

HUMAN RESEARCH ETHICS COMMITTEE (HREC) COMPLAINTS PROCEDURE (ADMINISTRATIVE AND OPERATIONAL)

REPORTING ON ADMINISTRATIVE OR OPERATIONAL FUNCTIONS OF THE HREC

To formally lodge a complaint against the administrative or operational functions of the HREC, the "Complainant" must complete this form. Please note that the complaint should have been initially investigated by the FCRE prior to escalation to the HREC, if the FCRE does not resolve the complaint, this form can be used for further investigation by the HREC, ONLY in cases where relevant evidence of FCRE investigation is included.

Complainant details

Title Name and surname

Student/ staff number Contact number

Email address

Department

Faculty

Complaint details

1. Type of complaint (check all the boxes that apply)

Delays in Ethics Review Process	<input type="checkbox"/>
Lack of Communication from the HREC	<input type="checkbox"/>
Inconsistent or Unclear Review Feedback	<input type="checkbox"/>
Improper Handling of Documents	<input type="checkbox"/>
Bias or Conflict of Interest in Review	<input type="checkbox"/>
Failure to Follow Standard Operating Procedures (SOPs)	<input type="checkbox"/>
Unprofessional Behavior by HREC Members	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>
<input type="text"/>	

2. Briefly describe the issue: (Provide specific details, including dates, names, and any supporting information)

3. Have you attempted to resolve this issue before filing this complaint?

Yes

No

If yes, describe the steps taken and any responses received:

4. Are there any documents, emails, or other materials supporting your complaint?

Yes (Attach relevant files) No

5. What outcome or action do you seek from the HREC regarding this complaint?

6. Do you wish for this complaint to remain confidential?

Yes No

7. Do you consent to HREC investigating this complaint, including discussing it with relevant parties?

Yes No

I, _____ (Full name and surname of complainant) confirm that the information provided is truthful to the best of my knowledge.

Complainant signature _____ Date _____

DATA PRIVACY NOTICE

Tshwane University of Technology (TUT) is committed to safeguarding personal information in line with the requirements of the Protection of Personal Information Act No.4 of 2013 (POPIA).

TUT confirms that any personal information collected in terms of this document shall be processed lawfully in compliance with POPIA. The University may, if necessary disclose your personal information to approved third parties or related agents to carry out its function(s) in accordance with the purpose for which the information is requested.

Such disclosure shall always be subject to a written agreement concluded between the University and such a third party (“the recipient”) obligating the recipient to comply with strict confidentiality and all the information security conditions and provisions as contained in the POPIA.

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