



UNIVERSITY RESEARCH ETHICS SUB COMMITTEE

Minutes of the meeting on 5th March 2025

Attendees	By Invitation
Professor N Ferguson (Chair) Dr S Al-Azami Professor A Hodgkinson Dr M Martin Ms H Singh Dr T Trawinski Dr N Vibla	Apologies
Secretariat	Copy to
Mr Marc Jones	University Research Committee

1. Chair's welcome	ACTION
The Chair welcomed members to the meeting.	
2. Apology	
There were no apologies.	
3. Minutes of the meeting held on 9 th October 2024	
Minutes of the meeting held on 9 th October 2024 were received. The minutes were APPROVED as a correct record.	
4. Matters arising	
<p>Re definitions of 'vulnerability', Dr Hodgkinson undertook to circulate his Powerpoint presentation in relation to this to members.</p> <p>Re administrative support for school ethics committees, the Chair asked members whether support was currently in place at school level. Dr Hodgkinson responded that his school had support in place on a rota basis, adding that passing work from one colleague on the rota to another was time-consuming. Dr Al-Azami commented that his school did not have support but that due to the school's comparatively low number of ethics applications this had not to</p>	Dr Hodgkinson to distribute presentation.

date created an issue. Dr Trawinski informed members that his school had support, in the form of a colleague minuting ethics board meetings.	
5. Research Ethics at Hope Partners	
There were no issues to report.	
6. Applications for Review	
There were no applications for review.	
7. Online submission, process and storage of Research Ethics Applications and decisions	
<p>Members had received Dr Trawinski's paper proposing changes to the Research Ethics form. Dr Hodkinson reminded members that if the form is updated all SELs will need to be given training in relation to this. At section 3.1 Dr Hodkinson suggested that 'Please provide details of the participant group' be amended to 'Please provide details of the group who are participating in your research'.</p> <p>Members undertook to further review the document and send any feedback to Dr Trawinski.</p> <p>Dr Trawinski informed members that he had recently received an ethics application in relation to terrorism. Dr Hodkinson informed members that he was aware of this application and undertook to check whether it would be necessary to convene a submission committee.</p>	<p>Dr Hodkinson to check about submission committee.</p> <p>Members to send feedback to Dr Trawinski</p>
8. Issues or questions from Faculties	
<p>a. Faculty of Creative Arts and Humanities</p> <p>Dr Al-Azami raised the issue of participation in research focus groups, asking about participants who express a wish to withdraw from the project after the focus group's data has been gathered. The Chair responded that in such instances, by the stage at which data has been transcribed and anonymised, withdrawal is not possible. Dr Martin informed members that at her institution participants are given 1-2 weeks after a focus group has taken place to withdraw. Dr Martin undertook to share an article in relation to this with colleagues.</p> <p>b. Faculty of Education and Social Sciences</p> <p>Dr Hodkinson informed members that a survey of SELs had returned the information that the duties of a SEL take up 25 hours per week. Dr</p>	<p>Dr Martin to share article.</p>

<p>Hodkinson pointed out that the Workload Model allots ten hours per week for such duties. The Chair undertook to contact People Services re this.</p> <p>c. Faculty of Human and Digital Sciences</p> <p>There were no issues to raise.</p> <p>d. Faculty of Business, Criminology and Law</p> <p>Dr Vibla raised the issue of a group of Criminology students requesting to conduct research into cannabis use among fellow students. Members discussed the matter and concluded that given the legal implications of students supplying this information the research could not be approved.</p>	<p>Chair to contact People Services.</p>
<p>9. The Concordat to Support Research Integrity</p>	
<p>There were no issues to raise.</p>	
<p>10. Minutes and Reports from Schools</p>	
<p>The Chair asked members to send any outstanding minutes to Mr Jones.</p>	<p>Members to send minutes to Mr Jones.</p>
<p>11. Research Ethics Concerns from students</p>	
<p>Ms Singh requested clarity on CRE feedback, saying that approaches to this differ between schools; some students receive feedback from the external before CRE while others do not. The Chair asked Mr Singh to contact Professor Marwood re this.</p>	<p>Ms Singh to contact Professor Marwood.</p>
<p>14. AOB</p>	
<p>Members had received the draft Human Tissue Research Policy. Dr Hodkinson suggested that the policy be part of the ethics form, to allow tracking of issues in relation to this. The Chair concurred with this suggestion.</p> <p>Dr Trawinski raised the issue of students conducting research while on placements, asking whether this should be counted as research, or evaluation. Dr Hodkinson responded that if students were conducting evaluation as part of their course, SELs would be asked to monitor this, providing the research did not leave the University.</p>	