

# Research Governance Committee

## Terms of Reference 2019/20

### UNIVERSITY RESEARCH COMMITTEE

#### Terms of Reference 2019/20

1. To formulate and advise on research strategy and policy throughout the University and assist where appropriate in the preparation of the submission for Research Excellence Framework (REF).
2. To stimulate research effort throughout the University and to provide the quality assurance and monitoring processes for ensuring high calibre research performance.
3. To seek and to stimulate research that underpins course development, impacts upon the curriculum, and leads to contractual arrangements with industry, commerce and the professions.
4. Through its own functions and those of its Sub-Committees, to ensure compliance with the Regulations of the University relating to the award of its research degrees.
5. To review and, where necessary, revise the regulations for the award of the University's research degrees.
6. To have the following powers, relating to the examination and assessment for and conferment of degrees, to act on behalf of the University:
  - i. to oversee the approval of the appointment of internal and external examiners for research degrees;
  - ii. to make decisions, based upon consideration of the reports and recommendations of the examiners, with regard to the conferment of a Research Degree;
7. To scrutinise, via a purposely appointed Sub-Committee of experienced researchers, applications for the award of Higher Doctorates and to administer procedures for the examination and conferment of such degrees.

**Quorum:** 50%

**Frequency of Meetings:** At least three times a year.

#### **Reporting structure**

**Reports to:** Academic Board

#### **Receives reports from:**

- Research Awards Sub-Committee
- Ethics Sub-Committee
- Doctoral College Advisory Board
- Research Concordat Sub-Committee
- Faculty Research Committees

## Membership:

- Vice Chancellor (Chair)
- Dean of Research (Deputy Chair)
- Director of the Doctoral College
- Chair of Professoriate
- Faculty Associate Deans of Research and Enterprise:
  - Faculty of Science & Engineering (FSE)
  - Faculty of Social Sciences (FASS)
  - Faculty of Education, Health & Wellbeing (FEHW)
- Directors of University Research Institutes:
  - Institute for Community Research & Development (ICRD)
  - Research Institute in Healthcare Science (RIHS)
  - Research Institute in Information & Language Processing (RIILP)
- Faculty representatives of Research Centres)
  - Faculty of Science & Engineering (FSE)
  - Faculty of Social Sciences (FASS)
  - Faculty of Education, Health & Wellbeing (FEHW)
- Students Union representatives:
  - Union Affairs Officer
  - Head of Student Engagement
- Student Representatives
- Academic Registrar
- Head of Student Transnational and Research (STaR) Office
- Head of Research Services (Officer)
- Doctoral College representative
- Research Policy Unit representative
- University Librarian
- Project Support Office Representative
- Representative of Athena SWAN Women in Research

# UNIVERSITY RESEARCH COMMITTEE

## RESEARCH AWARDS SUB-COMMITTEE

### Terms of Reference 2019/20

1. Monitor the practices of Faculty Research Student Boards through regular scrutiny of the minutes, to notify University Research Committee of any matters of significance, and to disseminate examples of good practice.
2. Maintain an overview, on behalf of the University Research Committee, of annual student monitoring and recommendations to progress/withdraw
3. Approve the appointment of internal and external examiners for research degrees
4. Make decisions, based upon consideration of the reports and recommendations of the examiners, with regard to the conferment of a Research Degree
5. To bring to the attention of the University Research Committee any matters of policy or regulatory review that arise from its powers of scrutiny.
6. To carry out, on behalf of the University Research Committee, any investigations into matters of practice concerning postgraduate research degrees, as directed by said Committee.

### Membership

- Director of the Doctoral College (Chair)
- Representative from each Faculty
- Representative from Research Institute in Information and Language Processing
- Representative from Research Institute in Healthcare Science
- Representative from the Institute for Community Research and Development

**In attendance:** Officer (Registry)

**Quorum:** 50%

**Frequency of Meetings:** At least six time a year.

### Reporting structure

**Reports to:** University Research Committee

**Receives reports from:** Faculty Research Student Boards (RSBs)

# **UNIVERSITY RESEARCH COMMITTEE DOCTORAL COLLEGE ADVISORY BOARD**

## **Terms of Reference 2019/20**

The purpose of the Doctoral College Advisory Board is to support the Doctoral College in its operations, review its progress against agreed objectives, and provide advice on key matters. While the scope of the Board is initially limited to matters pertaining to the Doctoral College, wider concerns in relation to research strategy and identity are also understood to impact directly on the Doctoral College. Decisions are taken collectively but subject to the Chair's approval.

