

## RESEARCH ETHICS PANEL

<b>Serviced by:</b>	<i>Research and Knowledge Exchange Support Officer</i>
<b>Reports to:</b>	<i>Research and Knowledge Exchange Committee</i>

### 1. Terms of Reference

- 1.1 To ensure a University-wide awareness of ethical issues pertaining to research, aiming to demonstrate both within this university and outside that research is conducted with the highest ethical standards and aligns with Marjon's values.
- 1.2 To produce guidelines and guidance for staff and students on the ethical conduct of all activities relating to research, including student research, and teaching with ethical implications, and to make recommendations regarding training on ethical issues.
- 1.3 To be responsible for ensuring that each School has in place proper procedures for the consideration and conduct of research activities with ethical implications.
- 1.4 To consider applications for ethical review of staff and student research projects and to communicate the opinion of the Panel based on the categories of: favourable opinion; minor amendments; major amendments; and, unfavourable opinion.
- 1.5 To consider research and make judgements on research ethical matters referred to it from Schools and Research and Knowledge Exchange Groups (RKEC).
- 1.6 To consider ethical issues arising from annual reports from Schools and RKEC, offering advice and making recommendations on the operation of procedures at that level.
- 1.7 To report key ethical issues to the Research and Knowledge Exchange Committee.

- 1.8 To seek clarification from legal bodies or external expert bodies, as necessary, on matters of ethics policy and practice.
- 1.9 To promote and monitor good practice within the institution in respect of the management of ethical issues.
- 1.10 To ensure that the above duties are carried out with due regard to equality and diversity thereby avoiding discrimination.

## **2. Membership**

- A member of the Research and Knowledge Exchange Committee (Chair)
- Six research-active academic representatives from a range of disciplinary backgrounds approved by the Research and Knowledge Exchange Committee\*†‡
- A non-teaching member of the University approved by the Research and Knowledge Exchange Committee\*
- An external and independent member approved by the Research and Knowledge Exchange Committee\*
- A postgraduate student representative nominated by the Research and Knowledge Exchange Committee¶
- In attendance: Research and Knowledge Exchange Support Officer (Secretary)

(\*to serve normally for a period of three years, at the Research and Knowledge Exchange Committee's discretion, with possible extension where appropriate; †one of whom to be appointed Deputy Chair who is also a member of Research and Knowledge Exchange Committee; ‡ one of whom should be an Early Career Researcher; ¶ to serve normally for a period of one year, at the Research and Knowledge Exchange Committee's discretion.)

## **3. Frequency of meetings and Conduct of Business**

- 3.1 The panel will normally meet six times in an academic session.

- 3.2 The quorum for the meeting will be four members including either the Chair or Deputy Chair.
- 3.3 The Panel should reach unanimous decisions by consensus wherever possible. Where a consensus is not achievable a formal vote should be taken by a counting of hands. The decision of the Panel shall be determined by a simple majority of members.

<b>Issuing Institution</b>	University of St Mark & St John
<b>Issuing Authority</b>	Senate
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	<p>Version 1.6 amended to reflect University title, April 2013.</p> <p>Version 1.7 approved at AB 403, 25th September 2013.</p> <p>Version 1.8 approved by Chair's Action, 5th November 2014.</p> <p>Version 1.9 approved at AB 410, 17th December 2014.</p> <p>Version 1.10 approved with minor amendment at AB 415, 16th December 2015.</p> <p>Version 1.11 approved with minor amendment at AB 16/01, 28th September 2016.</p> <p>Version 1.12 approved by Chair's Action, 24th July 2017.</p> <p>Version 1.13 approved at AB 17/02, 13th December 2017.</p> <p>Version 1.14 approved by Chair's Action, 14th September 2018.</p> <p>Version 1.15 approved by Senate, 10th April 2019</p> <p>Version 1.16 approved by Chair's Action, 2nd September 2019.</p> <p>Version 1.17 approved by Chair's Action, 23rd September 2020.</p> <p>Version 1.18 approved by Senate, 30th June 2021.</p> <p>Version 1.19 approved by Senate, 6th July 2022.</p> <p>Version 1.20 approved by Senate, 5th July 2023.</p>
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