Application number: Research start date:

Date received: Research end date:

Unitec Human Ethics Application – Form C

**FOR APPROVAL FOR A RESEARCH COMPONENT OF A TEACHING PROGRAMME**

(All applications are to be typed and presented using language that is free from jargon and comprehensible to lay people)

Section A: General Information

**Title of Degree/Qualification:**

**Course Title, Number & Credit Value:**

Applicant Details

Course Co-ordinator name (as the applicant):

Address (building and room number):

Title/Department:

Highest Qualification:

Telephone:

Email Address: Click here to enter text.

Campus **(*mark all that apply):***  Albany  Mt Albert  Waitakere

Evidence of experience/awareness/knowledge of research ethics (please summarise):

List the Attachments to your Application

Course Outline (from current programme document)

Lecture/resource material as supplied to students (e.g. protocols, PowerPoint’s, student notes, etc)

Other:

Applications that are incomplete, lacking the appropriate signatures or submitted after  
the specified application deadline date will not be processed. This will mean delays for the project.

Applications must be submitted in the following formats:

One signed hard copy to be sent or hand delivered to the Ethics Secretary at:

Research Office and Postgraduate Centre  
Penman House  
Building 55, Level 1  
Unitec Mt Albert Campus  
Gate 4, 139 Carrington Rd  
Mt Albert, Auckland

One electronic copy complete with supporting documents to be emailed to the Ethics Secretary at: [ethics@unitec.ac.nz](mailto:ethics@unitec.ac.nz)

Note: If no hard copy, complete signed e-copies of applications will be accepted.   
E-copies to be sent to: [ethics@unitec.ac.nz](mailto:ethics@unitec.ac.nz)

Note: Email trails are unable to be accepted in lieu of signature/s.

Section B: Involvement of Humans as Participants

Could some projects in this course involve humans as participants?  Yes /  No

Could some projects in this course adversely affect humans as participants? (e.g. physically, culturally, socially, financially, psychologically, emotionally)  Yes /  No

Section C: Methodology/Type of Project and Methods

What methods will you be using? *(mark the appropriate boxes)*

Questionnaire

Focus Group

Interview

Experimental, Observational or Interventional Study

Other (please specify)

Will electronic media (e.g. email or the internet) be used for the collection of data from  
participants?  Yes /  No

Please attach examples of relevant protocols and/or procedures that students will be using.

Section D: Research Coordination Process

What processes will be employed by the course coordinator to ensure the rigour of each student’s project (e.g. proposal preparation, ongoing supervisor contact, data collection techniques having supervisor approval, and prevention of inducements)?

Section E: Meeting Ethical Principles

Please describe below how you will ensure that students address the following principles (as applicable):

* Informed and voluntary consent
* Respect for rights and confidentiality and preservation of anonymity
* Minimisation of harm
* Cultural and social sensitivity (including Maori participation)
* Limitation of deception
* Respect for intellectual and cultural property ownership
* Avoidance of conflict of interest
* Research design adequacy

Section F: Data Security

You must ensure that Students are made aware of the following points:

* Only the researcher and primary supervisor will have access to the data, and that anonymity of the participant, in relation to their data, will be preserved in all instances.
* Data will be kept secure from unauthorised access for at least 5 years following the conclusion and/or publication of the study, stored at Unitec, and physically destroyed thereafter.
* Data will NOT be used other than for the purpose originally conveyed to the participants.

Section G: DECLARATION (Complete appropriate box)

COURSE CO-ORDINATOR/ACADEMIC STAFF APPLICANt

The information supplied is, to the best of my knowledge and belief, accurate. I have considered the ethical issues involved in research and believe that I have adequately addressed them in advance of our student projects. I have read the current guidelines and policy for ethical approval for research involving human participants, published by the Unitec Research Ethics Committee (UREC), and clearly understand my obligations and the rights of participants. I understand that if the methods used in this course/programme/ research change in any ethically-significant way, or exceed those approved by UREC, I must inform UREC and obtain their written approval before proceeding. I will comply with all other Unitec policies and the laws of New Zealand.

Staff Applicant’s Signature:Date:

Print Name:

PROGRAMME LEADER

**The information supplied is, to the best of my knowledge and belief, accurate. I have considered the ethical issues involved in research and believe that the principal applicant has adequately addressed them in advance of our student projects. I have read the current guidelines and policy for ethical approval for research involving human participants, published by the Unitec Research Ethics Committee (UREC). I understand that if the methods used in this course/programme/research change in any ethically-significant way, or exceed those approved by UREC, the principal applicant will inform UREC and obtain their written approval before proceeding. I endeavour to oversee that the principal applicant complies with all other Unitec policies and the laws of New Zealand.**

Programme Leader’s Signature:Date:

Print Name:

HEAD OF DEPARTMENT

**I declare that to the best of my knowledge, this application complies with Unitec’s Research Ethics Policy and Research Ethics Guidelines and that I have approved its content and agreed that it can be submitted.**

Head of Department Signature:Date:

Print Name: