



# Research Ethics Panel Terms of Reference

Reports to: Research and Knowledge Exchange Committee

Serviced by: Research Administrator

## 1. Terms of Reference

- 1.1 To ensure a University-wide awareness of ethical issues arising from research.
- 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 Centres.
- 1.6 To consider ethical issues arising from annual reports from Schools and Centres, 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.

- 1.1 To seek clarification from legal bodies or external expert bodies, as necessary, on matters

of ethics policy and practice.

- 1.2 To promote and monitor good practice within the institution in respect of the management of ethical issues

## 2. **Membership**

- A member of the Research and Knowledge Exchange Committee (Chair)
- Five 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 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 Administrator (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; ‡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 50% of the membership 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 should be determined by a simple majority of members.

<b>Issuing Institution</b>	University of St Mark & St John
<b>Issuing Authority</b>	Senate
<b>Document Title</b>	Terms of Reference – Research Ethics Panel
<b>Document Reference</b>	L:\ Committees\Terms of Reference
<b>Version</b>	1.15
<b>Custodian</b>	Academic Standards Officer and Clerk to Senate
<b>Document Date</b>	24th September 2010 in current format
<b>Last Amended</b>	10th April 2019
<b>Sensitivity</b>	Unclassified
<b>Circulation</b>	Website, e-mail on request
<b>Effective from</b>	Date of most recent amendment
<b>Review Date</b>	By start of 2019-20 academic session
<b>Effective until</b>	Ongoing
<b>History</b>	<p>Previous versions included in Committee Handbook.</p> <p>Version 1.1 updated to reflect institutional restructuring, November 2010.</p> <p>Version 1.2 approved at AB 391 with minor amendments, 1st July 2011.</p> <p>Version 1.3 updated to reflect further institutional restructuring, 21st December 2011.</p> <p>Version 1.4 approved at AB 397, 29th July 2012 with minor amendments.</p> <p>Version 1.5 approved by Chair’s Action, with minor amendments, 23rd January 2013.</p> <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>