

SCHOOL RESEARCH ETHICS COMMITTEE

The School Research Ethics Committee, a sub-committee of the University Research Ethics committee, shall advise on ethical issues in research and consider, approve or otherwise issue guidance on non-clinical research proposals involving human research participants, human material or human data and make recommendations thereon to the School Board.

Terms of Reference

- To consider non-clinical research proposals (from both the School's staff and its students) involving human participants, human material or human data.
- To either give written approval for such proposals or provide the principal researcher with written information as to why approval has not been given.
- To consider revised submissions.
- To refer to the University Research Ethics Committee cases which can not be satisfactorily resolved or about which there is uncertainty.
- To operate procedures no less rigorous than those suggested or required by the Nursing and Midwifery Council or other professional body relevant to the proposal.
- To inform the University Research Ethics Committee of any changes in the ethical codes of the Nursing and Midwifery Council, in order that the University's procedures remain valid.
- To conduct an annual review in respect of ethical issues and submit a report to the University Research Ethics Committee.
- To conduct a three yearly review of ethics procedures for consideration by the University Research Ethics Committee.

Membership

School Ethics Officer (ex officio chair)

Dean and Head of School (ex officio)

Director of Research (ex officio)

One lay member

One representative from another School within the University

One Professor

One Postgraduate Director

Three appointed members of academic staff with expertise in research ethics and/or methodology

Reserve Members:

One Deputy Head of School

One Professor

One Postgraduate Director

Chairperson: Nominated by the Head of School and appointed by the School Board, the School Ethics Officer

Secretary: Executive Officer: Research Administration

Quorum: The nearest higher whole number to one-third membership.

Substitutes: *Ex officio* members may arrange for substitutes to attend in their places if they are unable to attend a meeting.

Tenure: All *ex officio* members shall be members by virtue of their post or role and tenure will be ongoing whilst that post or role is in existence. All elected or appointed members are members for a period of one year in the first instance. Where any elected or appointed member leaves or resigns, any casual vacancy so created shall be filled for the balance of that period of office. Subject to the provisions of the Charter and Statutes all periods of office shall begin, or be deemed to begin, on the first day of August of the calendar year of appointment; except on convening the committee where members shall serve from 1st January 2010 and therefore serve for a period of two years and seven months. Members shall not be eligible to serve for more than two consecutive terms in the same capacity.

Frequency of Meetings: This will function as a virtual committee with one formal meeting each academic year to agree the annual report and tri-annual review.