### **MEMBERSHIP:**

- Dean of Research (Chair)
- Deputy Academic Registrar
- Director of the Doctoral College
- Associate Deans of Research (or nominees)
- 1 Nominated member from each faculty and research institute
- Representative of PSO
- Representative of DSAS
- Doctoral College Representative
- Research Policy Unit Representative

In attendance:

- Others on request.

### **SCHEDULING:**

The Advisory Board, formed at the start of the academic year 2016/17, will meet quarterly. These meetings will run prior to the University Research Committee so that the Advisory Board may also engage with the Academic Board on relevant matters.

To be quorum, four members of the board should be in attendance. Agendas will be distributed prior, and minutes will be reviewed at each meeting. Minutes will not be open access where they contain commercially sensitive information, or information pertaining to particular researchers or research groupings.

### **OBJECTIVES:**

The objectives of the Advisory Board inform the standing Terms of Reference. Their focus is to promote quality enhancement with respect to current postgraduate researchers and research culture, and aligning the Doctoral College with the University's wider strategy. In addition:-

#### **External research culture**

- a. To consider the impact of external factors to the research culture within the University of Wolverhampton, including preparedness in relation to external assessments of research.

#### **Ongoing processes and procedures**

- b. To receive assurance with respect to maintenance of academic standards, including matters arising from appeals and the Office of the Independence Adjudicator, and relevant fora (Research Forum, PGR Forum, PGR matters arising in Faculty Research Committees, ad hoc Student Union feedback).
- c. To review policies pertaining to recruitment matters and the processing of applications, to include United Kingdom Visa and Immigration matters.

- d. To consider updates on PhD promotions.
- e. To advise with respect to matters arising or suggested changes with respect to a) and b), above.

**Strategy**

- f. To co-formulate strategy and policies with respect to postgraduate research culture, identity and provision.
- g. To ensure that the Doctoral College's strategy is aligned to the wider university strategy, both in terms of postgraduate research culture, and Research Excellence Framework and Teaching Excellence Framework exercises, UKRI objectives, and the Quality Assurance Agency for Higher Education.

These terms of reference will be reviewed at the beginning of each academic year.

# UNIVERSITY RESEARCH COMMITTEE

## ETHICS SUB-COMMITTEE

### Purpose

The Ethics Sub-Committee will be responsible for ensuring, so far as it is reasonably possible, the maintenance and enhancement of ethical standards in the conduct of research (including consultancy and professional practice) undertaken by staff and students of the University.

### Terms of Reference 2019/20

1. Provide advice and make recommendations to Academic Board to enable the University to respond to the emergence of ethical issues, whether this response is prompted by the internal or the external environment.
2. Confirm that the monitoring processes within the University are working effectively and that ethical considerations involving human participants or any other ethically sensitive activities are being adequately addressed at all levels.

The Committee will do this by:

1. Ensuring that any research/investigation at the University complies with external codes of practice and receives due consideration where there are ethical concerns.  
  
It will also act as the point of contact for external bodies and will adapt University procedures in the light of external requirements and changes.
2. Ensuring that the Faculties have ethics procedures/infrastructures that are robust and effective. This will be done by receiving Faculty annual reports on their procedures for the ethical monitoring of staff research, of postgraduate research and of undergraduate work. This will be supported, appropriately, by records and by formal minutes of decisions taken.
3. Advising on the University ethical principles and procedures and revising this when appropriate.
4. Issuing guidance and advice on staff development needs and through the dissemination of good practice.

### Reporting Structure

The Ethics Sub-Committee reports to the University Research Committee.

The Sub-Committee receives reports from Faculty Ethics Committees.

### Membership

- Dean of Research (Chair)
- Director of the Doctoral College
- Chairs of the Faculty Ethics Committees
- Heads of the Faculty Ethics Panels
- A representative from each Research Institute
- A representative from CoLT
- A Students' Union representative
- Co-opted member(s) as deemed appropriate.

**Quorum:** 50%

**Frequency of Meetings:** At least three times a year.

# UNIVERSITY RESEARCH COMMITTEE

## RESEARCH CONCORDAT SUB-COMMITTEE

### The UK Concordat to Support the Career Development of Researchers: Terms of Reference

The UK [Concordat to Support the Career Development of Researchers](#) is [an agreement](#) between funders and employers of research staff to improve the employment and support for researchers and research careers in UK higher education.

It sets out clear standards that research staff can expect from the institution that employs them, as well as their responsibilities as researchers.

