

# University Research Ethics Committee

## Terms of Reference

<b>Delegated Authority and Purpose</b>	Responsible on behalf of Senate to promote best ethical practice in relation to research and research related activities.
<b>Main responsibilities</b>	<ol style="list-style-type: none"> <li>1. To promote best ethical practice;</li> <li>2. To oversee the development of research ethics policies and procedures, and in particular to review and update as necessary the Research Ethics Code of Practice;</li> <li>3. To guide, direct and monitor the Research Ethics Panels to consider ethical issues relating to research and to receive and review regular reports from them;</li> <li>4. To monitor and audit compliance of ethics review by the Research Ethics Panels;</li> <li>5. To hear referrals from Panels and appeals against Panel decisions;</li> <li>6. To arbitrate in cases of dispute over ethical best practice and misconduct;</li> <li>7. To monitor local research ethics committee activities via inclusion of local committee minutes to UREC meetings for oversight purposes, requesting audit of systems and practice when necessary.</li> </ol>
<b>Duration</b>	Permanent
<b>Chair</b>	External (not a University staff member) to be appointed by the Chair of Senate
<b>Vice-Chair</b>	External (not a University member of staff member) to be appointed by UREC from amongst the independent members.
<b>Management and Support</b>	Technical Secretary Committee Clerk
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Vice-Chancellor (Ex-officio);</li> <li>• Two independent members from the University Board;</li> <li>• Two Research Ethics Panel Chairs;</li> <li>• Two Academics from each Faculty (at least 2 members should not be members from either Research Ethics Panel) and one representative from the Graduate School;</li> <li>• A maximum of three independent lay members from the community (with no affiliation to BU), it being desirable that at least one of which must be knowledgeable in ethics;</li> <li>• Student Representative;</li> </ul>

	<ul style="list-style-type: none"> <li>• RKEO Representative.</li> </ul> <p>All members to attend regular training – including continuing professional development (CPD) – and information awareness sessions;</p> <p>Duration of UREC academic 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>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 provide.</p>
<b>Quorum</b>	8
<b>Usual Number of Meetings</b>	Four per year
<b>Reporting Line</b>	Senate
<b>Minutes</b>	Senate (for consideration)
<b>Sub-committees</b>	Research Ethics Panels
<b>Publication</b>	Non-confidential confirmed minutes are routinely published.
<b>Notes</b>	Deans of the relevant Faculties should nominate appropriate persons to the Committee.