



UNIVERSITY TEACHING & RESEARCH ETHICS COMMITTEE

FLOWCHART FOR SCHOOL ADMINISTRATORS

Applications should be received electronically (plus one hard copy with signatures of all applicants and supervisors).
Ensure that all sections have been completed & additional documentation attached [refer checklist on final page of application]



Circulate the electronic file to the S.E.C and arrange committee meeting [within 2 weeks or as agreed within the School/Unit].
We recommend you now use a generic Subject Title e.g. 'Ethics Application – Smith', for all e-mail correspondence relating to this application.
This will limit confusion when dealing with multiple applications.



Has the School Ethics Committee raised any issues?



N O

Committee has given approval for project to proceed.



Administrative Approval Procedure



Enter application details onto the UTREC Database

www.st-andrews.ac.uk/utrec/administration/

Once saved the database will automatically generate an approval code e.g. PS0000



Issue the approval letter

Note: approval for staff & post-graduate research must be given using the recognised UTREC approval letter. Undergraduate research projects should be using the recognised approval email.

www.st-andrews.ac.uk/utrec/sample/



Y E S

To be dealt with internally



Issues raised by the SEC should be kept on file & addressed with the applicant either in person or by email



The subsequent changes should be reviewed by the convenor and/or SEC as necessary

(this may entail & require more than one session/response from the applicant)



Once approved follow
Administrative Approval Procedure

To be referred to UTREC



Submit electronic version of the application to utrec@st-andrews.ac.uk & covering email detailing the SEC's reasons why the application should be reviewed by UTREC.



The UTREC secretary will advise of any further action to be taken by the SEC and/or School Administrator