**UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION**

**Committee structure of the Academic Board**

**ETHICS COMMITTEE FOR STUDIES INVOLVING HUMAN PARTICIPANTS**

*(Amendments to the version published previously are shown in italics.)*

It is implicit that in exercising the powers delegated to it, or discharging the responsibilities

assigned to it by the Academic Board, that within the limits of its authority, a committee or board of the Academic Board may require action to be taken by another committee or board of the Academic Board.

A **QUORUM: 5**

B **TERMS OF REFERENCE**

**General principle**

B.1 There is a general principle that all University research, consultancy and teaching programmes require those initiating, conducting or approving programmes to consider them from an ethical viewpoint. University staff and/or students may carry out studies involving human participants as part of their teaching/learning and research programmes. The subjects of these studies are often University students or staff. From time-to-time studies may also include members of the public. Studies may be undertaken on or off University premises. The University needs to safeguard the interests of all concerned by maintaining a system which reviews all studies involving human participants through the Ethics Committee for Studies Involving Human Participants.

**Terms of reference**

B.2 To formulate institutional policies, regulations and procedures for the approval of the Academic Board to ensure the proper conduct of studies involving human participants as envisaged by the general principle set out above.

B.3 Where approved by the Academic Board, to monitor the implementation and operation of the institutional policies, regulations and procedures referred to in Term of Reference B.2.

B.4 To establish criteria and maintain procedures to ensure that:

i studies within the University's authority or undertaken in collaboration with another institution (including those undertaken in connection with University of Hertfordshire programmes provided at other educational institutions and organisations in the UK and overseas) which involve human participants are ethical and carried out with appropriate technical skill and precaution for safety;

ii where consent is required by the nature of the proposal, it is obtained from those who participate in such studies after adequate explanation of the proposed programme of investigation and any possible risks associated with it;

iii any study involving the use of human participants is conducted in accordance with proper ethical standards.

B.5 To formulate and promulgate instutional guidance on the application and operation of the University’s policies and regulations relating to studies involving the use of human participants.

B.6 To identify staff development needs for action by HR Development.

B.7 To report concerns relating to studies involving human participants which fall within the scope of its terms of reference, including matters that might adversely affect the reputation of the University, to the Vice-Chancellor and the Academic Board.

B.8 To make a report to the Academic Board concerning the business discharged by the Committee at each meeting.

B.9 To prepare and present an Annual Report to the Academic Board.

**Ethics Committees with Delegated Authority**

B.10To formulate recommendations for the approval of the Vice-Chancellor and the Academic Board concerning the establishment, structure and function of Ethics Committees with Delegated Authority.

B.11 At its absolute discretion, to delegate authority for certain matters to Ethics Committees with Delegated Authority and in doing so to specify the period of time for which such authority is delegated.

B.12 To determine and keep under review a core Agenda of Standing Items of business for Ethics Committees with Delegated Authority.

B.13 To receive proposals from Ethics Committees with Delegated Authority concerning terms of reference additional to the core terms of reference for such committee determined by the Academic Board and to make recommendations to the Vice-Chancellor and the Academic Board.

B.14 To receive the minutes of the meetings of Ethics Committees with Delegated Authority.

B.15 To determine a format for Annual Reports from Ethics Committees with Delegated Authority.

B.16 To receive and consider an Annual Report from each Ethics Committee with Delegated Authority.

C **COMPOSITION**

C.1The Chair of the Committee will be appointed by the Vice-Chancellor.

C.2Membership of the Committee shall be by invitation of the Vice-Chancellor.

**Category**

1 Chair appointed by the Vice-Chancellor 1

2 Vice-Chair (appointed by the Vice-Chancellor) 1

3 Five (**5**) members, at least two (**2**) of whom will normally be external to the

 University, drawn from a range of disciplines as agreed between the

 Vice-Chancellor and the Chair of the Ethics Committee, and to include a

 moral philosopher and a medical practitioner 5

4 A postgraduate student 1

5 The chairs of Ethics Committees with Delegated Authority 2

6 The Vice-Chair of Ethics Committees with Delegated Authority 4

7 Director of Academic Quality Assurance (or Deputy) 1

8 Director of the Doctoral College (or Deputy) 1

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**Officers in attendance**

Director of Occupational Health and Safety

Director of Legal and Compliance Services and University Solicitor (or nominee)

 (Secretary to the Committee)

Governance Services Officer (Clerk to the Committee)

D **GOVERNANCE AND OPERATION OF THE COMMITTEE**

D.1 The Ethics Committee for Studies Involving Human Participants:

i is a committee of the Academic Board and will conduct its business in accordance with the Standing Orders of the Academic Board;

ii will note the Standing Orders of the Academic Board at the first meeting of each academic year and any subsequent changes to these;

iii will meet not less than three (**3**) times in each academic year (normally once each term) and formal minutes of the Committee’s proceedings will be published and circulated by Governance Services;

iv will note its terms of reference, composition and membership at the first meeting of each academic year and any subsequent changes to these.

D.2 **Committee records**

The primary record of this Committee’s business will be the Minute Book which is the structured manual file required by Standing Orders. The Clerk is responsible for the accuracy and completeness of the Minute Book which will conform with the requirements of Standing Orders and will be held by the Head of Governance Services. The Minute Book is part of the permanent record of University business.

In addition, all of the component documents which form the Minute Book will be stored, electronically, on the University’s Electronic Document Records Management System in accordance with the protocols determined from time-to-time by the Head of Governance Services.

**MEMBERSHIP**

**Category**

1 Chair appointed by the Vice-Chancellor [Dr Susan Grey]

2 Vice-Chair (appointed by the Vice-Chancellor) [Dr Simon Trainis]

3 Five (**5**) members, at least two (**2**) of whom will normally be external to the University, drawn from a range of disciplines as agreed between the Vice-Chancellor and the Chair of the Ethics Committee, and to include a moral philosopher and a medical practitioner

 Social Scientist Dr Nick Troop

Moral Philosopher Dr Sam Coleman

 Theologian Rev Dr Allan Smith

 Medical Practitioner Dr Colin Blankfield

 A Lawyer *Dr Parinaz Raisi*

4 A postgraduate student Mr Adam Gimson

5 The Chairs of Ethics Committees with Delegated

 Authority

 Health, Science, Engineering and Technology Dr Simon Trainis

 Social Sciences, Arts and Humanities Dr Ian Willcock

6 The Vice-Chairs of Ethics Committees with Delegated Authority:

 Health, Science, Engineering and Technology Dr Rosemary Godbold

 Dr Rebecca Knight

 Social Sciences, Arts and Humanities Dr Brendan Larvor

 vacant

7 Director of Academic Quality Assurance (or Deputy) Dr Frank Haddelton

 (Catherine Rendell)

8 Director of the Doctoral College (or Deputy) Dr Susan Grey

**Officers in attendance**

Director of Health & Safety and Occupational Health

*(or nominee)* Damian London

*Occupational Health Nurse Advisor* Irene Boham

Senior Health and Safety AdvisorSarah Wilson

Director of Legal and Compliance Services and University Solicitor

(Secretary to the Committee) (or nominee) Alex Hall

 (Abi Tomlinson)

Governance Services Officer (Clerk to the Committee) Claire Kruger

[2] members in more than one category