approved ethics clearance letter is saved on the server by the Programme Convener	
10	If application for ethical clearance is denied, feedback is provided to the student for amendment/s or redevelopment and re-submission of the application	
11	The student can reapply and submit all documentation to relevant Programme Convener by following Step 6 above.	

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	31/07/2018	
Dean: Teaching & Learning	001	15/02/2019	Revision – no changes