Research Ethics Committee

Terms of Reference

Delegated Authority and Purpose	Responsible on behalf of Senate to promote best ethical practice in relation to research and research related activities.
Main responsibilities	1. To promote best ethical practice; 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; 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; 4. To hear referrals from Panels and appeals against Panel decisions; 5. To arbitrate in cases of dispute over ethical best practice and misconduct; 6. To monitor and audit compliance of ethics reviews by the Research Ethics Panels; 7. To monitor and audit compliance for student projects (undergraduate and postgraduate taught), requesting an audit of systems and practice when necessary. 8. To monitor and audit compliance for projects which have received HRA/NHS REC Approvals.
Duration	Permanent
Chair	External (not a University staff member) to be appointed by the Chair of Senate
Vice-Chair	External (not a University member of staff) to be appointed by REC from amongst the independent members.
Management and Support	Technical Secretaries Committee Clerk
Membership	• Vice-Chancellor (Ex-officio); • Two Research Ethics Panel Chairs (Alternate: Deputy Chairs); • Two Academics from each Faculty (at least 2 members should not be members from either Research Ethics Panel) and one representative from the Doctoral College; • 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; • Student Representative; • Research Development Manager (Research

	Development & Support). • University Board Observers (A maximum of two observers by pre-arrangement with the Chair of the University Research Ethics Committee) All members to attend regular training – including continuing professional development (CPD) – and information awareness sessions; Duration of REC 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. 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.
Quorum	8
Usual Number of Meetings (in person or online)	Normally four per year
Reporting Line	Senate
Minutes	Senate (for consideration)
Sub-committees	Research Ethics Panels
Publication	Non-confidential confirmed minutes are routinely published.
Notes	Deans of the relevant Faculties should nominate appropriate persons to the Committee.