NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

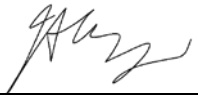
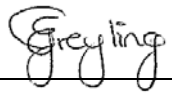
Research Ethics Committee of the Faculty of Education (EduREC)

SOP_EDUREC_2.2

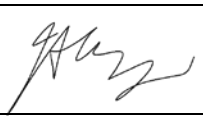
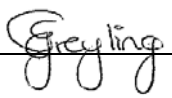
STANDARD OPERATING PROCEDURE (SOP) FOR RESEARCH ETHICS APPLICATIONS

Acknowledgment is given to documentation from the Education, Management, Humanities and Social Sciences Research Ethics Committee (EMHS-REC) and Health Research Ethics Committee (HREC) as used in the compilation of this SOP.

1. COMPILATION AND AUTHORISATION

Action	Designated person	Signature	Date
Compiled by	Prof. JAK Olivier (EduREC chairperson)		2018/07/19
Checked by	Mrs Erna Greyling (committee administrator)		2018/07/19
	EduREC		2018/07/26
	Faculty of Education Research and Innovation Committee		2018/08/02

2. DISTRIBUTION

Department/Unit	Name	Signature	Date
Chairperson on behalf of EduREC	Prof. JAK Olivier		2018/08/03
Deputy Dean: Research and Innovation	Prof. Washington Dudu		2018/08/03
Faculty of Education	Mrs Erna Greyling		2018/08/03

2. DOCUMENT HISTORY

Version 1: 12 March 2018 – based on existing operating documentation as compiled by the Research Ethics Committee of the Faculty of Education (EduREC) and provided to members of the Faculty.

Version 2: 19 July 2018 – revisions made to align the SOP with the revised structure in the Faculty.

3. PURPOSE OF THE SOP

The purpose of this SOP is to provide researchers with a clear systematic procedure to follow when applying for ethics approval of low-risk (cf. 4) applications within the Faculty of Education. Applications of a higher risk and where vulnerable participants (such as minors) are involved even in a peripheral capacity are then channelled to applications at the Education, Management, Humanities and Social Sciences Research Ethics Committee (EMHS-REC) or Health Research Ethics Committee (HREC) as applicable.

4. RISK LEVELS RELEVANT TO THIS ETHICS COMMITTEE

The following risk levels and risk level descriptors are used within the EduREC:

Risk level	Description
1. High risk Research involving human participants in which there is a real and foreseeable risk of psychological harm and/or social stigmatisation or persecution – which may lead to serious adverse event, if not managed in a responsible manner	• Any research deemed to present potential severe consequences for whatever reason by any applicant or committee • Any research with children (Ages 17 and younger). • Research with people suffering from psychological conditions that affect their cognitive, behavioural, or social functioning so that they cannot take informed decisions on their own behalf. • Research involving high-risk sensitive ethical dilemmas in society. • Research that may adversely affect public or environmental safety or sensitive ecosystems.
2. Medium risk Research involving human participants in whom there exists a potential risk of physical, emotional and/or psychological harm and/or social stigmatisation, prosecution or persecution. However, appropriate steps can be taken to mitigate or reduce the overall risk of this occurrence(s) and that it is not expected that the research will cause severe consequences	• Research with people suffering from psychological conditions that affect or social functioning so that they cannot take informed decisions for example PTSD, trauma, other similar diagnosed conditions. • Research involving medium-risk sensitive ethical dilemmas in society. • Research involving face-to-face psycho-social contact with participants that can be considered more sensitive for example interviews, focus groups on more controversial topics. • Any psycho-social intervention studies in communities. • Non-clinical research/research with vulnerable communities/people, for example older persons and their caregivers, patients and health-care professionals, persons with life-threatening diseases and their care givers, people living with HIV, wards of the state and guardians or care-givers, employees and employers, prisoners and the relevant prison authorities, members of the SA Defence Force and their supervisors, mentally ill persons, special care with women – no clinical research with pregnant women or foetuses, own direct students. • Interventions based on professional and/or scientific protocols with medium-risk potential.
3. Low risk Research involving human participants in whom the only foreseeable risk of harm is the potential of minor discomfort or inconvenience (e.g. time and some boredom). The aforementioned risk can also be easily mitigated and addressed by the researcher.	• Research on relatively uncontroversial topics. • Study population are consenting adults (18+ years). • Survey research conducted on non-vulnerable adult participants that can be returned anonymously/confidentially. • Face-to-face surveys on non-sensitive topics by means of validated interview schedules. • Documented data or analyses with identifiable human participants. • Questionnaire, scale, or instrument development/validation. • Interventions based on professional, scientific protocols with low-risk potential. • Projects approved by other recognised ethics committees higher education and research institutions. • This excludes research where vulnerable communities/people (such as learners) are present in the research context even in a peripheral capacity.
4. Exempt Research does not involve human participants. Therefore, the probability or magnitude of harm or discomfort anticipated in the research is not greater than that of ordinary experienced life	• Systematic/literature reviews, meta-analysis or use of previously constructed databases without identifiable human participants (secondary analysis). • Publicly available data for example information from corporate reports and websites. • Document/artefact analyses without identifiable human participants. • Public observation without interaction or intervention.

