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UNIVERSITY ETHICS COMMITTEE

UNIVERSITY ETHICS COMMITTEE: TERMS OF REFERENCE

The University Ethics Committee (UEC) has responsibility for safeguarding the general principles laid down in Cardiff Metropolitan University's Ethics Framework. Reporting to Academic Board and as necessary referring issues of policy and strategy to Academic Board it:

1. Reviews and updates the University's Ethics Framework and ensures its implementation;
2. Makes recommendations to HR on staff development requirements in the areas associated with the University's Ethics Framework;
3. Advises staff and students in order that they may conduct business in an ethical, legal and socially responsible manner;
4. Receives annual reports from its sub committees;
5. Oversees the annual review of sub committee arrangements for research ethics governance;
6. Receives reports from the HTA (Human Tissue Authority) Working Group;
7. Receives, where appropriate, applications for ethical approval referred from Schools, Independent Research Centres and Central Units;
8. Establishes procedures for appeals against decisions made by the Research Ethics Committees of Schools and Independent Research Centres;
9. Promotes links with committees and units of the university on matters of mutual interest;
10. Considers, takes appropriate action and reports upon any issues referred to it by Academic Board.

Frequency of meetings: A minimum of three per year

Membership*

A Chair appointed by Academic Board	1
1 Pro Vice Chancellor (Research) (ex officio)	1
1 member of staff from each Academic School and Independent Research Centre nominated by the Dean of School or Centre Head**	6
1 University Chaplin	1
1 member of staff who is the HTA (Human Tissue Authority) designated person	1
1 member of staff from the Learning & Teaching Development Unit	1
1 member of staff from the Health & Safety Committee	1
1 student member (approved by the Chair)	1
1 member external to the University (approved by the Chair)**	1

Vice-Chair: One member of the Committee should be identified as Vice-Chair

Co-option: Up to 3 co-opted members who shall be at the discretion of the Chair**

* As far as possible it will be ensured that membership of the committee represents the wider community in respect of age, gender, race and disability

**Term of Office: 3 years with no three terms to be consecutive

In Attendance

An administrative officer from Research & Enterprise Services