

# Research and Ethics Procedures

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## 1. Associated Policy

These Research and Ethics Procedures have been developed in conjunction with the [Research and Ethics Policy](#).

## 2. Scope

- 2.1. This document provides the required procedures to successfully conduct research at CIT.
- 2.2. This procedure applies to:
  - 2.2.1. CIT staff
  - 2.2.2. CIT students
  - 2.2.3. external researchers proposing to undertake research involving CIT participants, data, or facilities
  - 2.2.4. any partnerships with CIT that includes research activities.

## 3. Guidelines

### Approval Process

- 3.1. Approval (unless exempt as in 3.2) is required for any research by CIT students, CIT staff, external organisations or partnerships with external organisations.

### Exemptions from Approval

- 3.2. The following research is exempt from approval:
  - 3.2.1. national surveys such as Employer Satisfaction Surveys, Student Outcomes Survey, Quality Indicators for Learning and Teaching
  - 3.2.2. routine CIT snapshot student surveys
  - 3.2.3. use of publicly available or archived data.

### Partnerships with Industry and Universities

- 3.3. All research partnerships must be governed by clear agreements that specify the roles and responsibilities of each party, including who will lead the research, manage data, and oversee ethical compliance. These agreements must also address ownership, access, and use of research data and outputs to prevent disputes and ensure transparency.
- 3.4. CIT requires that all partners in a research collaboration adhere to the same high standards of ethical conduct. This includes compliance with relevant legislation, institutional policies, and national codes of research ethics. CIT will not participate in partnerships where ethical standards are compromised or inconsistently applied.
- 3.5. Research proposals involving external organisations must include a clear strategy for obtaining formal approval to conduct research within those organisations. This includes identifying the appropriate authority, securing written consent, and ensuring that the organisation understands the scope, purpose, and potential impact of the research.

## 4. Procedures

### Research Projects within CIT

- 4.1. Complete the following to seek approval to conduct research at CIT:
  - 4.1.1. Completed CIT Research Ethics Application
  - 4.1.2. Attachment A: Information sheet for participants
  - 4.1.3. Attachment B: Participants consent form
  - 4.1.4. Attachment C: Draft surveys, interview questions, focus group questions, etc
  - 4.1.5. Attachment D: Endorsement from CIT
- 4.2. Obtain endorsement for the research proposal from College Director/Division Lead/Executive to ensure the project aligns with the goals of College/Division and CIT's strategic objectives. Submit endorsement with the forms. Teaching staff to provide advice to students and seek this endorsement on their behalf.
- 4.3. Submit the completed forms to [research@cit.edu.au](mailto:research@cit.edu.au).
- 4.4. Receive outcome of ethics and research proposal from CIT Research and Ethics Committee. Outcomes include:
  - 4.4.1. approved—proceed with research
  - 4.4.2. approved with amendments—confirm Committee's suggested changes within ten (10) business days before proceeding with research
  - 4.4.3. more information required—submit additional details as identified within ten (10) business days
  - 4.4.4. not approved—do not proceed with proposed research.
- 4.5. Maintain ongoing communication with CIT during the research including notifying any significant changes or advising project discontinuation.
- 4.6. Ensure all data is securely and confidentially stored and managed during the project and for a minimum of seven years after the completion of the project.
- 4.7. Submit the final report (with the completed *CIT Statement of Originality and Assignment of License*) to the Research and Ethics Committee for inclusion in the CIT Research Repository to support organisational knowledge sharing and future research initiatives. Researchers may request an exemption from publication if the project is highly sensitivity or confidential for which even a generalised/de-identified summary would not be appropriate.

### External Research Projects

- 4.8. External researchers must secure formal ethics approval from the human research ethics committee of their home institution or organisation before initiating any research activities at CIT. This ensures that the research meets nationally recognised ethical standards and provides a foundation for responsible conduct.
- 4.9. To allow CIT to assess the ethical and operational integrity of the proposed research, prior to commencing research, external researchers are required to submit a complete set of documentation to CIT including:
  - 4.9.1. Completed CIT Research Ethics Application
  - 4.9.2. Attachment A: Information sheet for participants
  - 4.9.3. Attachment B: Participants consent form
  - 4.9.4. Attachment C: Draft surveys, interview questions, focus group questions, etc

