

Research Involving UP Staff and/or Students

For those students who plan on conducting research on UP students for a dissertation, mini-dissertation or thesis, please refer to the process below when submitting your Online Ethics Application:

For research projects involving UP staff/ students, the following process must be followed:

1. Section 11 on the ethics application form must indicate

- 'YES' to the question, **Does your research involve surveying University staff, students, alumni or stakeholders**
- The Faculty where students will be recruited must also be indicated (see screenshot example)

The screenshot displays the 'Ethics WorkCenter' interface. On the left is a sidebar with navigation links: 'My Ethics Workcenter', 'Setup', 'Ethics WorkCenter', 'How to use the system', 'Statistics', 'External Persons', 'Researchers', 'Approvals & Reviews', and 'Reports'. The main content area is titled 'Ethics WorkCenter' and shows a form for 'How many groups of participants will be included?' with the value '1'. Below this is the 'Describe each group of human participants' section, which includes a table for 'Participants' and a section for 'Additional consent required for research participation'.

Participants	From which faculties will staff or students be recruited?	Description
1 UP Students	00001	Humanities

(Select all that apply)

Additional consent required for research participation
1

Method to obtain information: Interview Questions

Inclusion/Exclusion criteria (e.g. age, gender, affiliation)

2. The following permissions and supporting documents are required:

- Permission from the HoD and Course Coordinator
- Permission from the relevant faculty dean(s)

2.3 Permission from the UP. Survey Committee. The ResEthics Committee facilitates this permission. We need the following additional documents:

- a) Survey Committee checklist (attached)
- b) UP data management plan template (attached).

3. Once the student submits the ethics application, it follows the following route for approval:

- a) Department: Supervisor → ResCom Chair (where applicable) → HoD
- b) Deputy Dean approval
- c) Ethics Committee Administrator for Review
- d) Ethics Review
- e) It is then conditionally approved
- f) If all the documents are in order, I send the application to the Survey Committee for review
- g) If further revisions are required, the researcher must upload the revised documents under the docs due' tab on the ethics system. I review and then send the application to the Survey Committee for review
- h) The Survey Committee reviews then send a response directly to the relevant researcher
- i) The researcher must then upload the response letter from the Survey Committee, under the docs due' tab on the ethics system. I again review and make a final recommendation