

## Committee for Ethics and Integrity

### Reports to

Academic Board

### Terms of Reference

The Committee for Ethics and Integrity has been given delegated authority by the Academic Board to carry out the following responsibilities:

- 1) To formulate institutional responses to national and international developments relating to ethical issues and research integrity, relevant to the remit of the Academic Board;
- 2) To advise Academic Board on those general and specific ethical issues upon which Academic Board may seek advice in the formulation of policy;
- 3) To have oversight in relation to the following:
  - University's ethics approval of research undertaken by both staff and students at both undergraduate and postgraduate level;
  - the sources of research funding, avoiding disrepute to the University and maintaining funding sources that comply with ethical principles
  - governance with respect to use of animals;
  - ethical issues with respect to the use of human tissue;
  - research integrity as defined by sector best practice;
  - GDPR in relation to research;
- 4) To monitor and review on an biennial basis the systems in place for ethical approval;
- 5) To determine and approve the related policy and procedures, provide guidance on interpretation as required and monitor adherence to policies and procedures;
- 6) To produce and recommend to Academic Board the University's Annual Statement on Research Integrity in keeping with the requirements of the UUK Concordat for Research Integrity;
- 7) To receive reports upon and ensure the appropriate recording and reporting of any instances of alleged or proven malpractice to the appropriate bodies.
- 8) To monitor the delivery and uptake of training activities scheduled to support relevant staff and students in research ethics, and to evaluate such activities ensuring ongoing fitness for purpose;
- 9) To disseminate best practice as exemplified both within and outside of the University and maintain awareness of the external landscape with respect to the above, ensuring that the University meets all necessary requirements

### Constitution

- Chair (appointed by the Chair of Academic Board)

### Ex Officio:

- PVC Clinical Health
- Head of Research Services
- Head of Graduate Research and Education in CELT
- Chair – Other Review Board
- Chair of Ethics Review Panel (3)
- Chair of Faculty Ethics Committee or nominee (5)
- Rector of UCLan Cyprus or nominee

### Nominated:

- Students' Union representative (1 - nominated and determined by the Students' Union)

- Lay Members (3 – independent of the University and appointed by the Chair of the Committee for Ethics and Integrity following due process).

**Elected:**

- An early career researcher (1 – determined by election)
- An experienced researcher (1 – non Professoriate, determined by election)
- Professoriate Representative (1 – determined by election)
- Research Degree Tutor (1 – determined by election)

**In attendance:**

- Committee Administrator
- University Officer for Ethics or nominee
- Grants and Funding Manager or nominee
- Trade Union representative
- By invitation of the Chair, persons as necessary with specialist expertise or responsibility including but not limited to Legal Services, Human Resources, Estates Services, Information Governance, and Corporate Licensing

<p><b>Sub committees</b></p>	<p>Faculty Ethics Committee Other Review Board</p>
<p><b>Further Information</b></p>	<p><b>Delegation of Authority</b> - The Committee for Ethics and Integrity has oversight of the following Panels which operate with delegated authority from Academic Board:</p> <p><b><u>Ethics Review Panels</u></b></p> <ul style="list-style-type: none"> <li>• To consider applications for ethical review, operating in accordance with the University’s Ethical Principle Document, and agreed professional bodies and society requirements;</li> </ul> <p><b><u>Research Integrity Enquiry Panel (RIEP)</u></b></p> <ul style="list-style-type: none"> <li>• to investigate allegations of malpractice that cannot be resolved through the first stage of the procedure as per the Code of Practice for the Investigation of Allegations of Research Malpractice and the Ethical Principles Document.</li> </ul> <p>The Research Integrity Enquiry Panel (RIEP) shall be Chaired by the nominee of the Chair of the Committee for Ethics and Integrity, and constitute selected members of the Committee for Ethics and Integrity. The Chair shall also invite persons as necessary with specialist expertise or responsibility to confidentially advise the Panel as necessary. Members of the panel shall not be drawn from the Faculty within which malpractice is alleged.</p>