**CARDIFF SCHOOL OF HISTORY, ARCHAEOLOGY AND RELIGION**

**RESEARCH ETHICS COMMITTEE**

**ACADEMIC YEAR 2018–2019**

**CONSTITUTION**

**1. Composition and Administration**

1.1 The School Research Ethics Committee shall have the following members:

(i) Chair, appointed by the School Board on the nomination of the Head of School;

(ii) Director of Research and co-ordinators of Research from SHARE;

(iii) two members of the School, appointed by and from the academic members of staff;

(iv) a member of staff from another School in the University;

(v) a member of the public who is not formally associated with the School.

Internal academic members should normally sit on the committee for a period of three years with the option to renew their membership for a further three year period.

External academic and lay members of the committee should normally sit on the committee for a period of three years with the option to renew their membership for two further periods of three years.

1.2 The School Research Ethics Committee shall meet at least twice each year.

**2. Duties, Powers and Terms of Reference**

2.1 The School Research Ethics Committee has authorised the Chair to approve as appropriate all applications, with the proviso (a) that the Chair bring to a meeting of the Committee those research proposals for which he/she requires further guidance; and (b) that the Chair reports all decisions made to the next meeting of the School Research Ethics Committee.

2.2 The School Research Ethics Committee may:

(i) authorise the research to proceed without requiring any amendment. Any such authorisation is granted on the basis of the project proceeding stated on the research submission. Any material changes must be notified to the Committee (see below) and renewed approval obtained before proceeding;

(ii) require clarification or modification of parts of the research submission. The Chair will generally be granted the authority to approve the amendments without being required to call a further meeting of the full Committee;

(iii) defer consideration of a proposal to a subsequent meeting if substantial modifications are required or where significant additional information is required;

(iv) reject the research proposal in whole or in part;

(v) refer university students or staff to the University’s Research Ethics Committee if issues of concern arise from the conduct of the research.

2.3 As part of their assistance to researchers, the Committee will ordinarily give reasons for requiring modification to proposals, rejecting them or for revoking approval.

2.4 The Committee may call for reports on the conduct of the research during projects and on completion to help the Committee in formulating its guidance and so that the Committee can be assured that projects continue to conform to approve ethical standards. This will not in any way reduce the responsibility of the researcher to ensure such conformity.

2.5 The Committee will maintain a record of all proposed research projects, and may require a formal report on completion of the project in order to review the outcome of the research.

**2.6 Appeals**

If anyone is dissatisfied with the decision made by the Chair of the School Research Ethics Committee, they should in the first instance discuss this with the Director of Research and/or at a meeting of the School Research Ethics Committee. If discussion is unable to resolve the issue satisfactorily, an appeal against the decision of the School Research Ethics Committee may be made to the University Research Ethics Committee via the Head of School. However, it should be noted that the University Research Ethics Committee will not normally interfere with a School Research Ethics Committee decision to require revisions to the project, such as to amend an information sheet or consent form. The University Research Ethics Committee is concerned only with the general principles of natural justice, reasonableness and fairness of the decision made by the School Research Ethics Committee.

**2.7 School Ethics Officer (terms of reference)**

At the University’s request the Head of School has designated a School Ethics Officer responsible for the management of ethical issues in research in the School. The term of office of the School Ethics Officer shall normally be three years. The School Ethics Officer (who is also the Chair of the School Research Ethics Committee) has the following responsibilities:

(i) ensuring that there are effective mechanisms to bring any policy, guidelines or procedures developed with or through the University Research Ethics Committee and the School Research Ethics Committee to the attention of staff and students for whom the School is responsible. These mechanisms are intended to clarify that it is a University requirement that these policies, guidelines and procedures are followed;

(ii) keeping School ethical issues in research under review;

(iii) managing and monitoring the procedures in practice;

(iv) advise school staff with regard to research ethics issues (students should primarily be advised by their supervisor);

(v) respond initially to any complaints that research is carried out that is either

(a) not approved by the School Research Ethics Committee , or

(b) not conducted in conformity with the proposal approved by the School Research Ethics Committee;

(vi) ensuring that appropriate records of applications, practices and decisions are made and kept;

(vii) reporting to the Head of School as appropriate;

(viii) reporting to the School through the School’s Management Committee (SMT);

(ix) reporting on an annual basis on behalf of the School to the University Research Ethics Committee;

(x) conducting a three yearly review of School ethical procedures and reporting the outcome to the University Research Ethics Committee;

(xi) being eligible for membership of the University Research Ethics Committee which entails attending meetings of the University Research Ethics Committee and dealing with the work of that Committee.

2.8 The School Research Ethics Committee is guided by (but not bound by) the guidelines of the relevant professional organisation. These include research ethics guidelines from the following organisations:

(i) Economic and Social Research Council Research Ethics Framework;

(ii) The European Association of Archaeologists;

(iii) The Chartered Institute for Archaeologists (CIfA);

(iv) The International Council of Museums (see especially the Bogota Declaration’s Policy on the Illegal Looting and Export of Antiquities);

(v) The Oral History Society;

(vi) The Vermillion Accord on Human Remains (1989);

(vii) European Confederation of Conservator-Restorers’ Organisations.

Cardiff University has also issued guidelines on research ethics.