

Ethics Committee_ToR_11/09/2017

Ethics Committee Terms of Reference

The Ethics Committee will make decisions to ratify research proposals for students at Calderdale College that involve human research. The Committee will receive submitted proposals, to sign-off students' research projects as part of their undergraduate programme of study. Proposals for research are written by BA top-up students during semester 1 coursework, including consideration of ethics. Advice on how to approach ethical considerations is included in the dissertation handbook. A form is completed by each student, outlining any ethical issues, for example, research involving young people; it is signed by both the student and the supervisor before it comes before the Ethics Committee.

1. Membership

1.1. The membership of the Ethics Committee shall be as follows:

Assistant Principal Learner Services and Quality – Chair
HEAPS Quality, Partnership and Learner Engagement Manager
Module Leader for the Dissertation Module

1.2. All members must be present for the meeting to be quorate.

2. Schedule

2.1. The Ethics Committee will convene a meeting as soon as practicable after proposals have been submitted by students.

2.2. Additional extraordinary meetings may be required, for example, if there are late submissions due to mitigating circumstances or resubmission opportunities.

3. Terms of Reference

The Ethics Committee will:

3.1. Receive copies of completed and signed Ethics Forms for student research activity involving humans;

3.2. Authorise requests for such research if it is deemed that all ethical considerations have been satisfactorily addressed;

3.3. Confirm the authorisation through the addition of the chair's signature to the ethics form;

3.4. Decline proposals – where appropriate – in which case feedback will be given to the author of the proposal and a resubmission will be required, which will then be reconsidered and ratified via Chair's action;

3.5. Retain a register of all proposals received and outcomes.