

Centre for Pavement Engineering Education (CPEE)

GL007: CPEE Guidelines for Human Research Ethics Approval

Approved by	Academic Board
Responsible officer/area	HEO, Academic Board
Audience	Administrative Staff, Students
Related policy, procedures, supporting guidelines & forms	<ul style="list-style-type: none"> • PO006: CPEE Policy on Student Conduct • CO001: CPEE Student Code of Conduct • CO002: CPEE Staff Code of Conduct • GL017: Guideline for Students Utilising Surveys for Research Projects
Relevant external documents and relevant legislation	<ul style="list-style-type: none"> • Australian Qualification Framework (AQF) • Higher Education Standards Framework
Date approved	Version 1.0 - 28/04/2016
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Introduction

Ethical approval is required for all human research. Human research is defined here as research conducted with or about people, their data, and/or their tissue. People can be involved in research by taking part in surveys or interviews, or focus groups. If the CPEE Work Based Project or Industry Research involves human research, a student must apply for ethics approval, and must not begin any research activity until approval is received.

Type of Human Research Permitted

The CPEE will only consider granting ethics approval for the conduct of surveys. The CPEE does not support any other type of research that requires Human Research Ethics Approval. Any survey cannot be distributed unless it includes a participant information sheet and the research has ethics approval. The survey must be reviewed by the Unit Chair, and approved, prior to any distribution.

Exemptions

CPEE supported human research will normally be of a type that is exempt from ethical approval, however students must apply for an exemption before commencing any activity. Exemptions will only be granted where there is negligible risk as defined under the National Statement. Negligible risk research may be defined as research where there is no foreseeable risk of harm or discomfort. Any foreseeable risk must be not more than inconvenience. Examples of inconvenience may include filling in a survey form from which non-identifiable data emanates. Any data from a CPEE supported survey cannot be linked with other data that subsequently allows identification.

Process for Seeking Ethics Approvals

The following steps provide a summary of the CPEE process regarding seeking and obtaining Ethics Approval.

- A student must identify if they believe that they may require Ethics Approval on their **Topic Approval Form**.
- The Unit Chair shall liaise with students who indicate that they may require Ethics Approval. The Unit Chair shall also advise students whose projects appear to require Ethic Approval but have not so indicated. In both cases the Unit Chair will provide advice on any need for ethics approval.
- Once a potential for a project requiring Ethics Approval is identified the student will submit a **Human Ethics Approval Application Form**.
- The application will be considered by Academic Board's Ethics Approval Panel.

Surveys

The default vehicle for the creation and distribution of surveys will be Survey Monkey. Any survey undertaken by a student must be reviewed by the Unit Chair prior to distribution. A survey may only be distributed after approval is obtained from the Unit Chair. A survey must not be modified and/or distributed after approval is obtained.

Students should consult **GL017: Guideline for Students Utilising Surveys for Research Projects** before constructing their survey.