Despite being a voluntary instrument, the Concordat is having a significant impact across the higher education sector. The intention to implement the principles of the Concordat is now widespread in institutions, and the corresponding infrastructure is increasingly in place.

#### **Purpose and Scope:**

This Sub-Committee of URC supports researcher development initiatives and, in particular, addresses the needs of Concordats and Codes of Practice pertaining to researcher development, training, and capability.

The Sub-committee will ensure that the university is meeting the needs of researchers in the University and thus contribute to the implementation of the University's Research Strategy and Strategic Plan.

The Research Concordat Sub-Committee will review progress against any Concordat action plans and periodically provide a report to University Research Committee. In addition, the committee will oversee our HR Excellence in Research Award and ensure that the external audit, performed by Vitae every four years, is completed and recommendations implemented.

The Research Concordat Sub-Committee is responsible to the University Research Committee for the exercise of the University's powers in relation to the support and career development of researchers. It has a strategic role, advising the University Research Committee on local, national and international issues relating to researcher development. The Sub-Committee will strive to maintain a membership that reflects a rich diversity, taking positive action to achieve this where necessary. In meeting this objective, the Sub-Committee shall have the power to co-opt additional members.

#### **Terms of reference 2019/20**

The committee will:

- Ensure that the University meets the expectations of all Concordats and Codes of Conduct pertaining to researcher development, training, and capability, as well as RCUK's Statement of Expectations for Doctoral Training and RCUK's Statement of Expectations for Research Fellowships and Future Research Leaders.
- Develop and review action plans and highlight any barriers to achievement of the actions.
- Make recommendations to other University Committees where necessary about areas of activity not outlined in the action plan.
- Take responsibility for the communication and dissemination of activities to Faculties/Schools/Services where applicable, and oversee the effective implementation of action plans and recommendations.
- Oversee attainment of the HR Excellence in Research badge and regular review of the badge criteria.
- Review the terms of reference at the beginning of each academic year.

**Constitution:**

The committee will strive to maintain a membership that reflects a rich diversity, taking positive action to achieve this where necessary. In meeting the objectives of the Committee, the Chair can co-opt additional members on an ad hoc basis. Researcher community representatives sit on the committee for a period of no more than 3 years.

The Research Concordat Sub-Committee has a membership of 14 (not including the secretary) and 8 members are required for quorum:

- Dean of Research (Chair)
- Head of Organisational Development, HR
- Director of the Doctoral College
- Research Development Manager
- Chair of Professoriate
- Six researcher representatives, 1 to represent each Faculty and each Research Institute
- Equality and Diversity Representative
- Careers representative

# **FACULTY RESEARCH COMMITTEE (FRC)**

## **FACULTY OF ARTS, BUSINESS & SOCIAL SCIENCES**

### **Terms of Reference 2019/20**

1. To formulate, implement and review the Faculty research strategy that includes sub-strategies for Faculty-funded investment in research and the award of research studentships;
2. To stimulate research effort throughout the Faculty and to provide the quality assurance and monitoring processes for ensuring high calibre research performance and research student supervision;
3. To develop, implement and oversee the operation of a Faculty research staff mentoring plan;
4. To seek and to stimulate research that underpins course development, impacts upon the curriculum, and meets the needs of industry, commerce and the professions;
5. To ensure that the Regulations and relevant codes of practice of the University relating to the award of its research degrees are complied with and that the standards of the awards, successful student progression and the interests of students are preserved;
6. Monitor on a regular basis SITS encounter reports of meetings with research students and ensure that if there are cause for concern that these are immediately communicated to Registry and the RPU;
7. To ensure the currency of research supervisor training in liaison with the Doctoral College and the RPU;
8. To appoint an individual responsible for overseeing Faculty-based subject-specific and generic research skills provision for research students and for monitoring take-up and effectiveness of this training in liaison with the RPU and the Doctoral College;
9. To oversee Faculty preparations for submissions to the Research Excellence Framework (REF);
10. To monitor inaugural lectures for newly appointed Faculty professors;
11. To establish and keep under review a Faculty research seminar programme ensuring that each Faculty provides a vibrant programme covering all areas of its responsibility and that this is widely advertised within the Faculty and via the RPU at University level;
12. To monitor staff and faculty input to ELEMENTS and WIRE;
13. To produce an annual Faculty research report for external stakeholders and the general public and ensure that research successes are communicated to Marketing and Communications for publicity purposes.
14. To formulate, deploy and monitor action plans to ensure that Faculty research procedures are compliant with both the requirements of the University's Athena Swan membership and obligations to relevant Equality and Diversity legislation.
15. To monitor research bids, income and surpluses
16. To manage and keep under review the Faculty Research Student Boards (FRSB) as a sub-committee of FRC.

