



Research Ethics Committee Terms of Reference

Objectives

Spurgeon's College Research Ethics Committee reviews research and provides advice to staff and students to ensure research involving human participants, human material, animals, personal data or extensive use of sensitive internet sites meets the required ethical standards. The purpose of an ethics committee is to protect the dignity, rights, safety and well-being of the individuals involved.

Responsibilities

- To develop for developing the College's processes and policies concerning research ethics and ensure they meet the generally agreed standards of UK Higher Education and any UK legal regulation, including GDPR;
- To be responsible for reviewing any proposed staff research involving human participants, human material, animals, personal data or extensive use of sensitive internet sites and making sure it meets the required ethical standards. Such research includes interviewing participants as part of an oral history project;

In line with the Government's *Prevent* strategy, to scrutinize proposals that are potentially security-sensitive according to the College's Security-Sensitive Research Policy;
- To give preliminary scrutiny to proposals for MPhil, PhD and DMin theses prior to formal approval;
- To monitor sensitive ethical dimensions of other pieces of coursework for which formal proposals are not required;
- To scrutinize any proposals for Master's and undergraduate dissertations or shorter pieces of work that are referred to it by the Academic Director, Director of Undergraduate or Postgraduate Studies, or other tutor, involving

human participants, human material, personal data, animals or extensive use of sensitive internet sites and ensure it meets the required ethical standards;

- To advise tutors and students that they may seek advice from the Committee at any time;
- To give advice to students and their supervisors during their research project;
- To ensure all candidates are made aware of the ethical considerations which apply to all research undertaken through Spurgeon's College;
- To monitor and revise as necessary the College's guidelines for students and staff on the ethical dimensions of study and research;
- To ensure that any sensitive research proposals for which approval has been given are carried out in accordance with the guidelines and safeguards imposed by the Committee.

Reporting

The Research Ethics Committee will provide regular reports to the Academic Board of its activities, including any recommendations, and on the extent and security of any security sensitive research being undertaken in the College.

Membership

The Committee has as its members:

- A senior member of the teaching staff (Chair)
- Director of Postgraduate Studies
- Director of Undergraduate Studies
- At least one additional internal tutor
- One external academic member with expertise in the practise of research ethics
- One member of Registry staff (Secretary)

Additional members may be co-opted onto the committee as necessary for short periods of time to advise on specific issues or research methods where it is felt the standing committee lack sufficient expertise

Meetings

The Research Ethics Committee is a standing committee convened by the Academic Board. The minutes of the Research Ethics Committee shall constitute a formal record of its meetings and decisions.

The Committee will meet on an ad hoc basis as required. Consideration may be given to proposals by email.

Meetings and the approval application process are administered by Registry.

Three members of the committee shall constitute a quorum which will consist of the Chair, the external member and one other.

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