- 4.9.5. Attachment E: Endorsement from CIT CEO
- 4.9.6. Attachment F: Approved research ethics application from home institute
- 4.9.7. Attachment H: Evidence of public liability, professional indemnity, and workers compensation insurance
- 4.9.8. Attachment G: Confidentiality Declaration
- 4.9.9. Attachment I: Approved CIT partnership agreement that clearly specifies copyright allocation and intellectual property delineation
- 4.10. Submit the completed forms to [ARCG@cit.edu.au](mailto:ARCG@cit.edu.au).
- 4.11. No external research may begin until endorsement has been granted by CIT's Executive Branch Manager, Audit, Risk and Corporate Governance who also acts as CIT's Senior Executive Responsible for Business Integrity Risk (SERBIR). This ensures that the research aligns with CIT's strategic priorities, operational capacity, and ethical standards, and that any potential risks to CIT's reputation or stakeholders are appropriately managed.
- 4.12. Maintain ongoing communication with CIT during the research including notifying any significant changes or advising project discontinuation.
- 4.13. Ensure all data is securely and confidentially stored and managed during the project and for a minimum of seven years after the completion of the project.
- 4.14. In line with national data collection and research requirements, securely destroy all research data at the end of the retention period, except for data sets that:
  - 4.14.1. support the final research report
  - 4.14.2. do not contain confidential or sensitive information
  - 4.14.3. may have potential value for future research.
- 4.15. Where appropriate, final data sets will be retained in a restricted (non-public) section of the research repository and made available upon request. This approach balances compliance with data retention and privacy obligations while supporting transparency and enabling secondary research that can advance knowledge.
- 4.16. Submit the final report (with the completed *CIT Statement of Originality and Assignment of License*) to [research@cit.edu.au](mailto:research@cit.edu.au) for inclusion in the CIT Research Repository to support organisational knowledge sharing and future research initiatives. Researchers may request an exemption from publication if the project is highly sensitivity or confidential for which even a generalised/de-identified summary would not be appropriate.

## Partnerships

- 4.17. Depending on the nature of the research project, partnerships will need to follow either the requirements above for Research Projects within CIT or for External Research Projects. The CIT contact for the partnership will seek advice on the preferred approach with CIT's Executive Branch Manager, Audit, Risk and Corporate Governance.

## Research and Ethics Committee

- 4.18. The Research and Ethics Committee consists of six members including nominated (internal and external representatives) and appointed (internal) members who consider all applications according to the Committee Terms of Reference and Committee Procedures.
- 4.19. If necessary, the Research and Ethics Committee may request the assistance of an expert (internal or external to CIT) to support application assessment with the approval of the Executive Director, Education Futures and Students. External experts will need to sign the Deed of Confidentiality.
- 4.20. When reviewing applications, the Committee will consider:

- 4.20.1. benefit and justification
  - 4.20.2. research rationale
  - 4.20.3. methodology
  - 4.20.4. respect and consent
  - 4.20.5. privacy and data management
  - 4.20.6. cultural safety
  - 4.20.7. risk assessment and risk mitigations.
- 4.21. Committee members will seek to complete each application assessment (including re-assessment after more information requested by the Committee) within ten (10) business days.

### Breaches

- 4.22. The Executive Director Education Futures and Students is to be notified of any instance of an actual or potential breach.
- 4.23. The Executive Director Education Futures and Students may decide to gather more evidence and/or convene a review panel consisting of at least three senior staff with sufficient relevant knowledge and skills to review, collect evidence and recommend a decision.
- 4.24. The Executive Director Education Futures and Students will consider the breach, any additional evidence and if there is a recommendation from a review panel and make a decision which will be advised to those involved.

### Appeals and Complaints

- 4.25. Appeals may be made relating to the approval process or to concerns relating to the research.
- 4.26. In the first instance, CIT will endeavour to resolve any appeal or complaint through informal processes. If the matter is addressed to the satisfaction of the complainant, then the issue would be deemed closed, with no further action required.
- 4.27. If this is not satisfactory, a formal research/ethics appeal or complaint may be made via the [Complaint form : Canberra Institute of Technology](#) to the attention of Executive Director Education Futures and Students.
- 4.28. The Executive Director Education Futures and Students may decide to gather more evidence and/or convene a review panel consisting of at least three senior staff with sufficient relevant knowledge and skills to review, collect evidence and recommend a decision.
- 4.29. The Executive Director Education Futures and Students will consider the appeal or complaint, any additional evidence, the review panel's recommendation (if convened) and make a decision which will be advised to those involved.

