



GRADUATE
SCHOOLS

MELBOURNE GRADUATE
SCHOOL OF EDUCATION

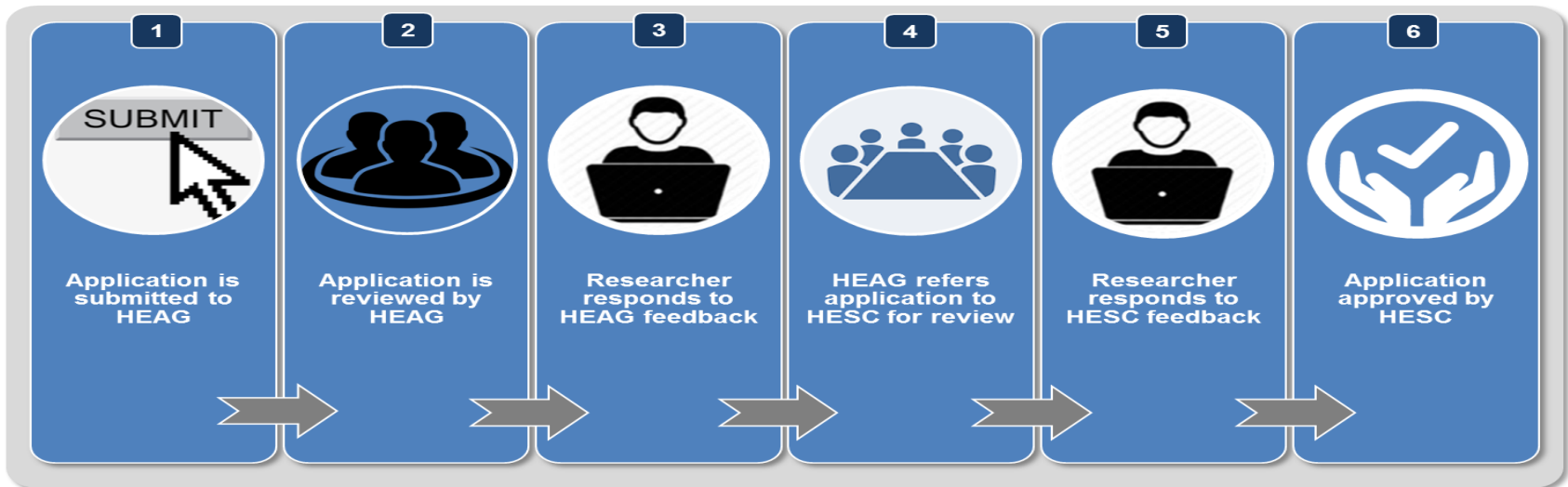
Shaping minds, shaping the world

Ethics – It's not that hard ... really!

Tim Mattingsbrooke

MGSE Human Ethics Consultant

It is a six stage process:



Note:

- In Stage 2: The HEAG does a technical review
- In Stage 4: The HESC does a full ethics review

- The National Statement outlines four values and principles of ethical conduct in research on pages 9-11.
- These four values and principles consist of:
 - Research Merit and Integrity
 - Justice
 - Beneficence
 - Respect
- The National Statement on Ethical Conduct in Human Research 2007 (Updated May 2015) can be downloaded from: www.nhmrc.gov.au/guidelines/publications/e72.

- All new Graduate Research Students and new Research Active Staff must complete Research Integrity Online Training (RIOT) prior to commencement of research.
- RIOT is the University's Research Integrity Online Training course, available to all University staff and students.
- RIOT covers the principles of research integrity and their application to the planning, conducting and reporting of research. RIOT also presents other aspects of the responsible conduct of research, including human research ethics, and the broad societal responsibilities of research.
- RIOT is made up of five discipline-based courses, a number of mini-quizzes that test your knowledge, a list of research integrity resources, and one final RIOT Quiz.
- RIOT can be found at:
https://app.lms.unimelb.edu.au/webapps/blackboard/execute/content/blankPage?cmd=view&content_id=5757273_1&course_id=332791_1.

Prior to initial submission there are three phases:

- **Phase 1: Registration**

- Log into the Accounts Registration System (ARS) to set up your Themis account -

<https://accounts.unimelb.edu.au/manage/>

- Log into Themis - <http://www.themis.unimelb.edu.au/>

- **Phase 2: Preparation - see 'MGSE HEAG Human Ethics Information Kit' <http://education.unimelb.edu.au/ethics>**

The kit is broken up into three sections:

- **Background Information** - Code of Conduct for Research, National Statement on Ethical Conduct in Research, document guidelines, deadlines and contact details.

Three phases to initial submission

- **Themis Online** - Creating an application and associate documents, and Help Cards. **Note:** Letterhead is needed for all Consent Forms and Plain Language Statements - **see 'Checklists'** <http://education.unimelb.edu.au/ethics>
- **Useful Resources** - such as the Department of Education and Training, Victoria (DET Vic) and Catholic Education Offices (CEO), in the Victorian dioceses websites.
- **Phase 3: Submission** - **see 'When should I submit an application'** <http://education.unimelb.edu.au/ethics>
 - Submit the application with associate documents by the deadline to me (Tim Mattingsbrooke).

- **Incident Registration:** [Themis Service Centre](#) (Ctrl+Click to follow link) and login with your Username and Password.
- **Email:** themis-help@unimelb.edu.au
- **Phone:** (+61 3) 8344 0888
- **Operating Hours:** 7:30am to 7:30pm, Monday to Friday
- **Themis Support Guides:** <http://themis.unimelb.edu.au/support>

NOTE: If the Themis Service Desk number is busy or you are calling outside operating hours, you are encouraged to log your issue, query or request using the Themis Incident Registration.



Non-Themis support contact Tim Mattingsbrooke –
mgse-ethics@unimelb.edu.au

- When submitting please ensure you have a complete application. This generally consists of five components:
- A. An application summary, with online responses
 - B. An application form, signed by all named
 - C. All Plain Language Statement/s and Consent Forms on MGSE Letterhead with footer populated.
 - D. All data collection tools, and
 - E. Any other relevant documents, e.g. approval letter/s, recruitment advertisement etc.



Don't leave it to the last minute ... the Human Ethics Committee submission deadlines are virtually inflexible!

- Accounts Registration System (ARS) to access Themis:
<https://accounts.unimelb.edu.au/manage/>
- Themis Login: <http://www.themis.unimelb.edu.au/>
- Melbourne Graduate School of Education Human Ethics Advisory Group [MGSE HEAG]:
<http://education.unimelb.edu.au/ethics>
- MGSE Letterhead for Consent Forms and Plain Language Statements:
http://education.unimelb.edu.au/_data/assets/word_doc/0018/621351/Letterhead_for_Ethics_PLS_and_Consent_Forms.doc
- Themis Support: https://unimelb.servicenow.com/it?id=sc_cat_item&sys_id=a167a4d04fdf5a00aa75c61f0310c7cc&origin=fix&question=0063e1944f139a00aa75c61f0310c7ff

MGSE Ethics Studios is a new initiative.

All the remaining are scheduled in **Room 514/515, 100 Leicester Street at 11:00am** and **BYO Laptop** for:

- Wednesday 11 April (Note at 12:00pm)
- Tuesday 16 May
- Tuesday 12 June
- Monday 16 July (Note at 12:00pm)
- Thursday 16 August
- Wednesday 12 September
- Tuesday 16 October
- Wednesday 21 November
- Monday 10 December

The end of the presentation ...

- Any questions?

