

<p>FUNDANI CENTRE FOR HIGHER EDUCATION DEVELOPMENT RESEARCH ETHICS COMMITTEE</p>

MEMBERS

Dr Nosisana Mkonto (Chairperson) – mkonton@cput.ac.za

Mr Thembinkosi Mtonjeni – MtonjeniT@cput.ac.za

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Coopted member

TERMS OF REFERENCE

1. Rationale

- 1.1 To improve the quality of higher education research through ethics.
- 1.2 To develop staff capacity in research ethics.
- 1.3 To develop good practice for higher education research.
- 1.4 To promote openness, accountability, honesty, and respect in research.

2. Objectives

- 2.1 To encourage research that considers participants' rights, safety, and well-being.
- 2.2 To encourage researchers to take ethical responsibility in research.
- 2.3 To protect research participants from harm and exploitation and to guard the participants' rights.
- 2.4 To ensure that the correct procedures in research have been followed (permission received, participants know what the research is about and have agreed to it).
- 2.5 To ensure that the research will not bring the institution into disrepute.

3. Scope and terms of reference

- 3.1 Review research proposals and projects from Fundani CHED staff and RIFTAL applicants.
- 3.2 Advise on all matters of ethics of research.
- 3.3 To develop Fundani CHED staff's capacity through workshops, discussions, seminars, conferences, mentoring, etc.
- 3.4 To collaborate with CPUT Senate Research Ethics Committees.
- 3.5 Advise CPUT staff on higher educational research ethics.
- 3.6 Review proposals outside of Fundani on condition a letter of support from the Faculty/ Unit /Centre's Ethics Committee / Research Committee chairperson is appended.
- 3.7 Review proposals submitted by the Research Integrity office.
- 3.8 Follow up on proposals that have not received ethics clearance.

4. Membership

The committee shall comprise three staff members from Fundani CHED. The committee can co-opt experts from faculties and outside the institution for individual applications or meetings. The Fundani research ethics committee chairperson shall represent Fundani CHED at the Senate Research Ethics Committee.

5. Term of office

The term of office for office bearers is three years. In the absence of the chairperson, the committee shall appoint an acting chairperson to represent FREC.

6. Operating Procedures

- 6.1 The committee shall meet once a term or when the need arises.
- 6.2 For proposals that require urgent attention, a round-robin method is affected.
- 6.3 The meeting dates shall be circulated to Fundani CHED staff.
- 6.4 The Ethics Committee meeting will follow directly after the research committee.
- 6.5 There will be follow-up on proposals that have not received ethics clearance.