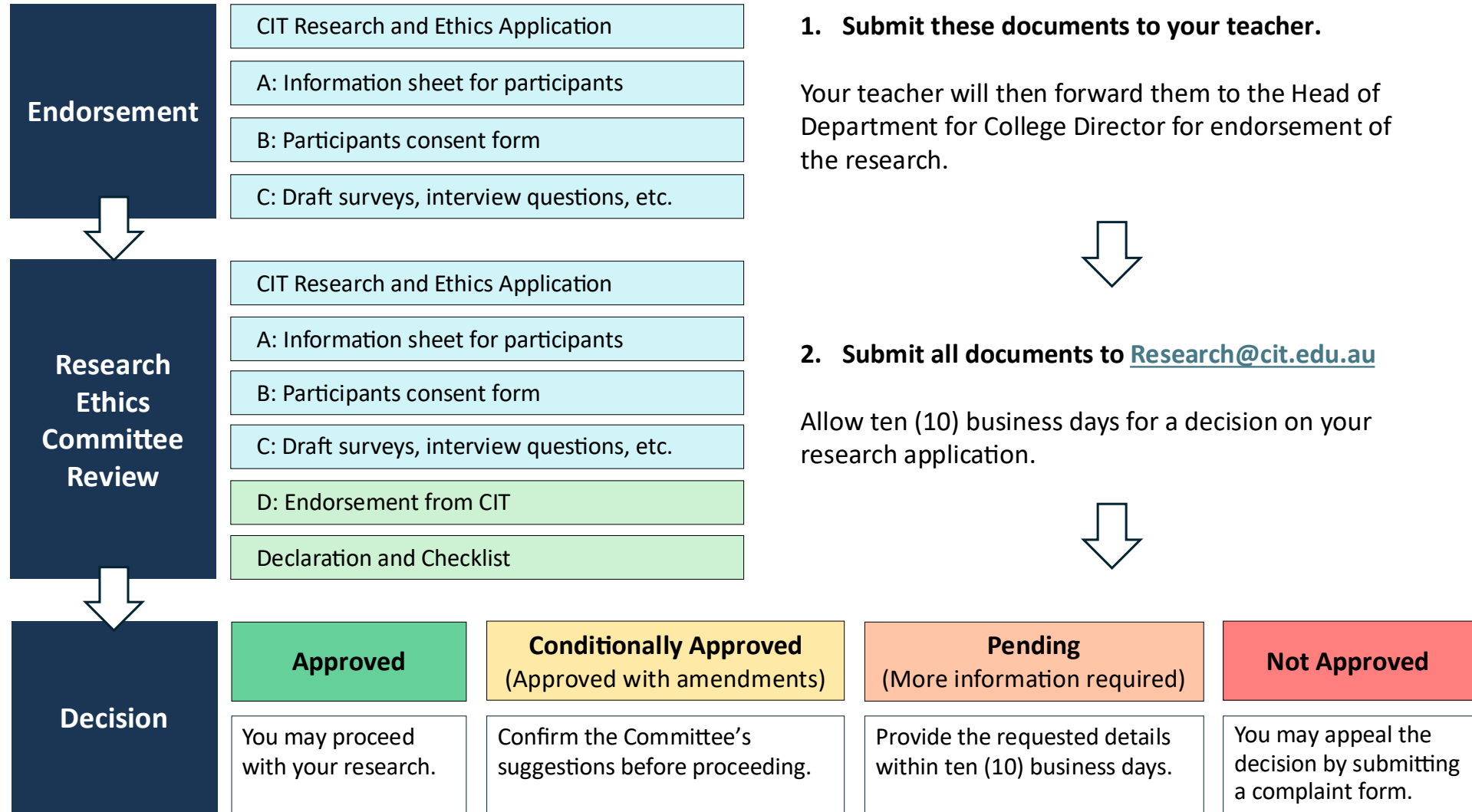
## 5. Supporting Documents

- 5.1. All researchers are strongly recommended to fully acquaint themselves with the following frameworks before project commencement:
  - 5.1.1. [ACTPS Integrity Framework](#)
  - 5.1.2. [AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research \(the AIATSIS Code\)](#)
  - 5.1.3. [Australian Code for the Responsible Conduct of Research 2018 | NHMRC](#)
  - 5.1.4. [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities | NHMRC](#)

- 5.1.5. [Framework for Governance of Indigenous Data](#)
- 5.1.6. [Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research \(2018\)](#)
- 5.1.7. [National Statement on Ethical Conduct in Human Research 2025 | NHMRC](#)
- 5.1.8. [2025 Standards for RTOs | Australian Skills Quality Authority \(ASQA\)](#)

