

# Application Process Flow for Honours and Masters Degree Students

Application is to be made on the appropriate **Ethical Clearance Application Form** in accordance with the guidelines below:



Step:	Title:	Description:
1	Complete the <b>Ethical Clearance Application Form</b>	Honours / Master's Student prepares the application
2	Supervisor Review	Supervisor reviews the application and then approves (append signature)
3	Student to submit completed application to the Research Coordinator	<ul style="list-style-type: none"><li>• Research Coordinator will review the application and will provide feedback on the quality of the application to the student.</li><li>• If approved, the Research Coordinator appends signature.</li><li>• If not, then resubmission with amendment required.</li></ul>
4	Research Coordinator will submit the application to the Research Ethics Sub-Committee on behalf of the Student Applicant	Research Ethics Sub-Committee will review the application.
5	Committee meeting and review	<ul style="list-style-type: none"><li>• Research Ethics Sub-Committee makes a recommendation regarding an outcome based on the reviews and deliberations.</li><li>• (Note: High-risk applications will be submitted to M-HREC for additional review)</li></ul>
6	Outcome	When approved, an outcome letter is issued to the student applicant via the Research Coordinator.