WINTEC'S HUMAN ETHICS REVIEW PROCESS FLOW CHART

Does your research involve human participants?

YES

Does it involve interviewing/surveying/observing etc. Wintec staff or students?

Is it intended only to be used within your course (and only read by internal supervisors and markers)?

Is it part of your training in professional practice?

Are you certain you will not wish to publish your findings at a later date?

YES → **Ethics approval is required.** Proceed with risk assessment

NO → **Ethics approval is required.** Proceed with risk assessment

YES

NO ethics approval required

BUT;

Ensure that you are familiar with the appropriate Code(s) of Practice, relevant to your discipline of research e.g.

- CBITE (Business)
- CHASP Guidelines and NZ Privacy Act
- Media Arts Journalism
- Media Arts Use of the Human images

NO → (E.g. it is a desk study or literature review) **NO ethics approval required**

Preliminary: Applicants to complete the Wintec **Ethics Screening Questionnaire**, in consultation with their Research Supervisor and/or Research Leader. This helps them determine which type of application is relevant for their research proposal.

Full Application

…where there's significant concern or potential risk to participants or the researcher, a Full Application Form is required, that includes detailed questions regarding:

- Project details
- Treaty of Waitangi
- Other cultural considerations
- Informed consent
- Privacy
- Data Storage.

Form is to be signed by the Researcher and Research Leader

Submitted to the Research Office by 2nd Tuesday of the month and scheduled for HERG's deliberation and consideration

Full HERG meeting - 3rd Thursday of the month

Low Risk Application

…where the nature of the potential/actual risk of harm to participants or the researcher is minimal and no more than is normally encountered in daily life, a Low Risk Application Form is required.

Form to be signed by the Researcher and Research Leader.

Submitted to the Research Office at any time for review by the HERG Chairperson, in consult with the Research office

No HERG meeting required

HERG Chairperson gives final approval and signs off on Low Risk Applications

Additional Approvals

Within Wintec

Institutional Consent is required, where participants are Wintec staff or students

The Institutional Consent Form is signed by the Researcher, in consult with his/ her Research Leader.

Three levels of approval i.e. Head of School/ Centre, Director, CRIE and Dean.

Submitted to the Research Office for onward submission to the Dean for final approval

Outside Wintec

Health and Disability Ethics Committee approval is required for research involving:

- Human participants as health or disability service consumers and their relatives or caregivers
- Volunteers in clinical trials
- Human tissue
- Health information.

HDEC applications are completed online

Others, e.g. consent from companies, organisations or institutions to interview staff, members or students