## 6. CIT Research and Ethics Procedure Flowchart

### Procedure for CIT Student



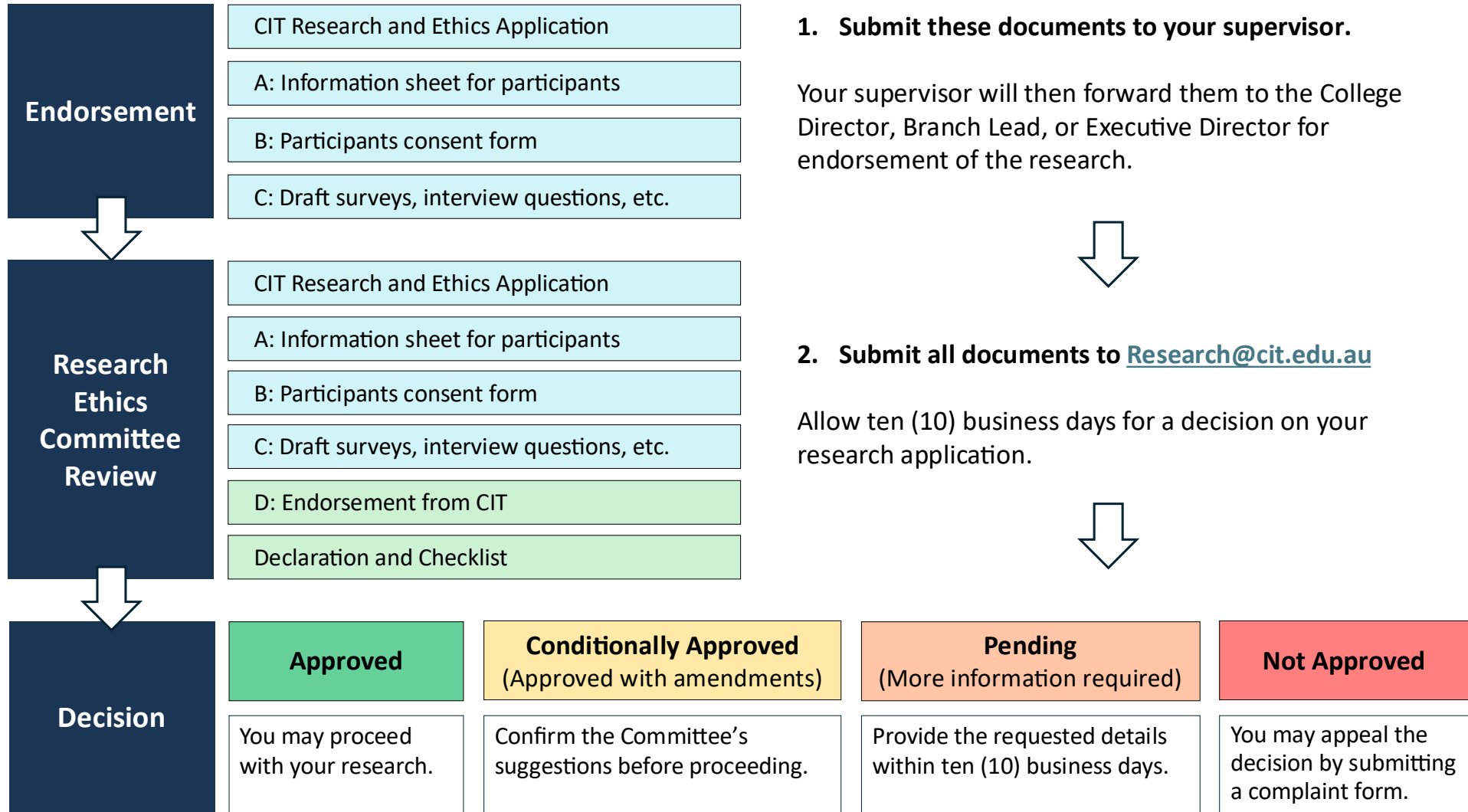
**1. Submit these documents to your teacher.**

Your teacher will then forward them to the Head of Department for College Director for endorsement of the research.

**2. Submit all documents to [Research@cit.edu.au](mailto:Research@cit.edu.au)**

Allow ten (10) business days for a decision on your research application.

**Procedure for CIT Staff**



**Procedure for External Applicant**