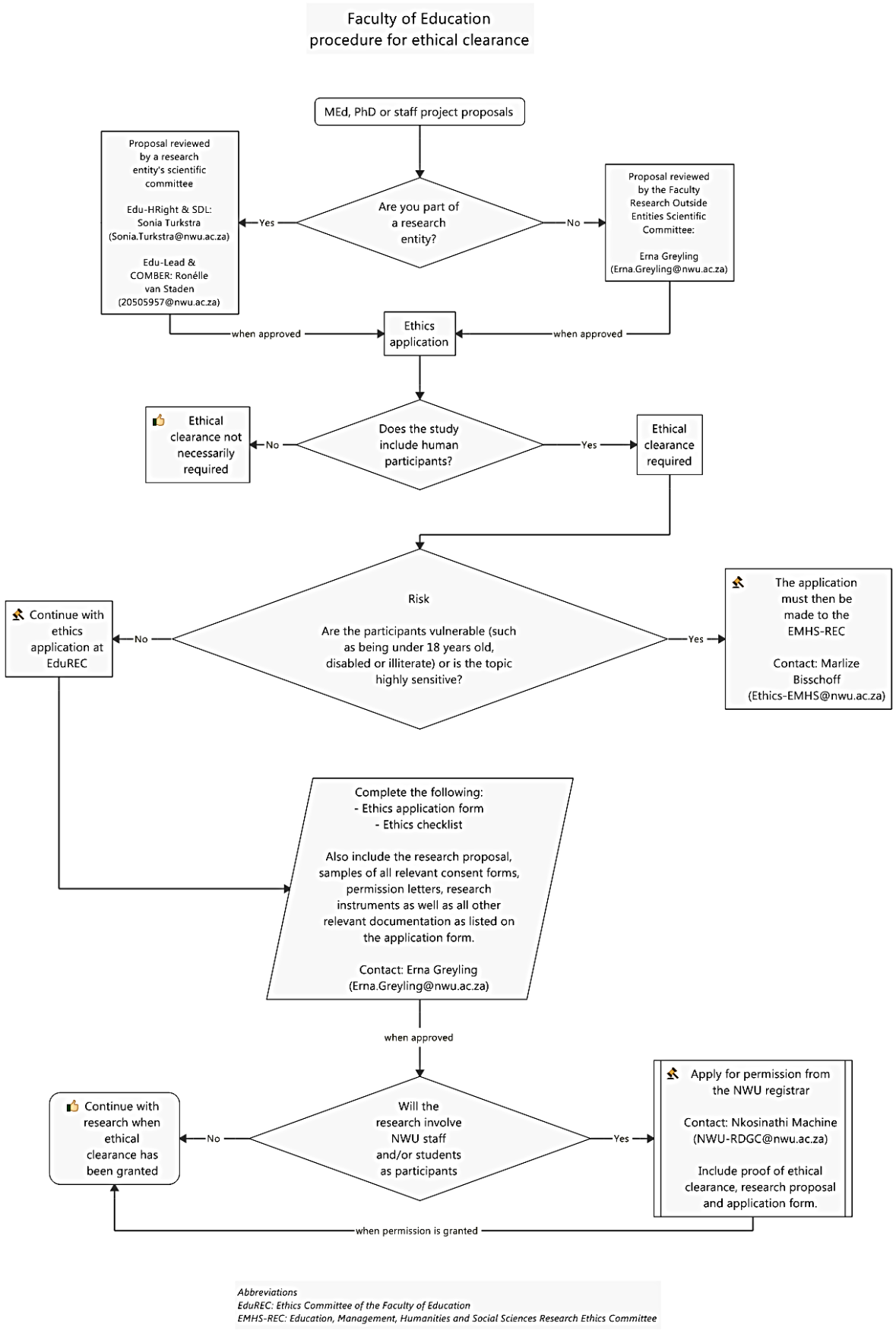
5. RESPONSIBILITIES

The responsibility lies with the researcher (employee of the University) or supervisor to ensure that research ethics approval is obtained in time before a study is started and that the study is conducted according to the approved proposal. The supervisor remains the primary accountable person for the way in which the study obtained ethics approval and is conducted. The EduREC and the Ethics Office administrator communicate with the researcher or supervisor and not the student. The latter is the responsibility of the supervisor.

