School/Department Research Ethics Approval (REAC) Committee
Terms of Reference and Membership 2020-21

Reports to the University Research Ethics Sub-Committee

The School/Department Research Ethics Approval Committee (REAC) is responsible for oversight of all matters relating to research ethics in the respective School/Department. It reports to the University Research Ethics Sub-Committee. The frequency of meetings can be at least once a term or it can meet whenever an occasion necessitates a collective deliberation. It receives from **Students and Staff** applications for research ethics clearance that deal with human participants in general and vulnerable human participants in particular. It considers any specific cases brought forward by a School/Department Research Ethics Lead. If it cannot consider an application for diverse reasons ranging from complexity to sensitive or moral issue, it forwards the application to the Chairperson of the University Research Ethics Sub-Committee, which meets three times in an Academic Year. Additionally, it can also recommend amendments to the existing Research Ethics Policy. The Chairpersons of the School and Department Research Ethics Approval Committees ensure that systems are in place to provide training and guidance to their School/Department Ethics Leads, who in turn acquaint the colleagues and students in their respective School/Department/Subject areas.

The School should provide secretarial support for the School/Department Research Ethics Approval Committee.

Terms of Reference for the School/Department Research Ethics Committee

- To oversee the operation of the research ethics policy within the School/Department.
- To ensure that any proposed, local variations to the University policy are submitted for consideration and approval to the University Research Ethics Sub-Committee (a sub-committee of the Senate's Research Committee) for approval.
- To receive lists at each meeting of any research ethics approval granted at School/Departmental level and to ensure records are kept of all research ethics approvals granted or referred back for action. It is expected that School/Department Ethics Lead (S/DEL) will maintain up to date records against cohort data of all ethical approvals.[1]
- To consider cases submitted by the S/DEL for consideration.
- To keep records of all research ethics training undertaken within the School/Department and to keep training needs and delivery under review.
- To report to each meeting of the University Research Ethics Sub- Committee and the School/Department Research Committee all research ethics approvals within the School.

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[1] For example, all Level H students are required to undertake either an extended project or a dissertation/all PGT students will undertake a dissertation/or similar project. Therefore, each student should receive ethical approval for their project (at some level). It is important that accurate records are kept to ensure all students are managed in line with the University's Ethics policy (i.e. 100%) which can be found in the University's Research and Scholarship Development Plan (R&SDP) 2020.

Membership: Not more than 5 members including Chair (although, exceptions may apply to this rule where there is a Combined committee - e.g. in areas of Sciences, and Social Sciences and Business).