

# Research Ethics Panel

## Terms of Reference

<b>Delegated Authority and Purpose</b>	Responsible on behalf of the Research Ethics Committee (REC) to ensure best ethical practice is adhered to in research activities by reviewing, rejecting or approving research ethics applications.
<b>Main responsibilities</b>	<ol style="list-style-type: none"> <li>1. To promote the Research Ethics Code of Practice;</li> <li>2. To safeguard the welfare and interests of the subjects of research, especially human participants, any other ethically sensitive areas such as the protection of public interest, the environment, and the researcher(s) themselves;</li> <li>3. To provide proportionate, consistent and high quality review of research ethics across the University;</li> <li>4. To provide a clear opinion and judgement following ethics review of research; the opinion may include conditions to be met before submitting or embarking on research activity. The only grounds for appeal to REC are maladministration;</li> <li>5. To protect the reputation of the University and the integrity of its researchers and the ethical merits of their research.</li> </ol>
<b>Duration</b>	Permanent
<b>Chair/Deputy Chair</b>	Member of the Professoriate to be appointed by the Deputy Vice Chancellor, following open recruitment process on behalf of Senate.
<b>Management and Support</b>	<p>Technical Secretary</p> <p>Panel Clerk</p>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Panel Chair</li> <li>• Deputy Chair</li> <li>• Academic representatives, with each Department in the University contributing at least one academic to one of the Panels.</li> <li>• RDS representative</li> </ul>

	<ul style="list-style-type: none"> <li>• Doctoral College representative</li> <li>• External lay member (recommended)</li> <li>• Co-opted member/ specialist in field (when necessary)</li> </ul> <p>Duration of Ethics Panel membership will be no less than one year and no more than three years. However, no more than 50% of the members will stand down at the same time; as such, several members may be asked to extend for an additional year to ensure a phased rotation with new members.</p> <p>To attend training and information awareness sessions to remain up-to-date on ethics developments.</p> <p>University staff that fail to attend 50 % of meetings in any one year and 50% of training sessions in any two years, will be referred to the Faculty and if requested to do so, will be asked to stand down and a replacement provided.</p>
<b>Quorum</b>	8
<b>Usual Number of Meetings (in person or online)</b>	<p>Monthly</p> <p>Chair's Action to review changes/clarifications takes place outside the meetings.</p>
<b>Reporting Line</b>	REC – provide quarterly reports to REC
<b>Sub-committees</b>	N/A
<b>Publication</b>	N/A
<b>Notes</b>	N/A