

## HUMAN ETHICS

### INFORMATION FOR SCHOOL OF ENVIRONMENT STAFF AND STUDENTS

- **Ethics Committee Meetings:** the University of Auckland Human Participants Ethics Committee (UAHPEC) meets twice a month (except for January and December) to review Human Ethics applications (see Table 1).
- **School of Environment deadlines:** The School of Environment Ethics Advisors require that researchers submit their ethics applications a week prior to the Research Office deadlines. Due to the high volume of applications received by the Ethics Advisors (Professor Laurence Murphy and Dr Meg Parsons) it is critical that applications are submitted by the School of Environment deadlines, which are timetabled to allow Ethics Advisors' sufficient time to review each application and to give applicants sufficient time to make any revisions (requested by the Ethics Advisors) prior to the Research Office deadlines. Please note that applications received after the School of Environment 2019 Deadlines will not be reviewed until the next review deadline.

**Table 1: Deadlines for Ethics Applications and UAHPEC Deadlines**

School of Environment 2019 Deadlines	Research Office 2019 Deadlines	UAHPEC Meeting Dates
Tuesday, 15 January 2019	Tuesday, 22 January 2019	Wednesday, 13 February 2019 A
Tuesday, 29 January 2019	Tuesday, 5 February 2019	Wednesday, 27 February 2019 B
Tuesday, 12 February 2019	Tuesday, 19 February 2019	Wednesday, 13 March 2019 A
Tuesday, 26 February 2019	Tuesday, 5 March 2019	Wednesday, 27 March 2019 B
Tuesday, 19 March 2019	Tuesday, 26 March 2019	Wednesday, 10 April 2019 A
Tuesday, 2 April 2019	Tuesday, 9 April 2019	Wednesday, 1 May 2019 B
Tuesday, 16 April 2019	Tuesday, 23 April 2019	Wednesday, 15 May 2019 A
Tuesday, 30 April 2019	Tuesday, 7 May 2019	Wednesday, 29 May 2019 B
Tuesday, 14 May 2019	Tuesday, 21 May 2019	Wednesday, 12 June 2019 A
Tuesday, 28 May 2019	Tuesday, 4 June 2019	Wednesday, 26 June 2019 B
Tuesday, 11 June 2019	Tuesday, 18 June 2019	Wednesday, 10 July 2019 A
Tuesday, 25 June 2019	Tuesday, 2 July 2019	Wednesday, 24 July 2019 B
Tuesday, 9 July 2019	Tuesday, 16 July 2019	Wednesday, 7 August 2019 A
Tuesday, 23 July 2019	Tuesday, 30 July 2019	Wednesday, 21 August 2019 B
Tuesday, 6 August 2019	Tuesday, 13 August 2019	Wednesday, 4 September 2019 A
Tuesday, 20 August 2019	Tuesday, 27 August 2019	Wednesday, 18 September 2019 B
Tuesday, 3 September 2019	Tuesday, 10 September 2019	Wednesday, 2 October 2019 A
Tuesday, 17 September 2019	Tuesday, 24 September 2019	Wednesday, 16 October 2019 B
Tuesday, 1 October 2019	Tuesday, 8 October 2019	Wednesday, 30 October 2019 A
Tuesday, 15 October 2019	Tuesday, 22 October 2019	Wednesday, 13 November 2019 B
Tuesday, 29 October 2019	Tuesday, 5 November 2019	Wednesday, 27 November 2019 A

- **Manual:** To write a good ethics application it is critical that you read the material provided by Research Office. In particular the guidelines for conducting research with human participants, and the Applicants Reference Manual need to be consulted. The Applicants Reference Material provides examples of Participant Consent Form and Participant Information Sheet. See:  
<https://www.auckland.ac.nz/en/research/about-our-research/human-ethics/uahpec.html>
- **Online Step-by-Step Course about Human Ethics:** The University provides an online guide about the background to the Human Ethics process, as well as how to create an ethics application. It provides information about the different types of research methods, what information you need to include in your application, as well as the various administrative steps that take place once you submit your ethics application. This is an excellent resource for both staff and students, and can answer many of your ethics questions. See:  
<https://www.coursebuilder.cad.auckland.ac.nz/flexicourses/5066/publish/1/index.html>
- **Student applications:** Student researchers your supervisor is responsible with providing you with guidance about your Human Ethics application. Your questions regarding your application and research methodologies should be directed in the first instance to your supervisor. If your supervisor is unsure of something then the query can be directed at one of the Ethics Advisors. Please remember that you are expected to write your application in consultation with your supervisor, but it is your supervisor who will be required to submit the application through the Research Management Portal.
- **University of Auckland Logos:** Your application is completed online and will also need to include attachments of various documents. This includes a Participant Consent Form (PCF) and Participant Information Sheet (PIS). It is a requirement that the PCF and PIS include the logo for the University of Auckland School you affiliate with (so for most applicants this will be the School of Environment). The logos are available through the University's media and marketing section (which can only be accessed by staff members). Supervisors are responsible for supplying their students with the logos and advising them on the correct layout for PCF and PIS forms.