6. PROCEDURE

Research proposals (for postgraduate studies and projects) have to be reviewed by one of the scientific committees within the Faculty of Education. These committees evaluate the scientific content of the application and then determine the risk level. In the case of a low risk application a research ethics application can then be made at EduREC. Contact is made with the administrative office handling ethics matters within the Faculty of Education after which the procedure documents and relevant forms are provided.

Application is then made by means of the official application form and by submitting all relevant addenda – such as the checklist, accepted research proposal, CVs, research instruments, consent letters, permission letters and any other relevant documents. The process followed within the Faculty can also be explained as follows:



The following checklist must accompany every application:

Research Ethics Committee of the Faculty of Education (EduREC)

Navorsingsetiekkomitee van die Fakulteit Opvoedkunde

Submission checklist - Indieningsaftiklys

	Yes **Ja**	***No*** **Nee**	***N/a*** **N.v.t.**
1. Has the project team been fully described? 1. Is die projekspan volledig aangedui?			
2. Has the project already been approved by the research or programme committee? 2. Is die projek reeds deur 'n navorsings-/programkomitee goedgekeur?			
3. Have the objectives of the project been fully described? 3. Is die projekdoelstellings duidelik gestel?			
4. Are the project design and procedures, etc., appropriate to achieve the project goals? 4. Is die projekontwerp en -prosedures ens. geskik om die projekdoelstellings te bereik?			
5. Is it clear what is expected of the participants in the project? 5. Word dit duidelik gestel wat van die deelnemers verwag word?			
6. Are there measures in place to take care of any discomfort/inconvenience of participants and to see to their welfare? 6. Is daar maatreëls in plek om enige ongerief van die deelnemers te beperk en na hulle welstand om te sien?			
7. Is there any intrusion into the privacy of participants'? 7. Word die deelnemers se privaatheid geskend?			
8. Is the project head/researcher, etc., competent to execute the required procedures/techniques? 8. Is die projekhoof/navorser ens. bevoeg om die betrokke prosedures/tegnieke uit te voer?			
9. Does the study involve participants who are particularly vulnerable or unable to give informed consent? (e.g. children, people with learning or other mental of physical disabilities, people who are incarcerated, unemployed or otherwise compromised in responding to your questions). 9. Sluit die studie enige deelnemers in wat veral kwesbaar is of wat nie ingeligte toestemming sal kan verleen nie? (bv. kinders, mense met leer- of ander geestes- of fisiese gestremdhede, mense wat onder korrektiewe toesig, werkloos of andersins blootgestel word in die beantwoording van jou vrae)			
10. Must informed consent/assent/goodwill permission be obtained? 10. Moet ingeligte toestemming/instemming/ welwillendheidstoestemming verkry word?			
If so, from the children/learners? Indien wel, van die kinders/leerders?			
Parents? Ouers?			
Students? Studente?			
Teachers? Die onderwyser?			
School principals? Skoolhoofde?			
School governing body? Skoolbeheerliggaam?			
Education department? Onderwysdepartement?			

