
statements related to research and the use of animals in research, teaching and practice, freedom of speech, health and safety, information law and policy, including the MU whistleblowing/confidential reporting policy and procedure, widening access and working with our partners and friends etc, can be found at <https://www.mdx.ac.uk/about-us/policies>. Statements and policies related to research integrity can be found at <https://www.mdx.ac.uk/our-research/research-integrity>.

Our policies and procedures are regularly reviewed and updated, and follow specific reporting arrangements, and may be subject to auditing as determined by the University Audit Committee. Non-compliance with policies and procedures may result in disciplinary action.

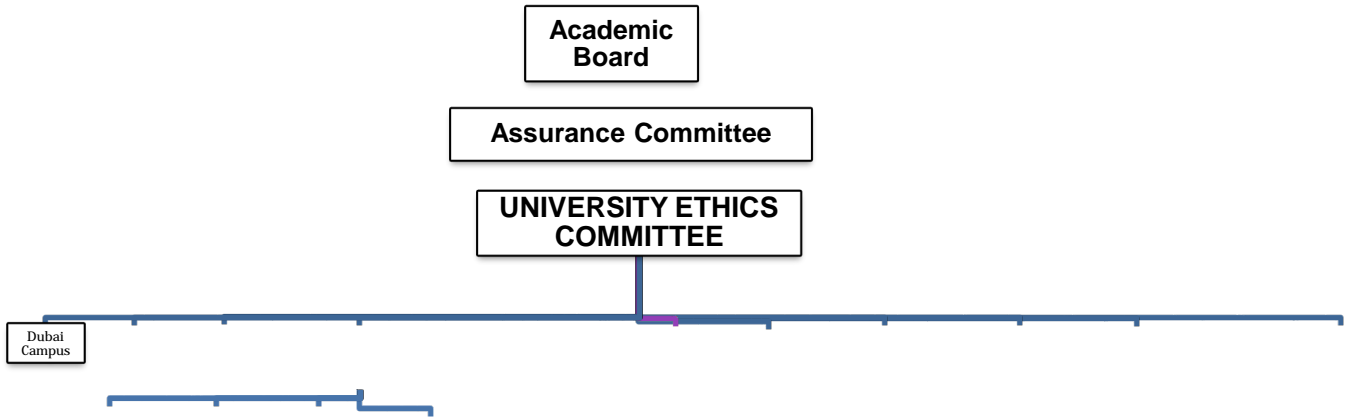
TC: May 2014

This Framework Statement was approved by the Assurance Committee July 2014. It is due for review in July 2019.

TC/UEC: Updated April 2019

This Policy Framework Statement was approved by the Assurance Committee May 2019. It is due for review in May 2024.

Appendix 1: Current reporting Structure for the University Ethics Committee and its Ethics Committees



8. Consider complaints of ethical misconduct referred by Ethics Sub-Committees and/or where necessary refer unresolved complaints to the Director of Research or complaints to the MU Whistleblowing Policy and Procedure.

9. Make arrangements for training on ethical matters.

10. Formulate institutional responses to national and international developments relating to ethical issues, in conjunction with other committees where appropriate.

Frequency of Meetings

The Committee shall meet not less than twice a year. Quoracy for formal decisions to be set at 50% of membership.

Membership

Member of the Assurance Committee (Chair)
Chairs or representatives of each Ethics Sub-Committee and/or
Research Ethics Committee
The Human Tissue Authority (HTA) Designated Individual
A member of staff from the University's Corporate Marketing
Department (as required)
Two members of Professional Support Services
Human Resource Services

Awareness of diversity within the Campus/Faculty/School and the promoting discussion, understanding and adoption of good practice of different approaches adopted by distinct subject areas where appropriate

Awareness of the distinct requirements in different areas e.g., clinical work, field work, placements etc.

For example, ethics committee arrangements in the School of Health and Education need to be responsive to the following conditions and constraints:

The expectations of funding bodies (e.g. Department of Health and ESRC) and of the NHS and partner institutions

The expectations of key professional bodies

To implement and improve arrangements for ensuring good ethical standards, there are a number of related needs including:

The need for continuing staff training and updating

The need to build attention to ethical issues into core curricula and academic practice

Terms of Reference

1. Campus/Faculty/School level responsibility for ensuring staff and students give close attention to ethical issues in their proposals for and in the conduct of research activities carried out in the name of Middlesex University, whether externally or internally funded or unfunded
2. Provide and/or request guidance and/or training for staff and students to ensure research is conducted safely and appropriately in accordance with the ethical principles as specified in the University Code of Conduct: Principles and Procedures and meet the requirements

13. Maintain independence, confidentiality and impartiality from school and department structures and management in respect of ethics applications, processes and procedures.
14. Manage and consider applications for formation of new ethics sub-committees as-w-w.

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Provide administrative support to the chair in the role of University Sponsor Representative in respect of external ethics committee applications.

Record and provide appropriate documentation for staff and student external ethics applications, where agreed by the chair.

Maintain confidentiality of the committee.

CAMPUS/FACULTY/SCHOOL ETHICS SUB-COMMITTEES – i.e. SUBJECT SUB-COMMITTEES/RESEARCH
7(H) 5(E) 93(E) 52(C)-40-7(M) 1(M) 1(2) 8 (-4) MCI3 BD/41B(t) c

Membership

Chair – appointed by the ethics committee/University Ethics Committee

Reviewers, trained and appointed by the sub-committee and Campus/Faculty/School Ethics Committee

Campus/Faculty/School Ethics Committee Chair and/or nominee chair of another school sub-committee

Invited member(s) with special expertise where appropriate

Secretary

Administrator appointed and trained by the Campus/Faculty/School Ethics Committee and Sub-committee from appropriate university administrative support.

Frequency of Meetings

Twice per year or as required

Role and responsibilities of the Chair

The role of the Chair is:

To lead on ethics development processes within the subject area in association with the school ethics committee and other relevant process leads/Chairs of Sub-committees.

To uphold and be a spokesperson for ethics processes and functions within the school and ensure that appropriate ethics practices are maintained and developed.

Ensure that the ethics sub-committee is active in supporting and promoting ethics good practice.

To report annually on the activities of the sub-committee to the Campus/Faculty/School Ethics Committee.

To attend bi-annual Campus/Faculty/School Ethics Committee meetings (or nominee) and report on the activity of the sub-committee.

To lead bi-annual sub-committee reviewer/member meetings.

Role and responsibilities of Reviewers

