

## Research Ethics Panel: Membership and Terms of Reference

There shall be a Research Ethics Panel.

### Membership

Director of Teaching and Learning (Chair).

Two Module Leaders with relevant ethical experience and/or training.

No member of the Research Ethics Panel may have any involvement in the research in question (e.g., as a researcher, supervisor, collaborator).

Where the Director of Teaching and Learning is involved in the research under consideration, either as a researcher, supervisor or collaborator, they will cede their place as Chair to an external independent member of the Academic Council.

**Quorum:** Two Members of whom at least one shall be the Chair.

**Frequency:** As required.

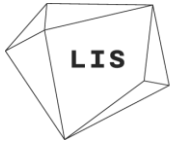
**Secretary:** The Panel shall have a secretary, nominated by the Director of Teaching and Learning. The secretary will not have voting powers.

### Voting and Recommendations

It is expected that decisions of the Committee will be reached by consensus and after due debate. However, if a vote is required, then decisions shall be made on the basis of a majority. In the event of an equality of votes being cast, the Chair of the Panel shall have a second or casting vote.

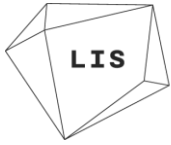
### Terms of Reference

- To consider research proposals that raise significant ethical issues as identified by the Research Ethics Review Checklist, as set out in the [Research Ethics Policy and Procedure](#), and to ensure that adequate consideration is given to the ethical aspects of that project, reducing the potential for harm and upset to participants
- To assess whether the proposal forwarded for consideration can be ethical, i.e., whether:
  - It is justified—whether it is likely to add to the existing knowledge base;
  - It is of sufficient standard, including whether the researchers are qualified to undertake the research;
  - Participation is voluntary;
  - Incentives to encourage participation are appropriate or ethical;
  - Appropriately recorded consent is recorded;



- Adequate support for or protection for participants is in place;
- The sensitivities of the research (e.g., cultural sensitivities) have been considered and appropriately managed;
- There is an appropriate policy and practice covering confidentiality, anonymity, or acknowledgment of research participants;
- Whether any risks of the research to participants (in terms of dignity, rights, safety or wellbeing) are outweighed by the potential benefits;
- The research complies with all statutory and other guidance;
- The collection and management of data complies with data protection regulation and the School's [Data Protection Policy](#);
- There are any conflicts of interest;
- There are any issues of commercial confidentiality.
- To either:
  - Approve the research proposal;
  - Request changes to the research proposal and resubmission to the Panel;
  - Deny the proposal.

The Research Ethics Panel reports to the Academic Council on an annual basis.



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| <b>Name of policy/procedure:</b>  | <b>Research Ethics Panel: Membership and Terms of Reference</b>                            |
| <b>Document owner:</b>  | Hannah Kohler, Director of Admissions and Student Support                                  |
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| <b>Date of next review:<br/>(annually unless otherwise agreed)</b>  |  |
| <b>Related documents:<br/>(eg associated forms, underpinning processes,<br/>related policies or overarching policies)</b> | Academic Council Membership and Terms of reference<br>Research Ethics Policy and Procedure |

| <b>Version Control</b> |  |             |  |
|------------------------|--|-------------|--|
| <b>Version</b>         | <b>Author</b>  | <b>Date</b> | <b>Brief summary of changes</b>                            |
| 1                      | Hannah Kohler (Director of Admissions and Student Support) | 20/02/2019  | Original draft   |
| 2                      | Hannah Kohler (Director of Admissions and Student Support) | 10/07/2019  | Included further details on Panel procedure and membership |
| 3                      | Academic Council   | 18/12/2019  | Requires review in line with decision to pursue NDAPs      |
| 4                      | Hannah Kohler (Director of Admissions and Student Support) | 02/03/2020  | Developed standalone TOR for the Panel.                    |
| 5                      | Academic Council   | 16/03/2020  | Approved   |