Lecturers? Lektore?			
Deans? Dekane?			
A university's gatekeeper? 'n Universiteit se hekwagter?			
Any other party? (Stipulate) Ander (meld asb.)?			
11. Will the study require the cooperation of a gatekeeper for initial access to the groups or individuals to be recruited? (e.g. learners at school, university students, residents of a nursing home or any study requiring permission from the Minister of Basic Education, a tribal chief or village elders) 11. Sal die studie enige samewerking van 'n hekwagter vir aanvanklike toegang tot die groepe of individue wat betrek gaan word benodig? (bv. leerders by 'n skool, universiteitstudente, inwoners van 'n ouetehuis of enige studie wat toestemming verlang van die Minister van Basiese Onderwys, 'n stamhoof of oudstes van 'n stam)			
12. Will it be necessary for participants to take part in the study without their knowledge and consent at the time? (e.g. covert observation of people) 12. Sal dit nodig wees vir deelnemers om deel te neem sonder hulle medewete of toestemming ten tyde van die navorsing? (bv. observering van mense sonder hulle medewete)			
13. Will the study involve discussion of or questions about a sensitive topic? (e.g. sexual activity, drug use, crime, harassment, violence, etc.) 13. Sal die studie die bespreking van of vrae oor sensitiewe onderwerpe behels? (bv. seksuele aktiwiteit, dwelmgebruik, misdaad, teistering, geweld ens.)			
14. Will this study obtain information which will not lead to the benefit of participants? 14. Sal die studie enige inligting inwin sonder enige voordeel tot die deelnemers?			
15. Could the study induce physical, psychological or social stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life? 15. Kan die studie enige fisiese, psigologiese of sosiale spanning of angs veroorsaak of skade oftewel negatiewe gevolge laat buiten die risiko's wat onder normale lewensomstandighede verwag sou word?			
16. Has it been made clear that participation is voluntary and that a participant may withdraw at any time, without giving reasons to do so? 16. Word dit duidelik gestel dat deelname vrywillig is en dat die deelnemers enige tyd sonder opgaaf van redes kan onttrek?			
17. Has it been made clear that withdrawal from the project will not be held against the participants? 17. Word dit duidelik gestel dat enige onttrekking van die projek nie teen die deelnemers gehou sal word nie			
18. Will the confidentiality of participants be assured? 18. Sal die vertroulikheid van deelnemers verseker word?			
19. Will the study require the identification of individuals for follow-up evaluation? 19. Sal die studie vereis dat individue geïdentifiseer moet word ter wille van opvolgevaluering?			
20. Has information been clearly provided about who to contact for further information about the project? 20. Word duidelike inligting gegee oor wie om te kontak vir meerdere inligting oor die projek?			
21. Is there clear information about how the participants will be selected? 21. Word duidelike inligting gegee oor hoe die deelnemers geselekteer sal word?			
22. Is there clear information about how the data will be collected? 22. Word duidelike inligting gegee oor hoe data ingesamel sal word?			
23. Are participants mislead in any way? 23. Word die deelnemers op enige wyse mislei?			

24. Has the project been approved by NWU's Statistical Consultation Services? 24. Is die projek deur die NWU se Statistiese Konsultasiediens goedgekeur?			
25. Where applicable, is it clear how participants will be allocated to groups? 25. Is dit, waar toepaslik, duidelik hoe die deelnemers in groepe verdeel sal word?			
26. Is ethical accountability assured throughout? 26. Word etiese verantwoordbaarheid deurgaans verseker?			
27. Have the measuring instruments, including questionnaires, psychometric tests, checklists for observation, initial questions for interviews, etc., been attached? 27. Is die meetinstrumente w.o. vraelyste, psigometriese toetse, stiplyste vir waarneming, inisiële vrae vir onderhoude, ens. aangeheg?			
28. Will this research involve participants who are engaged in illegal activities, or be at risk of breaking the law by taking part in certain activities or may the research reveal information that requires action on the part of the researcher or NWU which could place the participant or others at risk? 28. Sal die navorsing enige deelnemers betrek wat aan onwettige aktiwiteit deelneem of 'n risiko loop om aan sulke aktiwiteite deel te neem of mag die navorsing inligting blootlê wat aksie van die navorser of NWU vereis wat die deelnemer of ander bloot kan stel?			
29. Will financial remuneration (other than reasonable expenses and compensation for time) or remuneration of any other kind be offered to participants? 29. Gaan enige finansiële belonings (anders as billike uitgawes en kompensasie vir tyd) of enige ander belonings aan die deelnemers gebied word?			
30. Are you planning on making use of NWU students or direct and secondary/contracted staff members in this research? 30. Beplan jy om gebruik te maak van NWU-studente of direkte en sekondêre/kontrakpersoneel vir hierdie navorsing?			
31. Are you aware that if you involve NWU staff or students in the study permission will have to be sought from the institutional registrar prior to the commencement of research? 31. Is jy bewus daarvan dat indien NWU-personeel of -studente by die studie betrek word daar toestemming van die institusionele registrateur verkry moet word voordat die navorsing mag gedoen word?			
32. Have you used the NWU's official letterhead for any letters and/or consent forms? 32. Is die NWU se amptelike briefhoof vir alle briewe en/of toestemmingsvorms gebruik?			
33. Has the application been language edited sufficiently? 33. Is die aansoek voldoende taalversorg?			
34. Have you ensured that no part of the application has been plagiarised from existing articles, publications or unpublished postgraduate research? 34. Het jy seker gemaak dat geen gedeelte van die aansoek geplagieer is van bestaande artikels, publikasies of ongepubliseerde nagraadse navorsing nie?			
35. Could the image of the NWU, the relevant academic department, your employer, or any other institution however affected by/involved in the project be negatively affected by this research? 35.Kan die beeld van die NWU, die relevante akademiese departement, jou werkgewer of enige instelling wat geaffekteer is met of betrokke is by die projek negatief geaffekteer word deur hierdie navorsing?			

