

**FACULTY OF BUSINESS AND MANAGEMENT SCIENCES**  
**RESEARCH ETHICS COMMITTEE (FREC) MEETING SCHEDULE DATES FOR THE YEAR 2024**

	MEETING	SUBMISSION DATES	MEETING DATES	TIME & VENUE
1	QUARTER 1	THURSDAY 8 FEBRUARY 2024	THURSDAY 22 FEBRUARY 2024	10.00 AM   <b>Face to face</b> -GCM Boardroom 4 <sup>th</sup> FLOOR   Engineering Building.
2	QUARTER 2	MONDAY 22 APRIL 2024	MONDAY 6 MAY 2024	10.00 AM   <b>Virtual</b> - MS Teams 4th FLOOR   Engineering Building.
3	QUARTER 2	WEDNESDAY 29 MAY 2024	WEDNESDAY 12 JUNE 2024	10.00 AM <b>Virtual</b> - MS Teams 4th FLOOR   Engineering Building.
4	QUARTER 3	WEDNESDAY 17 JULY 2024	WEDNESDAY 31 JULY 2024	10.00 AM   <b>Virtual</b> - MS Teams 4th FLOOR   Engineering Building.
5	QUARTER 4	WEDNESDAY 02 OCTOBER 2024	WEDNESDAY 16 OCTOBER 2024	10.00 AM   <b>Face to face</b> - GCM Boardroom 4th FLOOR   Engineering Building.
*	SPECIAL MEETING	WEDNESDAY 13 NOVEMBER 2024	WEDNESDAY 27 NOVEMBER 2024	10.00 AM   <b>Virtual</b> - MS Teams 4th FLOOR   Engineering Building.

**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](mailto:FBMSETHICS@CPUT.AC.ZA) by the **Supervisor or HOD or Chairperson of the Departmental Research Committee (DRC)** and must include the following:
  1. Departmentally approved and signed research proposal using the faculty-approved template,
  2. A proof that the proposal has been scientifically reviewed by the Scientific Review Committee or at least two independent reviewers,
  3. Consent letter or permission letter,
  4. Duly completed REC5 and signed by designated officials,
  5. Draft data collection instrument with Informed Consent (Use the faculty template),
  6. Similarity (originality) report of research proposal:
    - (a) not exceeding 12%, excluding the 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 of the study,
    - (c) Exclude word count matches set to < 5,

- (d) Incomplete submissions will not be served at the meetings if not on the agenda.
- (e) The committee seats two weeks after the submission date, and the feedback is sent within two weeks after the meeting.