WCCN

Research Policy

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Revision	

Author	Position	Signature	Date
Policy Task Team			2018/01/23

Approved by	Position	Signature	Date
College Senate	Head of Academia		2018/01/23

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/15	Re-branding	Dr T M Bock

SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.

GUIDE FOR RESEARCH AT WCCN

1. INTRODUCTION

In order to maximise the WCCN's research efforts, all research projects that collect student, alumni, faculty, and/or staff feedback will be coordinated through the Office of Institutional Research committee.

The purpose of this policy is to optimize:

- the quality of research conducted;
- the participation of our constituents in data collection efforts; and
- the use of resources by combining, when appropriate, the research needs of individual and the institution.

This policy does not replace the need for Institutional Review Board approval to conduct certain research and assessment projects.

2. APPLICATION PROCEDURE WHERE THE RESEARCH POPULATION ARE STUDENTS OVERSEEN BY THE WCCN SENATE, OR ARE EMPLOYEES OF THE PROVINCIAL GOVERNMENT DEPARTMENT OF HEALTH

- The researcher will write a formal request to the Director of the WCCN) for attention of the Chairperson of the Institutional Research Ethics Committee (IREC).
- Applicants will include a copy of their research ethical clearance from the Higher Education Institution (HEI) where they are registered as Master's or Doctoral students and their research proposal.
- The WCCN IREC will guide the researcher to file a formal application to the Health Research Ethical Committee (HREC) via the National Health Research Department (NHRD).
- The above is an electronic process where the research proposal and proof of research ethical clearance from the HEI where you are registered is uploaded to the following site http://nhrd.hst.org.za.
- Upon ethical permission granted by the HREC the applicant will submit the proof to the WCCN IREC.
- The WCCN IREC will assist the applicant to access the different campuses i.e. Metro West, Metro East, Boland and Southern Cape Karoo via the respective Heads of Campuses.
- See attached flowchart.

3. GUIDELINES FOR DECISION MAKING

Research studies and applications will only be considered if the following criteria are met.

- Applicants must provide evidence of ethical clearance form their respective University ethical committees
- Permission granted from the (NHRD) national Health Research Data base of the Western Cape Government Department of Health
- The applicant has provided the WCCN with a formal written request to use the WCCN as site of data collection
- The applicant has provided the WCCN IREC with a copy of the research proposal.
- The WCCN will not be identifiable as the site of research in the event where the topic is of a sensitive nature.

Research topics are prioritized based on

- the significance of the study for advancing institutional knowledge,
- the potential usefulness of results for improvement, and
- the availability of necessary resources.

4. **COMPOSITION OF THE IREC**

   IREC will be appointed by the WCCN Senate and will consist of the following persons
   Director of the WCCN
   Chairperson with a minimum qualification of a Doctoral degree
   1 Head of Campus
   1 HOD
   4 Educators with a minimum qualification of a Master's degree
   3 Students
   1 Community representative
   1 Legal representative

References

Institutional research and assessment coordination policy.
https://www.google.co.za/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0a hUKEwj5r_ukqdnYAhViAsAKHUCcBqkQFggzMAE&url=https%3A%2F%2Fpolicies.syr.edu%2Fpolicies%2Fu niversity-governance-ethics-integrity-and-legal-compliance%2Finstitutional-research-and-assessment-coordination-policy%2F&usg=AOvVaw0fmpLy9dqSsVK9AJ3GgXtZ [Accessed 15 January 2018]

Structure and Function of research ethics committees in Africa.
https://www.google.co.za/url?sa=t&rct=j&q=&esrc=s&source=web&cd=4&cad=rja&uact=8&ved=0a hUKEwjBrZ-QrdnYAhXOFsAKHQN6CgIQFgg9MAM&url=https%3A%2F%2Fwww.ncbi.nlm.nih.gov%2Fpmc%2Farticle s%2FPMC1779815%2F&usg=AOvVaw0iDZWgMpKllhmIq1DChEvL [Accessed 15 January 2018]