**Reporting:** Reports to SMT and Faculty Board, and to University Research Committee

**Frequency of meetings:** The research committee meets four times per year

**Quorum:** 50% core membership

## Membership:

- Associate Dean Research, (Chair)
- Postgraduate Research Tutor (Arts)
- Postgraduate Research Tutor (Law & SSHiPS)
- Postgraduate Research Tutor (MRC)
- Representative of Teaching and Learning Group in Social Sciences
- Director of ICRD
- A Representative from each research centre
  - Business and Management (MRC)
  - Law (LRC)
  - Area Studies
  - English Language and Literature (CTTR)
  - History (CHR)
  - Music, Drama, Dance, Performing Arts, Film and Screen Studies (CCHIP)
  - Art and Design
- 3 PGR Student Representatives:
  - P/T Home students
  - F/T Home Students
  - International Students
- LIS Representative
- Dean of Faculty (ex officio)
- Dean of Research (ex officio)
- Director of Doctoral College

# **FACULTY RESEARCH COMMITTEE (FRC)**

## **FACULTY OF EDUCATION, HEALTH & WELLBEING**

### **Terms of Reference 2019/20**

Responsibilities of the Faculty Research Committee shall be:

- To formulate, implement and continually review the Faculty research strategy
- To stimulate research effort throughout the Faculty and to provide the quality assurance and monitoring processes for ensuring high calibre research performance
- To develop, implement and oversee the operation of a Faculty research staff mentoring plan and manage monitoring of early career researchers and application through ERAS scheme
- To oversee the work of each Research Centre which should include the organisation of research events for outreach, ensuring open-access, securing of resources for research, recruit doctoral students, generate research outputs for the Research Excellent Framework, Impact, and Environment.
- To seek and to stimulate research that underpins course development, impacts upon the curriculum, and meets the needs of industry, commerce and the professions;
- To oversee Faculty preparations for submissions to the Research Excellence Framework (REF);
- To provide a quarterly report of its activities to the University Research Committee;
- To produce an annual Faculty research report for external stakeholders and the general public and ensure that research successes are communicated to Marketing and Communications for publicity purposes;
- To formulate, deploy and monitor action plans to ensure that Faculty research procedures are compliant with both the requirements of the University's Athena Swan membership and obligations to relevant Equality and Diversity legislation.
- Data management open access, understanding benefit-risk balance
- To ensure research is ethically compliant.

**Reporting:** Reports to SMT and Faculty Board, and to University Research Committee

**Frequency of meetings:** The research committee meets four times per year

**Quorum:** 50% core membership

## Membership

- Associate Dean (Research) (Chair)
- Vice Chair to be elected by the FRC to deputise for Chair
- Committee Officer
- Research Centre Heads
  - Sport
  - Education
  - Health Professions
  - Psychology
  - Learning and Teaching
- Head of Doctoral studies
- A representative of the research student community within the Faculty:
  - Sport
  - Education
  - Health
  - Psychology
- A representative from the Faculty ethics sub-committee
- Finance Officer
- Marketing and Communications
- Assistant Faculty Registrar (Academic)
- Academic Support Coordinator
- Registry (STaR Office)
- Research Information Systems Officer
- Learning and Information Services (LIS) representative
- Athena Swan Champion
- Dean of Faculty (*ex-officio*)
- Head of the Doctoral College (*ex-officio*)

# **RESEARCH STUDENT BOARD (RSB)**

## **FACULTY OF ARTS, BUSINESS & SOCIAL SCIENCES**

### **Terms of Reference 2019/20**

Each faculty will have at least one RSB, and Research Institutes may have a separate RSB that must report to the home faculty of the Research Institute.

### **Terms of Reference 2019/20**

- On behalf of the Faculty Research Committee, to ensure that the Regulations and associated codes of practice (specified in research handbooks) relating to the award of research degrees are complied with, and that the standards of the awards and the interests of the students are ensured.
- On behalf of the Faculty Research Committee, to consider and approve registrations for the university's research degrees.
- To provide timely and effective monitoring of research student progress, including annual progress reviews and progression stages.
- To monitor e-vision logs to ensure supervisory meetings take place at intervals specified in the research degree handbooks.
- To provide initial scrutiny of proposed examination arrangement.
- To provide appropriate opportunities for subject-specific research training and personal development of research students, and consider student applications to attend conferences
- To ensure that research degree supervisors are up-to-date in respect of mandatory training.
- To consider the principles of Athena SWAN in respect of research students and research student supervision.

