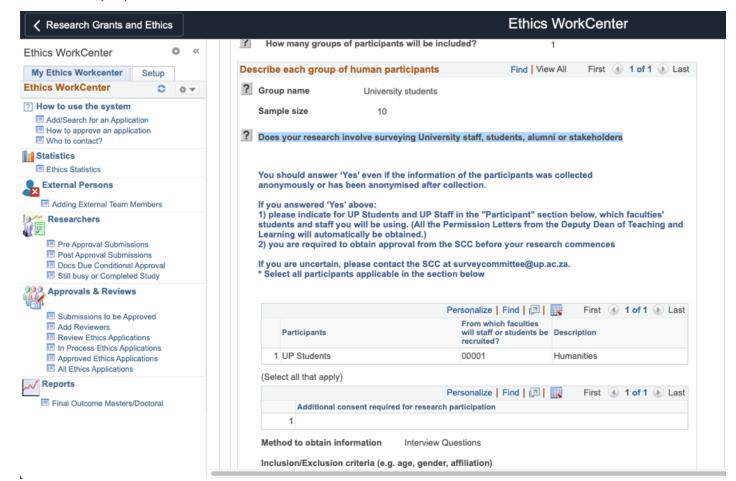
Research Involving UP Staff and/or Students

For those students who plan on conducting research on UP students for a dissertation, minidissertation 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
- a) 'YES' to the question, Does your research involve surveying University staff, students, alumni or stakeholders
- b) The Faculty where students will be recruited must also be indicated (see screenshot example)



- 2. The following permissions and supporting documents are required:
- 2.1 Permission from the HoD and Course Coordinator
- 2.2 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