

**FACULTY OF BUSINESS AND MANAGEMENT SCIENCES FACULTY
RESEARCH ETHICS COMMITTEE (FREC) MEETING SCHEDULE DATES FOR THE YEAR 2021**

	MEETING	SUBMISSION DATES
1	QUARTER 1	TUESDAY 16 FEBRUARY 2021
2	QUARTER 2	TUESDAY 20 APRIL 2021
3	QUARTER 2	TUESDAY 1 JUNE 2021
4	QUARTER 3	TUESDAY 10 AUGUST 2021
5	QUARTER 4	TUESDAY 05 OCTOBER 2021

NOTE:

- (a) Late submissions will NOT be accepted;
- (b) All departments must have an effective research committee to compile agenda and review;
- (c) All submissions to be made electronically to FBMSETHICS@CPUT.AC.ZA by the Supervisor or HOD or Chairperson of Departmental Research Committee (DRC) and must include the following:
 - 1. Departmentally approved research proposal using the Faculty approved template;
 - 2. Consent letter or permission letter;
 - 3. Duly completed REC5 and signed by designated officials;
 - 4. Draft data collection instrument with Informed Consent;
 - 5. Similarity (originality) report of research proposal:
 - (a) not exceeding 12% excluding cover page, table of contents, grocery of words and definitions, and list of references;
 - (b) bears the full name of the student/researcher and the research title;
 - (c) Exclude word count matches set to < 5;
- (d) Departments must take full responsibility for quality of submissions;
- (e) Incomplete submissions will not be served at the meetings if not on the agenda;