

## **University Research Ethics Committee**

### **Terms of Reference and Composition 2016-17**

The Research Ethics Committee is sub-committee of the Research Committee. Its primary focus is to consider general ethical issues concerning activities of research undertaken by University staff and students or other individuals working with the University, in accordance with the Code of Practice Governing the Ethical Conduct of Research (the Code).

Specifically, the Research Ethics Committee is required to:

1. Consider and approve, where appropriate, applications for Ethical Approval by the University staff and students or other individuals working with the University; in accordance with the Code and university guidance;
2. Keep under review the Code of Practice Governing the Ethical Conduct of Research, with particular regard to external developments;
3. Develop, monitor and audit the operation of the University's framework for research ethics, including Faculty ethical approval bodies, decisions and systems, in accordance with the Code;
4. Have oversight of the provision, institutionally, of ethics guidance, development and training for staff, including Faculty Ethics Co-ordinators and Advisors;
5. Consider, where relevant, the impact of the research on the environment from a sustainability perspective;
6. Direct report to the Research Committee on research ethics matters, including through the Annual Activity Report. Dotted reporting line to Corporate Social Responsibility Group on matters of reputational and/or high risk research ethics matters, including through the Annual Activity Report.
7. Faculty Research Ethics Committees report to Faculty Research Committee and University Research Ethics Committee

### **Membership**

Chair, nominated by the Chair, Research Committee (1)

#### *Ex-officio*

Faculty Research Ethics Committee Chairs (5)

Polyclinic Manager (1)

University Human Tissue Authority Officer (HTA Designated Individual) (1)

Director, Governance, Security and Risk (1)

Research Development Team Manager (1)

Research Quality and Standards Manager (1)

#### *Nomination/Elected*

Doctoral Researchers– one from a STEM area and one from a non-STEM area (2)

External Lay Members nominated by the Committee (2-4)

#### *Co-opted, by invitation*

Information Compliance Manager (1)

#### *Secretariat*

Nomination of the Associate Director, Academic Quality and Standards

A quorum of the Research Ethics Committee shall comprise a minimum of 40% of the members, including the Chair or her/his nominee

Nominated/elected members shall serve a term of office not exceeding three years commencing 1 August in the year of appointment and may serve a maximum of two terms of office.

Declarations of interest shall be considered by the Committee and recorded in the minutes. If it is decided and agreed upon that a Conflict of Interest is deemed to exist, the Committee shall exercise its right to exclude that member from participation in the decision-making (vote), however the member may still participate in a discussion. A conflict of Interest should be recorded in the Minutes.

### **Meetings**

The Research Ethics Committee shall meet 7 times a year where there is business to consider. Also additional meetings may be called by the Chair as deemed necessary to execute the business of the Committee.