

# **Principles and Procedures: Conducting Research Involving Wintec Staff and/or Students**

<b>Category:</b>	Research	<b>Policy Number:</b>	AB9 - 5/00 (B)
<b>Title:</b>	Conducting Research involving Wintec Staff and/or Students	<b>Date approved:</b>	7 March 2000
<b>Prepared by:</b>	Research Director	<b>Date of Last revision:</b>	January 2009
<b>Authorised by:</b>	Academic Board	<b>Next Review:</b>	February 2013

## Section A – Principles and Procedures

### 1.0 Procedure for Applying for Permission to use Wintec for Research Purposes

- 1.1 There is a standard application form, which can be obtained from the *Research Office* (refer Appendix 1).
- 1.2 The proposed research activity involving Wintec staff and/or students must first secure preliminary approval from the Head(s) of School or Manager involved.
- 1.3 Requests for permission to conduct research involving Wintec staff and/or students should be submitted to the, *Research Director* at least 14 working days prior to the *scheduled Research Committee meeting date*.
- 1.4 In exceptional circumstances the Chair of the Research Committee (or deputy) may convene a special meeting of the Research Committee members to consider an application. A quorum for such a meeting will be the Chair of the Research Committee or deputy and two other members, one of who must be a Manager/Dean. On request of the Research Manager the Chair of the Research Committee may convene a special meeting of the Research Committee to consider an application. A quorum for such a meeting will be the Chair of the Research Committee, Convenor of the Human Ethics Committee or the Dean.

**Refer Part A (Policy)**

Please click on the [Consent to Conduct Research](#) link for the Consent to Conduct Research involving Wintec Staff/Students Form.