Vulnerable groups raise special issues of informed consent and potential risk. Vulnerability refers to the diminished ability to fully safeguard one's own interests in the context of a specific research project; may be caused by limited capacity or limited access to social goods like rights, opportunities and power (Department of Health. Second edition. Ethics in Health Research. Principles, Processes and Structures, 2015). "Vulnerable" participants are not clearly described, but have been noted to include "… children, prisoners, pregnant women, mentally disabled persons, economically or educationally disadvantaged persons" (Common Federal Policy, 1991). Weijer and Emanuel (2000) consider participants to be vulnerable if they are not in a position to provide informed consent, due to their position (such as being in prison), or not possessing adequate intellectual faculty (such as children or the mentally ill)."Children" here are defined as participants younger than 18 years of age.

Risk: These possible risks are described as an "…invasion of privacy, loss of confidentiality, psychological trauma, indirect physical harm, embarrassment, stigma, and group stereotyping" (Oakes, 2002: 449), and also risks posed to "…a subject's personal standing, privacy, personal values and beliefs, their links to family and the wider community, and their position within occupational settings, as well as the adverse effects of revealing information that relates to illegal, sexual or deviant behaviour" (Economic and Social Research Council (ESRC), 2005: 21). Minimal risk may be defined
as where "…the probability and magnitude of harm or discomfort anticipated in the proposed research are not greater, in and of themselves, than those ordinarily encountered in daily life" (Code of Federal Regulations, 2005).

Signature/Handtekening: Date/Datum:

(Project head/Projekhoof)

The addenda at the end of this document are also provided to applicants (cf. 10.1 and 10.2).

7. REVIEW PROCESS

The applications received by the set deadline every month (as sent out to the Faculty of Education at the start of the year) are then allocated to members of EduREC by the administrator in consultation with the chairperson. At least two critical readers are assigned to each application with the addition of a statistical consultant (a member of the NWU Statistical Consultation Services) for studies where quantitative research will also be relevant. These critical readers will then have a week to review the application(s) allocated to them after which feedback (also in written format) will then be discussed and reported back to applicants at the next committee meeting. The document Guidelines for the evaluation of ethics applications (addendum 10.3) is used in this regard.

Applications can either be accepted as is, accepted with minor modifications that are reviewed by the chairperson (and initial critical readers if necessary), declined with the option of resubmission or declined with the recommendation that an application is made to the Education, Management, Humanities and Social Sciences Research Ethics Committee (EMHS-REC) or Health Research Ethics Committee (HREC) as applicable.

In the case of applications with minor modifications the final approval is granted after the next committee meeting.

8. MONITORING AND EXTENSION

Monitoring is done on an annual basis by means of a monitoring form. Through this process or by applicant request to the committee extensions can also be provided by means of approval at a committee meeting.

9. REFERENCE DOCUMENTS

The following documents inform the SOP

- HREC SOP for the research ethics approval application process
- The National Health Act, No 61 of 2003.
- Regulations Relating to Research with Human Participants, 19 September 2014.
- Ethics in Health Research: Principles, Processes and Structures (Department of Health, 2015).
- Risk level descriptors for human participants, animals and environmental impact.
- The Rules for the Management of research ethics at the North-West University, 2016.

10. ADDENDA

10.1 Informed consent template

10.2 Confidentiality agreement
10.3 Guidelines for the evaluation of ethics applications

10.1 Informed consent template

Private Bag X6001, Potchefstroom
South Africa 2520

Tel: 018 299-1111/2222
Web: http://www.nwu.ac.za

Faculty of Education

(Research entity details)

Tel: 018 111 1111
Email: Name.Surname@nwu.ac.za

(Recipient name)
(Recipient address)
(Recipient address)
(Recipient address)

Date

PARTICIPANT INFORMATION AND CONSENT FORM

I herewith wish to request your consent to participate in this research, which involves teachers from primary and secondary schools. Before you give consent, please acquaint yourself with the information below.

