

**Ethics Review Panel**  
**General Operating Procedures**  
**applicable to:**  
**BAHSS, PSYSOC and STEMH**

**OPERATING PROCEDURES**

- A. At least three meetings of each Panel shall be convened in each academic year. Additional meetings may be convened in the event that they are required to expedite business that otherwise would be outstanding for an unacceptable period of time.
- B. Members of the Panel are not eligible to vote on proposals in which they have an interest, for example researchers or supervisors. The Vice-Chair will convene the review of proposals where the Chair has an interest. Meetings or review will be considered quorate when at least one third of eligible voting members are present.
- C. The Panel shall receive and consider proposals for: funded and non funded grant proposals; PhD, MPhil, Masters by Research and Professor Doctorates (Research phase);– each only when determined as being required by application of the Ethics checklist. Undergraduate and postgraduate taught modules and (normally) dissertations remain the responsibility of the relevant School/Faculty. The Panel will provide appropriate guidance and oversight to Schools, Faculties and supervisory teams on ethical issues arising within taught courses. The Panel will make available the appropriate Ethics Check List as a reference document.
- D. The Panel shall receive submissions for ethics review and approval from staff and supervisors, and these shall be considered in a timely and confidential manner. All proposals shall be reviewed and considered through the Ethics system by distribution for review to appropriate members. Approval by ‘Chair’s Action’ shall be granted where there is evidence that external approval, comparable to or greater than the Ethics system has been granted. Where an external approval is not considered comparable or equal to, full approval will still be required. All proposals which raise significant ethical issues will be subject to full review by two members of the appropriate Panel, in addition to the Chair. If the input of another Panel is considered by the Chair to be required, a reviewer from that appropriate other Panel will be substituted in place of the second reviewer from the host Panel. The applicant will be informed of the outcome of the review by email, once the review has been concluded.
- E. The Panel has the power to refer back or ultimately reject a research proposal if the reviewers, supported by the Chair, decide that the proposal is unethical, according to University Ethical Principles, or if there is insufficient information to allow a decision to be reached. The Panel may also refer back or reject a research proposal if the nature of the research is such that it necessitates approval or ethics clearance by an outside body, such as the Home Office, and this approval or clearance has not been obtained. If a proposal is rejected, a full, written account of the reasons for rejection will be given to the member of staff. Unless otherwise decided by the Panel, any amended version of a rejected proposal should be resubmitted to the Panel.
- F. Ethics decisions on all proposals from research students will be recorded on Banner (SHATCMT).
- G. No staff or student research proposal raising significant ethical issues as identified by the application of the Checklist shall proceed without approval from Ethics.
- H. Appeals: All appeals should be submitted in writing to the Chair of the appropriate Panel where they will be re-considered by the full Panel. If the proposal is refused again an appeal may be submitted to the Chair of the University’s Committee for Ethics & Integrity (CEI) who will make the final decision, in consultation with CEI members if required.

**Ethics Review Panel**  
**General Terms Of Reference**  
**applicable to:**  
**BAHSS, PSYSOC and STEMH**

**TERMS OF REFERENCE**

1. The purposes of the Panel are to examine ethical aspects of **research**, consultancy and **knowledge transfer activities** carried out across the University, and to seek to promote, encourage and maintain good ethical practice in research. The Panel will provide appropriate guidance and oversight to Schools, Faculties and supervisory teams on ethical issues as required.
2. When considering research proposals, the Panel will operate in accordance with the University's *Code of Conduct for Research* together with other documents approved by University. Where relevant the Panel will also take into account ethical guidance published by professional bodies and learned societies.
3. The Panels reports to the University's Committee for Ethics & Integrity.
4. Staff whose research proposals have been refused approval on ethical grounds, and who wish to appeal, should submit their appeal in writing to the Chair of the appropriate Panel where they will be re-considered by the Chair, or Chair and full Panel in the first instance. If the proposal is refused again, an appeal may be submitted to the Chair of the University's Committee for Ethics & Integrity who takes the final decision, referring to other members of CEI as required.
5. The Panel will respond to constituent Schools/Faculties on any ethical issues on which the Schools/Faculties may seek its advice.
6. The Panel will maintain a register of applications for ethical approval through the Ethics system, and submit a summary of Minutes of its Meetings to the University's Committee for Ethics & Integrity.
7. The Panel will draw the attention of the University's Committee for Ethics & Integrity to any ethical issues which it recommends for wider consideration.
8. Research across the University may raise ethical issues of confidentiality of research findings; informed consent of research subjects; access to research subjects; legal issues and health and safety implications for researchers and participants. There may also be issues of the treatment of research students and young researchers. Any research that involves issues beyond the remit of this Panel (such as health and safety or the treatment of research students/young researchers) will be referred to a more appropriate venue for consideration and resolution.
9. Membership shall comprise a Chair, at least one Vice Chair and Deputy Vice Chair, representatives from constituent Schools, and lay members. Membership is for a period of two years in the first instance, with possible extension to a third year. The Panels will be serviced by the Ethics and Integrity Unit within Research Services.