

## **18 University Ethics Committee**

### **Membership**

Chair	Appointed by Senate
Vice Chair	Appointed from within the membership of the Committee
Ex-officio Members	Chair of the Research & Enterprise Advisory Board Chair/co-Chair of each School Ethics Committee or nominee University Secretary or nominee One Sabbatical Officer nominated by SAUWS
External or Lay Members	Up to three members external to the University, with experience of ethical issues
Co-opted Members	The Committee may co-opt up to four additional members for a period specified by the Committee
Administrative Support	A member of staff appointed by the University who shall act as Secretary to the Committee

### **Quorum**

The quorum shall be one-third of the total membership, with at least one external in attendance per meeting

### **Terms of Reference**

- To consider general ethical issues relating to University activity, specifically, but not exclusively, research activity;
- To oversee the operation, monitoring, evaluation, dissemination and review of the University Code of Ethics & Guidelines for Ethical Practice in Research & Scholarship;
- To provide formal guidance and advice to Academic Schools on ethics issues in line with the Code, relevant policies and legislation;
- To consider and approve proposed School Ethics Committee membership & procedures;
- To oversee the ethics appeals process;
- To monitor the quality of ethical applications and ensure that the approval process is conducted in a fair and independent manner;
- To receive annual reports from School Ethics Committees;
- To ensure that students and staff are aware of the importance of considering ethical issues and of the appropriate channels for seeking ethical approval.

### **Frequency of Meetings**

The Committee shall meet at least three times per annum in line with the University's Calendar of Dates.

**Reporting**

The Committee shall report to the Senate

**Periods of Appointment**

“Ex-officio” members will remain members as long as they hold the office by virtue of which they are members.

The Chair and other appointed members will be appointed for a period not exceeding three years.

All appointees shall be eligible for re-appointment on the expiry of their terms of office.