The details of the research are as follows:

TITLE OF THE RESEARCH PROJECT:

xxx.

PROJECT SUPERVISOR: xxx
CO-SUPERVISOR: xxx
ADDRESS: xxx
CONTACT NUMBER: 018 299 xxx

MEMBER OF PROJECT TEAM MEd-Student: xxx
ADDRESS: xxx
CONTACT NUMBER: xxx

FACULTY OF EDUCATION RESEARCH ETHICS COMMITTEE
Contact person: Ms Erna Greyling, E-mail: Erna.Greyling@nwu.ac.za, Tel. (018) 299 4656

This study has been approved by the Ethics committee of the Faculty of Education Sciences of the North-West University and will be conducted according to the ethical guidelines of this committee. Permission was also asked from the Department of Basic Education as well as the school principal.

What is this research about?
The aims of this research is:

- xxx.

- xxx.

Participants

- xxx.

What is expected of you as participant?

xxx.

Benefits to you as participant

xxx.

Risks involved for participants

xxx.

Confidentiality and protection of identity

xxx.

Dissemination of findings

xxx.

If you have any further questions or enquiries regarding your participation in this research, please contact the researchers for more information.

DECLARATION BY PARTICIPANT:

By signing below, I …….…….. agree to take part in a research study entitled:

The relationship between the professional wellbeing of teachers and principals' leadership styles.

I declare that:

- I have read this information and consent form and understand what is expected of me in the research.
- I have had a chance to ask questions to the researcher and all my questions have been adequately answered.
- I understand that taking part in this study is voluntary and I have not been pressurised to take part.
- I may choose to leave the study at any time and will not be penalised or prejudiced in any way.
- I may be asked to leave the research process before it has finished, if the researcher feels it is in my best interests, or if I do not follow the research procedures, as agreed to.

Signed at (place)_____on (date) _____/_____/20____

_____ _____

Signature of participant **Signature of witness**

10.2 Confidentiality agreement

NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

CONFIDENTIALITY UNDERTAKING

entered into between:

I, the undersigned

Prof / Dr / Mr / Ms _____

Identity Number:_____

Address:_____

hereby undertake in favor of the **NORTH-WEST UNIVERSITY**, a public higher education institution established in terms of the Higher Education Act No. 101 of 1997

Address: Office of the Institutional Registrar, Building C1, 53 Borcherd Street, Potchefstroom, 2520

(hereinafter the "NWU")

1 Interpretation and definitions

1.1 In this undertaking, unless inconsistent with, or otherwise indicated by the context:

1.1.1 "Confidential Information" shall include all information that is confidential in its nature or marked as confidential and shall include any existing and new information obtained by me after the Commencement Date, including but not be limited in its interpretation to, research data, information concerning research participants, all secret knowledge, technical information and specifications, manufacturing techniques, designs, diagrams, instruction manuals, blueprints, electronic artwork, samples, devices, demonstrations, formulae, know-how, intellectual property, information concerning materials, marketing and business information generally, financial information that may include remuneration detail, pay slips, information relating to human capital and employment contract, employment conditions, ledgers, income and expenditures and other materials of whatever description in which the NWU has an interest in being kept confidential; and

1.1.2 "Commencement Date" means the date of signature of this undertaking by myself.

1.2 The headings of clauses are intended for convenience only and shall not affect the interpretation of this undertaking.

2 Preamble

2.1 In performing certain duties requested by the NWU, I will have access to certain Confidential Information provided by the NWU in order to perform the said duties and I agree that it must be kept confidential.

2.2 The NWU has agreed to disclose certain of this Confidential Information and other information to me subject to me agreeing to the terms of confidentiality set out herein.

3 Title to the Confidential Information

I hereby acknowledge that all right, title and interest in and to the Confidential Information vests in the NWU and that I will have no claim of any nature in and to the Confidential Information.

4 Period of confidentiality

The provisions of this undertaking shall begin on the Commencement Date and remain in force indefinitely.

