

10 June 2021

FEBE: ETHICS SUBMISSION AND REVIEW PROCEDURE

Please note that the FREC meetings will take place 2 weeks before the FHDC meetings to ensure sufficient time for the review of ethics compliance forms and issuing the certificates.

Steps for submission and approval

1. Student complete the FREC 1.1 - Ethical compliance form for engineering students
2. Supervisor review and sign the form and send to HoD for approval.
3. Once all signatures are obtained on the form, the supervisor should e-mail the document to the PGO Mrs Taylia Green at FEBE-Ethics@cput.ac.za before or on the submission due date for the FREC meeting and copy the departmental representative of the FREC.
4. The PGO must acknowledge receipt of the document.
5. The secretariat for the FREC meeting will compile an agenda for the meeting.
6. The agenda will be circulated at least 48 hrs before the meeting.
7. The departmental representative should ensure that all items submitted are on the agenda and should engage the PGO and secretariat prior to the meeting to discuss any discrepancies.
8. The documents will be reviewed during the meeting.
9. When approved, the certificate will be e-mailed to the supervisor within 24hrs of the meeting.
10. The student should upload the ethics certificate and the evidence of data permission letter HDC Digital proposal submission tab under tab 'Current data collection statement'. Ensure that the certificate is the first page.
11. Those with provisionally accepted ethics applications will be notified and resubmit the revised document within 48 hrs of receipt to the PGO.
12. The secretariat will round-robin the resubmissions to the FREC members for approval.
13. A certificate will be issued to the supervisor to follow the procedure as described in 10 above.
14. Should the resubmission not be done within 48 hrs, the document will have to serve at the next FREC meeting, and the proposal will not serve for approval at the subsequent FHDC meeting.

FEBE FREC Submission due dates 2021

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12-Jan	02-Mar	13-Apr	25-May	29-Jun	17-Aug	28-Sep