**Reports to:** FRC

**Frequency of Meetings:** 6 per annum (approx. bi-monthly)

**Quorum:** 60%

### **Description**

On behalf of the University Research Committee (URC), Faculty Research Committees (FRCs) provide quality assurance and monitoring of postgraduate research (PGR) students, ensure that the research degree regulations and relevant codes of practice are complied with, and that PGR students experience a vibrant research environment. To achieve this, each FRC has historically dedicated part the agenda to PGR student matters. On reviewing this practice, the proposal is to create a subcommittee of FRC (the Research Student Board RSB) to allow for a) more frequent meetings dedicated to PGR matters necessitated by the newly approved APR processes and b) a more indepth discussion of developmental PGR matters than is possible within current FRC agendas. Each faculty will have at least one RSB, and Research Institutes may have a separate RSB that must report to the home faculty of the Research Institute.

### **Membership**

- Associate Dean for Research (or Director of Research Institute) - Chair
- Faculty Postgraduate Research Tutor(s)
- Faculty Research Support Tutor
- Faculty Research Skills Development Tutor
- At least one active researcher from each subject area covered by the remit of the RSB (min of 3)
- One member external to the RSB (either from the Doctoral College or the RSB of another faculty)
- Faculty Research Administrator (secretary)
- Representative of the STAR office

# **RESEARCH STUDENT BOARD (RSB)**

## **FACULTY OF EDUCATION, HEALTH & WELLBEING**

### **Purpose**

This sub-group has been created as a sub-committee of FRC to allow for a) more frequent meetings dedicated to PGR matters necessitated by the newly approved APR processes and b) a more in-depth discussion of developmental PGR matters than is possible within current FRC agendas. Research Centre Research Student Boards (RCRSBs) must report to Faculty level RSB.

### **Terms of Reference for RSBs**

- On behalf of the Faculty Research Committee, to ensure that the Regulations and associated codes of practice (specified in research handbooks) relating to the award of research degrees are complied with, and that the standards of the awards and the interests of the students are ensured
- On behalf of the Faculty Research Committee, to consider and approve registrations for the university's research degrees (RCRSB Reports)
- To provide timely and effective monitoring of research student progress, including annual progress reviews and progression stages (RCRSB Reports)
- To monitor e-vision logs to ensure supervisory meetings take place at intervals specified in the research degree handbooks (RCRSB Reports)
- To provide initial scrutiny of proposed examination arrangements (RCRSB Reports)
- To provide appropriate opportunities for subject-specific research training and personal development of research students, and consider student applications to attend conferences
- To ensure that research degree supervisors are up-to-date in respect of mandatory training
- To consider the principles of Athena SWAN in respect of research students and research student supervision (RCRSB Reports)

### **Membership**

- Associate Dean for Research (or Director of Research Institute) - Chair
- Faculty Postgraduate Research Tutor(s)
- Faculty Research Support Tutor
- Faculty Research Skills Development Tutor
- At least one active researcher from each subject area covered by the remit of the RSB (min of 3)
- One member external to the RSB (either from the Doctoral College or the RSB of another faculty)
- Faculty Research Administrator (secretary)
- Representative of the STAR office

Membership = 10 (minimum), Quoracy = 6 minimum

### **Frequency of Meetings**

Normally 6 per annum (approx. bi-monthly)

# **RESEARCH STUDENT BOARD (RSB)**

## **FACULTY OF SCIENCE & ENGINEERING**

### **Rationale**

On behalf of the University Research Committee (URC), Faculty Research Committees (FRCs) provide quality assurance and monitoring of postgraduate research (PGR) students, ensure that the research degree regulations and relevant codes of practice are complied with, and that PGR students experience a vibrant research environment. To achieve this, each FRC has historically dedicated part the agenda to PGR student matters. On reviewing this practice, the proposal is to create a sub-committee of FRC (the Research Student Board RSB) to allow for a) more frequent meetings dedicated to PGR matters necessitated by the newly approved APR processes and b) a more in-depth discussion of developmental PGR matters than is possible within current FRC agendas. Each faculty will have at least one RSB, and Research Institutes may have a separate RSB that must report to the home faculty of the Research Institute.