5 Non-disclosure and undertakings

I undertake:

5.1 to maintain the confidentiality of any Confidential Information to which I shall be allowed access by the NWU, whether before or after the Commencement Date of this undertaking. I will not divulge or permit to be divulged to any person any aspect of such Confidential Information otherwise than may be allowed in terms of this undertaking;

5.2 to take all such steps as may be necessary to prevent the Confidential Information falling into the hands of an unauthorised third party;

5.3 not to make use of any of the Confidential Information in the development, manufacture, marketing and/or sale of any goods;

5.4 not to use any research data for publication purposes;

5.5 not to use or disclose or attempt to use or disclose the Confidential Information for any purpose other than performing research purposes only and includes questionnaires, interviews with participants, data gathering, data analysis and personal information of participants/research subjects;

5.6 not to use or attempt to use the Confidential Information in any manner which will cause or be likely to cause injury or loss to a research participant or the NWU; and

5.7 that all documentation furnished to me by the NWU pursuant to this undertaking will remain the property of the NWU and upon the request of the NWU will be returned to the NWU. I shall not make copies of any such documentation without the prior written consent of the NWU.

6 Exception

The above undertakings by myself shall not apply to Confidential Information which I am compelled to disclose in terms of a court order.

7 Jurisdiction

This undertaking shall be governed by South African law be subject to the jurisdiction of South African courts in respect of any dispute flowing from this undertaking.

8 Whole agreement

8.1 This document constitutes the whole of this undertaking to the exclusion of all else.

8.2 No amendment, alteration, addition, variation or consensual cancellation of this undertaking will be valid unless in writing and signed by me and the NWU.

Dated at Potchefstroom this _____ 20____

Witnesses:

1 .....

2 ....

(*Signatures of witnesses*) (*Signature*)

10.3 Guidelines for the evaluation of ethics applications

Faculty of Education

Navorsingsetiekkomitee / *Research Ethics Committee*

*Riglyne vir die beoordeling van etiek aansoeke
**Guidelines for the evaluation of ethics applications*

***Let wel:**
Please note:

1. Alle navorsingsvoorstelle moes reeds deur die wetenskaplike komitee goedgekeur gewees het, voordat die etiek aansoek vir oorweging by die Etiekkomitee ingehandig word.

All research proposals must have been approved by a scientific committee, before the ethics application is submitted for consideration to the Ethics Committee.

2. Maak asseblief seker dat al die relevante gedeeltes van die etiek aansoekvorm volledig ingevul is en dat al die relevante bylaes, byvoorbeeld, ingeligte toestemmingsbriewe, toestemming wat reeds van onderwysdepartemente en ander instansies/persone ontvang is, voorbeelde van vraelyste, onderhoudskedules, waarnemingskedules, ander psigometriese materiaal, ensovoorts aangeheg is.

Please ensure that all the relevant sections of the application form have been fully completed. Also ensure that all other relevant documentation is attached, such as any of the following: informed consent letters, letters of permission already received from education departments and any other organisations/persons, copies of questionnaires, interview schedules, observation schedules, any other psychometric material, etc.

3. Neem asseblief in ag dat die navorsingsvoorstel reeds deur wetenskaplike komitee is. Die taak van die Etiekkomitee is dus nie om die reeds goedgekeurde navorsingsontwerp en -metodologie gedeeltes van die aansoek weer te beoordeel nie, tensy daar werklike leemtes bestaan wat tot etiese dilemmas en/of wanpraktyke aanleiding kan gee. In sodanige gevalle moet daar volledige skriftelike motiverings verskaf word, wat die leemtes en die moontlik voortspruitende etiese dilemmas en/of wanpraktyke sal blootlê.

Please take into account that the research proposal has already been approved by scientific committee. It is therefore not the task of the Ethics Committee to once again evaluate the research design and methodology, unless there are serious omissions which may lead to ethical dilemmas and/or misconduct. In such instances, a full, written motivation must be presented which will point out such omissions and any possible ethical dilemmas that may arise.

Projekinligting / *Project information*

NWU Etiekaansoeknommer
NWU Ethics application number .....

Projekhoof
Head of project .....

Student
Student .....

Titel van projek
Title of Project .....

