

**SHEFFIELD HALLAM UNIVERSITY**  
**COLLEGE TEACHING RESEARCH ETHICS COMMITTEES**  
**TERMS OF REFERENCE**

**1. Scope and Status**

- 1.1 For the purposes of these terms of reference, ethical considerations and conduct will include, but not be limited to, research involving human participants (including tissue and personal data), research using animals, and research integrity.
- 1.2 The purview of the Committee will include research undertaken by undergraduate and taught postgraduate and education related to research.
- 1.3 The Committee is a delegated Committee of the University Research Ethics Committee.

**2. Guiding Principles**

The Committee will:

- 2.1 Operate procedures no less rigorous than those suggested or required by relevant statutory or professional bodies
- 2.2 Be impartial, supportive, developmental and dedicated to the promotion of ethical standards in research
- 2.3 Ensure that proposals are methodologically sound without otherwise making judgements on quality as many projects are undertaken within a learning environment
- 2.4 Consider taking specialist advice where required, on the insurance, liability and other legal implications of activities,
- 2.5 Ensure that the University's policies on equal opportunities and inclusion are taken into account in the fulfilment of these terms of reference

**3. Specific Responsibilities**

On behalf of the UREC and in accordance with Academic Board policies and procedures, the Committee will:

- 3.1 Oversee the implementation and dissemination of UREC policies and procedures
- 3.2 Make necessary administrative arrangements for operating the policies and procedures, including issuing documentation
- 3.3 Advise the academic staff and students of the College on matters pertaining to the ethics and integrity of research
- 3.4 Approve procedures for reviewing student ethics applications. This will include the approval of course or programme specific Ethics Review Groups (ERGs)
- 3.5 Advise and accept referrals from Ethics Review Groups as required.
- 3.6 Approve (with or without modification) or reject, on ethical grounds, research proposals involving human participants
- 3.7 Undertake/oversee the process of Scientific Review of student research where this is necessary e. g. for HRA/ NHS research ethics committees
- 3.8 Approve for five years (with or without modification) or reject on ethical grounds Category Approvals from course for student research projects undertaken regularly as part of taught modules
- 3.9 Ensure that appropriate research ethics training is provided for students on taught courses in their College
- 3.10 Liaise with external research ethics committees, in particular those established by local NHS trusts [if appropriate].
- 3.11 Subject its own activities to continuous review and present committee minutes and an annual report on its activities to the University Research Ethics Committee.

#### **4. Membership**

Members are appointed in accordance with guidelines issued by the University Research Ethics Committee and will include:

- 4.1 A Chair who has knowledge and experience of research ethics and at least one of the areas of research likely to be considered by the Committee
- 4.2 Representatives from the disciplines: [College-specific]
- 4.3 A representative from the technical support staff
- 4.4 Where necessary, additional members will be co-opted
- 4.5 A secretary who will normally be a member of the College
- 4.6 All members shall be appointed for three years in the first instance
- 4.7 The Committee shall elect a Vice-Chair from within its membership

Members, unless otherwise stated above, shall be appointed for three years in the first instance.

The Committee shall elect a Vice-Chair from within its membership.

The Committee and its constitution will be reviewed annually to ensure it remains fit for purpose. The Chair will lead the review.

Secretarial support for the Committee will be provided by the College administrative team. Members with an involvement in a proposal should leave the meeting while consideration occurs.

## **5. Meetings**

Quarterly meetings, timed around the UREC committee meetings.

The Committee shall also meet outside these dates if deemed necessary for the efficient conduct of business.

## **6. Quorum**

Four members, including either the Chair or Vice-Chair, have to be present.

Revised November 2019.