### **Terms of Reference for RSBs**

- On behalf of the Faculty Research Committee, to ensure that the Regulations and associated codes of practice (specified in research handbooks) relating to the award of research degrees are complied with, and that the standards of the awards and the interests of the students are ensured
- On behalf of the Faculty Research Committee, to consider and approve registrations for the university's research degrees
- To provide timely and effective monitoring of research student progress, including annual progress reviews and progression stages
- To monitor e-vision logs to ensure supervisory meetings take place at intervals specified in the research degree handbooks
- To provide initial scrutiny of proposed examination arrangements
- To provide appropriate opportunities for subject-specific research training and personal development of research students, and consider student applications to attend conferences
- To ensure that research degree supervisors are up-to-date in respect of mandatory training
- To consider the principles of Athena SWAN in respect of research students and research student supervision

### **Membership**

- Associate Dean for Research (or Director of Research Institute) - Chair
- Faculty Postgraduate Research Tutor(s)
- Faculty Research Support Tutor
- Faculty Research Skills Development Tutor
- At least one active researcher from each subject area covered by the remit of the RSB (min of 3)
- One member external to the RSB (either from the Doctoral College or the RSB of another faculty)
- Faculty Research Administrator (secretary)
- Representative of the STAR office

Membership = 10 (minimum), Quoracy = 6 minimum

### **Frequency of Meetings**

Normally 6 per annum (approx. bi-monthly)

# **FACULTY ETHICS COMMITTEE (FEC)**

## **FACULTY OF ARTS, BUSINESS & SOCIAL SCIENCES**

### **Terms of Reference 2019/20**

#### **Purpose**

The FASS Ethics Committee aims to ensure that staff and student work is carried out ethically and responsibly. Its role is to issue guidelines on ethics and to monitor undergraduate and postgraduate projects and independent study, including Student Link. It also has a role to ensure that staff research is carried out ethically and responsibly.

Taught modules and postgraduate degrees which are wholly by independent study are outside the remit of the Ethics Committee.

#### **Terms of reference 2019/20**

- 1) Develop and manage the ethical approval process for research in FASS;
- 2) Consider staff and student work which requires ethical approval, offer guidance and support, and undertake the approval process;

#### **Reporting**

**Reports to FRC.**

#### **Frequency of meetings**

**The Ethics Committee meets three times per year**

#### **Quorum**

**50% core membership**

# **FACULTY ETHICS COMMITTEE (FEC)**

## **FACULTY OF EDUCATION, HEALTH & WELLBEING**

### **Purpose**

The Ethics Sub-Committee will be responsible for ensuring, so far as it is reasonably possible, the maintenance and enhancement of ethical standards in the conduct of research (including consultancy and professional practice) undertaken by staff and students of the University.

### **Terms of Reference 2019/20**

- 1) Provide advice and make recommendations to the Faculty Research Committee to enable the Faculty to respond to the emergence of ethical issues, whether this response is prompted by the internal or the external environment.
- 2) Confirm that the monitoring processes within the Faculty are working effectively and that ethical considerations involving human participants or any other ethically sensitive activities are being adequately addressed at all levels.

The Committee will do this by:

- 1) Ensuring that any research/investigation in the Faculty complies with external codes of practice and receives due consideration where there are ethical concerns.
- 2) It will also act as the point of contact for external bodies and will adapt Faculty procedures in the light of external requirements and changes.
- 3) Ensuring that the Faculty has ethics procedures/infrastructures that are robust and effective. This will be done by receiving ethics subject panel termly reports on their procedures for the ethical monitoring of staff research and postgraduate research. This will be supported, appropriately, by records and by formal minutes of decisions taken.
- 4) Advising on the University ethical principles and procedures and revising Faculty ethics when appropriate.
- 5) Issuing guidance and advice on staff development needs and through the dissemination of good practice.

### **Reporting Structure**

The FEHW Ethics Sub-Committee reports to the FEHW Faculty Research Committee.

The University Ethics Sub-Committee receives reports from FEHW Faculty Ethics Committee via the FEHW Faculty Research Committee.

### **Membership**

- Ethics sub-panel Chairs (*Rotating Chair*)
- Associate Dean Research
- Heads of the Faculty Subject Ethics Panels (Education, Health/Psychology, Social Care/Work), Sport)
- Post Graduate Research Tutor / Head of Doctoral Studies
- Co-opted member(s) as deemed appropriate
- Dean of Faculty (*ex-officio*)
- Research Administrator(s) (*secretary*)

**Quorum:** 50%

**Frequency of Meetings** At least three time a year.