FACULTY OF HUMANITIES

CHARTER FOR HUMANITIES ACADEMIC ETHICS COMMITTEE

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1.   NAME

The name of the committee is the Humanities Academic Ethics Committee.

2.   STATUS

The Humanities Academic Ethics Committee is constituted by and reports to the Humanities Board of Faculty. The HAEC operates under the auspices of the following policies and procedures:

2.1   UJ Code of Academic and Research Ethics.

2.2   Higher Degrees and Postgraduate Studies Policy.

2.3   Humanities Academic Ethics Committee: Standard Operating Procedures.

2.4   Faculty of Humanities Standard Operating Procedures (SOP) for Higher Degrees.

3.   COMPOSITION

3.1   The Chairperson is elected by the members of the HAEC for a period of three years.

3.2   The Vice-dean Research is a standing member of the Committee.

3.3   The committee consists of an additional four members elected from and by the Humanities Board of Faculty.

3.4   Elected members serve for a period of three years, and may be re-elected.

3.5   If the membership of a member of the Committee terminates for any reason before the expiry of the period for which the member was appointed, a successor for the remaining period is appointed.

3.6   The Committee has the right to co-opt a specialist for (a) specific cases under review or (b) a specified period of time.

4.   FUNCTIONS

4.1 The Committee is responsible for the implementation of the UJ Code of Academic and Research Ethics in the Faculty of Humanities.

4.2 It is the function of the Committee to scrutinise students' and staff research proposals for ethical considerations in the following cases:

(a) The research proposals referred to the Committee by the Faculty Higher Degrees Committees, Departmental Higher Degrees Committees (or equivalents) supervisors and/or students.

(b) The research proposals of Honours students referred to the Committee by the relevant departmental chairperson.

(c) The research proposals of staff referred to the Committee by the staff member, and/or their supervisor(s).

4.3 The research proposals of Master's and Doctoral students' submitted to the HAEC for ethical clearance need to be formatted according to the Faculty of Humanity's current Template for Research Proposals.

Staff members who are implementing research and who wish to obtain ethical clearance must submit a research proposal to the HAEC. This proposal maybe in their own preferred format but with sub-headings such as, name, department, title of research, literature review / context, goals, methodology, ethical consideration, and references (about 5 pages).

5. MEETING PROCEDURE AND REPORTING

5.1 The Humanities Academic Ethics Committee operates as a virtual committee.

5.2 The Chairperson may call an extraordinary meeting.

5.3 Decision-making is primarily based on the principle of consensus (as determined by the Chairperson) and/or sufficient consensus when applicable.

5.4 The Chairperson (or his/her representative) informs all relevant parties of the decision of the Committee.

5.5 The Chairperson (or his/her representative) orientates new members of the Committee to the relevant policies and procedures of the Committee.

5.6 The Chairperson submits an annual report to the Dean as well as to each Board of Faculty meeting.