	Ja/ *Yes*	**Nee/ *No***	**N.v.t *n/a***
1. Word die projekspan volledig aangedui? *Has the project team been fully described?*			
2. Is die projek reeds deur 'n navorsings-/programkomitee goedgekeur? *Has the project already been approved by the research or programme committee?*			
3. Word die projekdoelstellings duidelik gestel? *Has the objectives of the project been fully described?*			
4. Is die projekontwerp en prosedures ens. geskik om die projekdoelstellings te bereik? *Are the project design and procedures, etc., appropriate to achieve the project goals?*			
5. Word dit duidelik gestel wat van die deelnemers verwag word? *Is it clear what is expected of the participants in the project?*			
6. Is daar maatreëls in plek om enige ongerief van die deelnemers te beperk en na hulle welstand om te sien? *Are there measures in place to take care of any discomfort/inconvenience of participants and to see to their welfare?*			
7. Word die deelnemers se privaatheid geskend? *Is there any intrusion into the privacy of participants'?*			
8. Is die projekhoof/navorser ens. bevoeg om die betrokke prosedures/tegnieke uit te voer *Is the project head/researcher,etc., competent to execute the required procedures/techniques?*			
9. Moet ingeligte toestemming verkry word? *Must informed consent be obtained?*			
10. Indien wel, van die kind/leerder? *If so, from the child/learner?*			
11. Ouers? *Parents?*			
12. Studente? *Students?*			
13. Die onderwyser? T*he teacher?*			

14. Skoolhoof? *School principal?*			
15. Onderwysdepartement? *Education department?*			
16. Ander (meld asb.)? *Any other party? (Stipulate)*			
17. Word dit duidelik gestel dat deelname vrywillig is en dat die deelnemers enige tyd sonder opgaaf van redes kan onttrek? *Has it been made clear that participation is voluntary and that a participant my withdraw at any time, without giving reasons to do so?*			
18. Word dit duidelik gestel dat enige onttrekking van die projek nie teen die deelnemers gehou sal word nie *Has it been made clear that withdrawal from the project will not be held against the participants?*			
19. Word vertroulikheid verseker? *Is confidentiality assured?*			
20. Word duidelike inligting gegee oor wie om te kontak vir meerdere inligting oor die projek? *Has information been clearly given about who to contact for further information about the project?*			
21. Word duidelike inligting gegee oor hoe die deelnemers geselekteer sal word? *Is there clear information about how the participants will be selected?*			
22. Word duidelike inligting gegee oor hoe data ingesamel sal word? *Is there clear information about how the data will be collected?*			
23. Word die deelnemers op enige wyse mislei? *Are participants mislead in any way?*			
24. Is die projek deur Statistiese Konsultasiediens (NWU) goedgekeur? *Has the project been approved by NWU's Statistical Consultation Services?*			
25. Is dit, waar toepaslik, duidelik hoe die deelnemers in groepe toegedeel sal word? *Where applicable, is it clear how participants will be allocated to groups?*			
26. Word etiese verantwoordbaarheid deurgaans verseker? *Is ethical accountability assured throughout?*			
27. Is die meetinstrumente w.o. vraelyste, psigometriese toetse, stiplyste vir waarneming, inisiële vrae vir onderhoude, ens. aangeheg? *Have the measuring instruments, including questionnaires, psychometric tests, checklists for observation, initial questions for interviews, etc., been attached?*			

28.	Is hierdie metodes van data/insameling geskik om die navorsingsdoelwitte te bereik? *Are these methods of data collection appropriate to achieve the intended research objectives?*			
29.	Is daar enige vrae van 'n sensitiewe aard wat liefs weggelaat moet word? *Are there any questions of a sensitive nature which should rather be omitted?*			
30.	Is die vraelyste vooraf met Statistiese Konsultasie Dienste (SKD) bespreek? *Were the questionnaires discussed with Statistical Consultation Servises (SCS) beforehand?*			
31.	Is al die vraelyste en ander bykomstige dokumente taalversorg? *Were all the questionnaires and other additional documentation language edited?*			

Aanbeveling/ Recommendation

1. Merk asb. u aanbeveling / *Mark your recommendation*

a. Die aansoek is aanvaarbaar in sy huidige vorm en die projek kan onmiddellik in aanvang neem *The application is acceptable in its current form and the project can start immediately*	
b. Die aansoek moet gewysig word en die projek kan in aanvang neem sodra die voorsitter tevrede is met die wysigings *The application needs to be modified and the project can begin as soon as the chairperson is satisfied with the modifications*	
c. Die aansoek moet hersien en heringedien word vir evaluering *The application must be revised and re-submitted for evaluation*	

2. In geval van kategorie b, meld asb. spesifieke sake waaraan aandag gegee moet word.
In the case of category b, please mention specific aspects that need further attention.

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3. In geval van kategorie c, motiveer asb.
In the case of category c, please motivate.

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Handtekening / *Signature*:..... Datum / Date: .....