FACULTY OF HUMANITIES

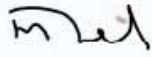# Standard Operating Procedure: SOP_HSSREC_2.1

The establishment of SOPs in the Human Social Sciences Research Ethics Committee

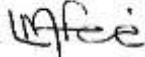| Standard Operating Procedure			
Title	SOP for the establishment of SOPs in the Human Social Sciences Research Ethics Committee		
SOP No	SOP_HSSREC_2.1	**Version No**	2
Date of approval		**Next Revision date**	April 2023
Web address		**Page No**	

1   COMPILATION AND AUTHORISATION

Action	Designated person	Signature	Date
Revised by:	Prof. C. van Eeden	*C. van Eeden*	7 April 2021
Checked by:	Prof. J. Rothmann	*Rothmann*	22 April 2021
Authorised by:	Prof. M. Nel	*Nel*	28 Sep. 21

2   DISTRIBUTION

Department/Unit	Name	Signature	Date
HSSREC	Pr. M. Heyns	*M Heyns*	27/4/21
Faculty of Humanities: Faculty Board	Prof. LM Fourie	*Fourie*	29 Sept 21
Committee for Research, Innovation and Higher Degrees	Prof. M. Nel	*Nel*	28 Sep. 21

3   DOCUMENT HISTORY

Date	Version No	Reason for revision
8 March 2018	1	Revision of 2015 SOP in line with NHREC audit of 30 November 2017. Based on the SOP of the NWU: HREC.
27 April 2021	2	Revision of 2018 SOP in line with NHREC requirements. Based on the SOP of the NWU: HSSREC: 2018.
29 October 2021	3	Final approval of HSSREC SOP documentation by Faculty Board and Deputy Dean Research and Innovation, Faculty of Humanities.

4   PURPOSE OF THE SOP

The purpose of this SOP is to provide a framework for the establishment of all SOPs within the Faculty of Humanities relating to ethics matters, as well as for the Human Social Sciences Research Ethics Committee (HSSREC) further referred to as the HSSREC in all associated documents. Important procedures and processes should be documented to ensure standard and uniform practices in all ethics related activities performed.

5 SCOPE

The scope of this document covers the establishment of all new SOPs for the HSSREC. It covers the responsibilities and procedure(s) to be followed, the essential elements to be included, as well as a template to be used for the establishment of a SOP.

6   ABBREVIATIONS AND/OR DEFINITIONS

Abbreviation/definition	Description
SOP	Standard Operating Procedure
HSSREC	Human Social Sciences Research Ethics Committee
NWU	North-West University
NHREC	National Health Research Ethics Council
NWU: HREC	North-West University Health Research Ethics Committee
SCRE	Senate Committee for Research Ethics

7 RESPONSIBILITIES

All members of the HSSREC should be aware of the procedure to follow for the establishment of a SOP for research ethics within the Faculty of Humanities, to ensure a standardised approach.

8   PROCEDURE(S)

8.1   Should the need arise for the establishment of a new SOP for the HSSREC, a request must be submitted by the chairperson to the Dean of the Faculty of Humanities and to the SCRE.

8.2   The managers of the Faculty and the SCRE will review the request and authorise/decline the establishment of the SOP.

8.3   The decision of approval/disapproval will be communicated to the requestor via email.

8.4   On receipt of approval the requestor will then write the SOP in accordance to SOP_Ethics_2.1: SOP for the establishment of SOPs in the Faculty of Humanities and use the provided template.

8.5   SOPs are numbered using the following prefixes:

For SOPs for the HSSREC: SOP_HSSREC_x.y

8.6   The *approval process* for the SOPs will differ:

8.6.1   When the first draft of the SOP has been written, the draft must be sent electronically to the HSSREC members to perform the checking function. Thereafter the Deputy Dean of

Humanities will perform the authorization function.

8.6.2   The SOPs will then be distributed to the SCRE, the Faculty of Humanities and the Committee for Research Innovation and Higher Degrees, for final approval.

8.6.3   Because the SOP has relevance to the Faculty of Humanities as a whole, it is first discussed with the Deputy Dean of Humanities responsible for research, and then taken to the Executive. Committee (ExCo) of the Faculty of Humanities. During the ExCo a decision can be taken of whether the SOP should be referred back/or to the Faculty Board for approval. The SOP is also sent to the Committee for Research Innovation, Ethics and Higher Degrees and to the SCRE for ratification.

8.7   At any stage the SOP may be referred back to the HSSREC for recommended changes.

8.8   The SOP is finalised, approved and signed by all parties.

8.9   A database of all SOPs is kept in the SCRE Office.

8.10   A record of all SOPs is kept in the SCRE Office.

8.11   SOPs are revised every two years, following the same process that was followed during its development.

8.12   SOPs must be adhered to stringently.

8.13   When a SOP becomes redundant it should be withdrawn and widely communicated.

9   ESSENTIAL ELEMENTS TO BE INCLUDED

SOP identification:

- o   Title
- o   SOP no
- o   Version no
- o   Date of approval
- o   Revision date
- o   Compilation and authorisation
- o   Distribution.

Document history

- o   Purpose of the SOP
- o   Scope
- o   Abbreviations and/or definitions
- o   Responsibilities
- o   Procedure(s) to be followed
- o   Reference documents
- o   Addenda
- o   Any other elements essential to the specific SOP.

10 REFERENCE DOCUMENTS

None.

11 ADDENDA

No	Document name
1	Template for the establishment of a SOP

Addendum 1: Template for the establishment SOP

Faculty of Humanities

	Standard Operating Procedure		
Title			
SOP no		**Version no**	
Date of approval		**Revision date**	
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1 COMPILATION AND AUTHORISATION

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2 DISTRIBUTION

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4 PURPOSE OF THE SOP

5 SCOPE

6 ABBREVIATIONS AND/OR DEFINITIONS

Abbreviation/Definition	Description

7 RESPONSIBILITIES

8 PROCEDURE(S)

9 ESSENTIAL ELEMENTS TO BE INCLUDED

10 REFERENCE DOCUMENTS

11 ADDENDA

No	Document name

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