

# SCHOOL OF TECHNOLOGY

## Ethics Committee

### TERMS OF REFERENCE

#### 1 **MEMBERSHIP**

The Ethics Committee will have the following membership:

- The Head of School or a nominated representative as Chairman.
- Three additional members from the departments within the School. Members will not review projects with which they have a conflict of interest.

The Committee has access to legal and specialist advice when necessary and will appoint specialist Panels to hear individual cases as required.

The Secretary of the School of Technology, or a nominated deputy, will act as Secretary of both the Ethics Committee and any specialist Panels appointed to hear individual cases.

#### 2 **ROLE AND RESPONSIBILITIES**

The Ethics Committee shall:

- Provide advice to Departments on their review process and approve ethics policies written by Departments.
- Undertake the review of the ethics of a piece of proposed research work when directed to do so by Departmental review:
  - the committee will normally agree by circulation to appoint a specialist Panel to review each individual case.
  - each review will be conducted by a specialist Panel with a minimum of 3 members who are not necessarily all members of the School Ethics Committee – this number may include the Head of School (Chair).
  - applicants may be invited to a meeting of the committee where this would assist scrutiny of the application.
  - the Committee may seek specialist advice or expertise, including legal.
  - applications will normally be reviewed at a meeting. Decisions may be made by circulation where appropriate, at the discretion of the Chair.
  - the Committee will seek to notify any applicant of a decision – which may include approval subject to changes or defined conditions - within two months of receipt of a complete application.
- Investigate any potential breach of Departmental or School ethics policy when requested to do so by Departmental review.
- To report annually to the University Research Ethics Committee.

#### 3 **ACCOUNTABILITIES**

Accountable to the Research Committee of the School of Technology.

#### 4 **FREQUENCY OF MEETINGS**

Meetings will be convened as required in response to requests submitted to the Committee.