SUBMITTING AN ETHICS APPLICATION FOR GCHEd PROJECTS

If you are enrolled in the Graduate Certificate in Higher Education and plan to make public your action learning project in an open seminar, conference or journal, you must apply for ethical clearance to the School of Education's Ethical Review Committee. Ethics approval must be gained before implementing and collecting data in your project.

1. Download the ethics application form from the program website or the Blackboard site for EDUC6102 in the Learning Resources folder.

2. Complete the application form, taking care to include all required information. (Examples of completed ethics applications are available on the EDUC6102 Blackboard site under Learning Resources.)

3. Your application must be submitted as ONE Word document, attached to an email, as follows:

TEACHING STAFF –

Submit your application as ONE Word document, attached to an email. You should include the following declaration in the body of your email:

TEACHING STAFF DECLARATION:

I have read The University of Queensland Guidelines for Ethical Review of Research Involving Humans (http://www.uq.edu.au/research/integrity-compliance/files/human/uq_guidelines.rtf) and agree to abide by them in the conduct of this research. It is understood that this includes the reporting and monitoring roles associated with the approval by The University of Queensland.

Send your email to: Senior Administrative Officer (Research Higher Degrees)
educationethics@uq.edu.au
Ph: (07) 3365 6502

TUTORS (ONLY) -

You submit your application as ONE Word document, attached to an email, to your Course Coordinator. You should include the following declaration in the body of your email:

TUTOR DECLARATION:

I have read The University of Queensland Guidelines for Ethical Review of Research Involving Humans (http://www.uq.edu.au/research/integrity-compliance/files/human/uq_guidelines.rtf) and agree to abide by them in the conduct of this research. It is understood that this includes the reporting and monitoring roles associated with the approval by The University of Queensland.

Your Course Coordinator should then forward the emailed application, including the following declaration in the body of their email:

COURSE COORDINATOR DECLARATION:

I have read the Application and believe it is an accurate indication of the research/data collection to be undertaken.

to: Senior Administrative Officer (Research Higher Degrees)
educationethics@uq.edu.au
Ph: (07) 3365 6502

EXPECTED PROCESSING TIME:

For applications that are straightforward, well-written and easily reviewed, students should expect to be processed in a maximum of two weeks from the date of receipt.

This will take into account the time taken to process the application, review the application, and for the applicant to make any required alterations or corrections and re-submit for final approval.