

Research Ethics Subcommittee

The University's Committee Structure aims to put the University in a position of strength to deliver the evidence base that will enable us to engage with the OfS and its conditions of registration: [OfS - advice-and-guidance](#).

Individual Committees are expected to utilise a range of indicators, quantitative and qualitative intelligence and horizon scanning that will enable them to monitor and review trends and spot (early on) any issues that may affect compliance. In doing so, they are empowered to drive and effect changes accordingly.

Purpose and Scope

The Research Ethics Subcommittee ensures that appropriate ethical considerations are taken into account in all research activities of Newman University, and seeks to ensure that staff, students, and research participants are protected from possible harm and that their rights are both respected and protected.

Terms of Reference

To monitor the University's research ethics application processes and procedures and approve when required applications for research ethics approval or research proposals (in terms of ethical considerations) submitted by staff or students of Newman University, or representatives of relevant external bodies

To provide an annual report to the Research Committee detailing applications for research ethics approval and outcomes of any disciplinary procedures concerning non-adherence to Newman University's Code of Practice for Research, Ethical Guidelines, or related documents

To regularly update guidance on research ethics to ensure that the University's Ethical Guidelines are pertinent and in line with the requirements of relevant professional associations and research funding councils. To consider and report on relevant changes in external requirements and legislation which are considered to have an ethical dimension affecting research within the University

To take account of relevant Government legislation and requirements such as the Human Rights Act 1998, the Equality Act 2010, the Prevent Strategy 2011, and the Disclosure and Barring Service in its considerations

To report and make recommendations to the Research Committee for both information and action, and to inform where necessary any other committee of its recommendations and decisions.

Reporting

Research Committee, and where appropriate Senate.

Quoracy

The Research Ethics Subcommittee is considered quorate when there are at least 50% plus one members present. Attendance of members will be monitored on an annual basis.

Frequency of Meetings

No fewer than three and no more than five meetings in any academic year.

Constitution

The Chair to be nominated by the Deputy Vice Chancellor and approved by the Vice Chancellor. The Secretary to be the Research Office Administrator.

Corresponding members will receive all papers relating to meetings of the Committee and be eligible to attend, having given notice, but will not be eligible to vote.

Members may be co-opted.

Corresponding and co-opted members shall not be included in any calculations regarding quoracy.

At the first meeting in each academic year, a Vice Chair is to be nominated by the Committee.

Membership

Ex officio:

Chair

Deputy Vice Chancellor

Director of Graduate School

Deputy Registrar

Director of Learning, Teaching and Scholarship or a representative

President of the Newman Students' Union or a representative

Nominated/elected for a three year term:

Two members of academic staff who are already Link Tutors from the Faculty of Education

Two members of academic staff who are already Link Tutors from the Faculty of Arts, Society and Professional Studies

Corresponding members:

Faculty Executive Deans

Co-opted:

One member with relevant expertise (e.g. a medical practitioner) One lay member to be agreed and recommended by the Research Ethics Subcommittee

A maximum of two other members

Servicing & Arrangements for Papers

Research Office Administrator (Graduate School)

Tenure

For elected/nominated members: 3 years, with the possibility of nomination for a further 3 years (6 in total)

Calendar of business

September	<ul style="list-style-type: none">• Items for calendar for business to be added by Chair and Committee Secretary – reviewed and agreed at first meeting• ToR to be reviewed and agreed at first meeting• Call for papers for October meeting
October	<ul style="list-style-type: none">• First meeting of the academic year
November	
December	
January	<ul style="list-style-type: none">• Call for papers for February meeting
February	<ul style="list-style-type: none">• Second meeting of the academic year
March	
April	
May	<ul style="list-style-type: none">• Call for papers for May meeting• Third (and last) meeting of the academic year• Committee to review and update as required ToR and Calendar of Business
June	
July	
August	