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|  | **Research Ethics Panel** **Terms of Reference** |

The Research Ethics Panel will convene to make decisions on the ratification of research proposals at the University Centre. The Panel will receive an Ethics Approval Form for each proposal, along with a copy of the completed proposal, to consider whether sign-off should be given to research projects. Proposals for research must be completed and signed-off by the Panel prior to the commencement of any primary research activity and must include consideration of research ethics. For undergraduates, advice on how to approach ethical considerations will be part of the teaching and support given by tutors leading up to the submission of the proposal. The Ethics Approval Form outlines any ethical issues and their proposed mitigation; it is signed by both the student and the supervisor before it comes to the Research Ethics Panel.

1. **Membership**
   1. The membership of the Research Ethics Committee shall be as follows:
   * Chair - Deputy Principal, Curriculum Development and Student Experience (or nominee)
   * Quality Manager (or nominee)
   * Applicable module leader or member of teaching staff responsible for countersigning the Ethics Approval Form
2. **Quorum**
   1. All members must be present for the meeting to be quorate
3. **Schedule**
   1. The Ethics Panel will convene a meeting as soon as practicable after Ethics Approval Forms have been submitted
   2. Additional extraordinary meetings may be required, for example, if there are late submissions due to mitigating circumstances or legitimate resubmission opportunities.
4. **Terms of Reference**

The Ethics Panel will:

* 1. Receive copies of completed and signed Ethics Approval Forms for research activity;
  2. Consider each proposal based on its risk-rating and whether all ethical considerations have been examined and a mitigation proposed;
  3. Authorise requests for such research if it is deemed that all ethical considerations have been satisfactorily addressed;
  4. Confirm the authorisation through the addition of the chair’s signature to the Form;
  5. Refer back a proposal where all ethical considerations are not deemed to have been satisfactorily addressed, and – for undergraduate students – where the proposal is deemed High Risk. Where referred the panel will give feedback to the proposer with a resubmission opportunity, to be reconsidered and ratified via Chair’s action;
  6. Retain a register of all proposals received and their outcomes.