



**Tshwane University
of Technology**

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Human Research Ethics Committee

18 March 2025

Ref #: REC2025=03=001=Memorandum

MEMORANDUM

To: All TUT Faculties

Subject: Urgent Notice - Consolidation of HREC Resubmissions

Dear Colleagues,

To streamline the handling of **Human Research Ethics Committee (HREC) resubmissions** and reduce the administrative burden and potential oversights associated with processing individual submissions on a daily basis, we are implementing a **new procedure for any resubmissions to the HREC following a full review.**

New HREC Resubmission Process:

Effective immediately, all **resubmissions** and any outstanding backlogs must be **consolidated** at the **Faculty Committee for Research Ethics (FCRE)** level and submitted to HREC **only on the designated due dates** listed below (Table 1). Submissions through the FCRE's and any queries should occur through the relevant HREC administrative staff: ItsueniMM@tut.ac.za; MofokengPP@tut.ac.za; REC@tut.ac.za (cc all).

No resubmissions outside these dates will be accepted. Feedback from the HREC can be expected after 21 working days in alignment with the HREC Terms of Reference and Standard Operating Procedures.

