



## Ethical Research Practices (Doctoral or Research Masters Students)

This form is to be completed by the student and supervisor and submitted to the Monash Institute of Graduate Office at the time of Graduate Research enrolment.

The function of this form is to ensure research students are aware of the university guidelines on ethical research practices and remind you that ethics approval may be required for your research project. **This form is not an application for ethics approval.**

### Personal Details

Student ID

Degree: \_\_\_\_\_ Faculty: \_\_\_\_\_

Family Name \_\_\_\_\_

Given Names: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Commencement date of research: Day  Month  Year

Commencement date of Scholarship (if applicable): Day  Month  Year

Main Supervisor: \_\_\_\_\_

Prior to commencing your research degree you are required to read and discuss with your supervisor, the university guidelines for responsible practice in research and research misconduct.

Can be found at the Ethics & Compliance link: <http://intranet.monash.edu.au/researchadmin/ethics.php>

I have read and understood the university guidelines on ethical research and research misconduct.

Refer to the following links:

National Health and Medical Research Council: <http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>

Monash University Policy Bank: <http://policy.monash.edu.au/policy-bank/academic/research/responsible-conduct-of-research-policy.html>

I certify that the research I undertake in the course of my degree will conform to university guidelines

A research project may require ethics clearance from the relevant Monash committee (and some external bodies) if it deals with animal ethics, human ethics, biosafety (recombinant DNA technology) or ionising radiation issues. Please indicate below if your project will require ethics clearance (further details available over-page):

#### Approval required:

<b>Human ethics</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	To be determined	<input type="checkbox"/>
<b>Animal ethics</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	To be determined	<input type="checkbox"/>
<b>Ionising radiation</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	To be determined	<input type="checkbox"/>
<b>Biosafety</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	To be determined	<input type="checkbox"/>

If approval has been obtained for this project, please complete the following:

Approval Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Committee: \_\_\_\_\_

<b>Student</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Name</b>	<b>Signature</b>	<b>Date</b>

<b>Main Supervisor:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Name</b>	<b>Signature</b>	<b>Date</b>

**Human ethics**

Monash University requires researchers to obtain a clearance for any research in which humans are involved. The University has a central human ethics committee - the Monash University Human Research Ethics Committee (MUHREC). Ethics approval must be granted before the research can proceed.

Ethics clearance may be required for research which involves:

- interviewing
- circulation of a questionnaire
- the conduct of a survey involving a volunteer sample
- observation of human behaviour
- clinical trials
- collection of any human tissue, including discarded tissue

For further information, please contact:

Human Ethics Officer, Monash Research Office

Ph: 9905 2052 Fax: 9905 1420

<http://www.monash.edu.au/researchoffice/human/>

**Animal ethics**

Any person at Monash University who wishes to use animals in research or teaching must first obtain approval from their School or Faculty Animal Ethics Committee (AEC). Only after approval by their AEC the project may commence.

For further information, please contact:

Animal Ethics Office, Faculty of Medicine, Nursing and Health Sciences.

Ph: 9905 5121

<http://www.monash.edu.au/researchoffice/animal/>

**Biosafety clearance**

The Monash University Institutional Biosafety Committee which operates as an Institutional Biosafety Committee (IBC) under the Gene Technology Act.. All research conducted by Monash University staff and students involving genetic manipulation experimentation requires clearance from the Biosafety Committee.

For further information, please contact:

Secretary, Biosafety Committee, Monash Research Office

Ph: 9905 5162 Fax: 9905 3831

<http://www.monash.edu.au/researchoffice/biosafety/>

**Ionising radiation clearance**

The Occupational Health and Safety Policy Statement describes the role and terms of reference of the Occupational Health and Safety Policy Committee. While a separate Victorian Act and Regulations are currently in operation for ionising radiation safety, the University's Occupational Health and Safety Policy Committee has decided that ionising radiation safety should be treated as if it comes under the Occupational Health and Safety Act. This will ensure that a uniform approach is adopted by the University in all matters of occupational health and safety including ionising radiation safety.

The use of ionising radiation in all research and experimental activities involving the planned irradiation of humans shall require the written approval of the University Radiation Protection Officer.

For further information, please contact:

Radiation Protection Officer, Occupational Health, Safety and Environment

Ph: 9905 1101

[www.adm.monash.edu.au/ohse/safety-topics/radiation.html](http://www.adm.monash.edu.au/ohse/safety-topics/radiation.html)

**PRIVACY STATEMENT:** The information on this form is collected for the purposes of assessing your application as per the [Monash Student Privacy Collection Statement](#). If you do not complete all questions on this form it may not be possible for the application to be assessed by the MGRO Office. You have the right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the [Monash University Privacy Officer](#)