

RESEARCH & TEACHING ETHICS SUB-COMMITTEE (UREC)

January 2022

Strategic Vision: Teaching Intensive Research Informed (TIRI)

The University of Bolton will be a teaching intensive, research informed higher education institution whose distinctive high quality, student-focused, undergraduate and postgraduate programmes attract applications from all over the world.

TERMS OF REFERENCE

1. Authority of the Committee

The sub-committee has delegated responsibility from the Research and Knowledge Exchange Committee for consideration and decision-making with respect to all matters relevant to the University's Research & Teaching Ethics policies and procedures. Approval of policies for Research & Teaching Ethics would be subject to endorsement by the Research and Knowledge Exchange Committee and approval by Senate.

2. Duties of the Committee

- i. To establish, implement and review ethics policies, procedures and guidelines for research projects and teaching activities involving human participants (including but limited to enrolled learners) or human data or material, and to disseminate these as appropriate within the University.
- ii. To provide guidance to staff and students on the ethics of conducting research and teaching activities involving human participants or human data or material.
- iii. To advise on and approve procedures to be implemented by Schools and Research Institutes for the ethics review of projects involving human participants or human data or material which are undertaken by undergraduate students and taught postgraduate students, and to monitor the effectiveness of these procedures.
- iv. To review and approve research and teaching activities undertaken by staff, visiting researchers, postgraduate research students or external researchers which involves human participants or human data or material and/or which is referred to the Committee by Schools and Research Institutes, prior to the commencement of that research.
- v. To consider any issues concerning the ethics of research or teaching activities referred to the Committee.
- vi. To report as required to Senate on ethics review activities.

3. Membership *(to be nominated annually by the Vice Chancellor & confirmed by Senate)*

- Chair – Chair of the Research and Knowledge Exchange Committee or nominee
- Ten Research & Teaching Ethics Officers (representative of the University's Schools, Research Institutes and the Off Campus Division)
- Two external representatives
- Two student representatives, of whom at least one should be a postgraduate research student

4. Quorum

Meetings shall be quorate when at least two Research & Teaching Ethics Officers, the Chair (or Deputy Chair) and two other members are present.

5. Appointment of Chair/Deputy Chair

The Chair shall be appointed by the Deputy Chair of Senate.

6. Meetings

The Committee will normally meet three times per year and as cases arise which require its consideration. Dates for submission of proposals will be published. Closing dates for submissions will be two weeks prior to the meeting (or eleven days if multiple copies are provided) and will be strictly adhered to. The Committee aims to convey decisions to the applicants within one week of the meeting, or within four weeks of receipt of the application, unless there are queries to be made of the applicant, or a need for outside opinion. Applications can be sent to the Secretary of the Committee between meetings for circulation among Committee members, and decisions made by post or email, to be ratified at the next Committee meeting.

There should normally be at least one full meeting of the committee per academic year.

7. Attendance at Meetings

- Health and Safety Officer
- Secretary (nominated by the Research and Graduate School).

8. Committee Reporting

The Committee reports to the Research and Knowledge Exchange Committee.

9. Review

Terms of Reference are reviewed at the first meeting of the Committee annually and any changes are approved by Senate.