

## **BUV SENATE**

Human Ethics Sub-Committee  
Terms of Reference

Doc. Ref.:02/2022/RC/BUV-SENATE  
Approved by: Research Committee  
Approved Date: 05<sup>th</sup> April 2023  
Effective Date: 06<sup>th</sup> April 2023  
Version No: 1.1



## **HUMAN ETHICS SUB-COMMITTEE TERMS OF REFERENCE**

### **1. Authority of the Human Ethics Sub-Committee**

The Human Ethics Sub-Committee is a sub-committee of the Research Committee, and will provide reports, recommendations and/or advice to the Research Committee. The Human Ethics Sub-Committee is also responsible for receiving, considering and approving any research activity that directly involves any human subjects, including but not limited to surveys, questionnaires, interviews, etc.)

The membership of the Human Ethics sub-committee is assigned by the Research Committee under Article 1 of the Research Committee Terms of Reference.

### **2. Duties of the Human Ethics Sub-Committee**

- To consider the ethical aspects and implications of research proposals (or projects) that involve human subjects,
- To approve the research proposals that meet the requirements as stated in the BUV Human Ethics Policy,
- To monitor the approved projects and assure that ethical standards and codes are followed.
- To recommend to the Research Committee, policy and procedures to monitor the use of human subjects in research,
- To oversee and assess the BUV 'Human Ethics Policy' on regular basis,
- To submit a written report on the sub-committee's activities to the Research Committee at least annually.

### **3. Membership**

The membership for meetings of the Committee shall comprise:

Appointed members:

- Chair (The Chair of the Research Committee will act as Chair of the Human Ethics Sub-Committee).
- Up to FIVE members from the Research Committee, nominated by the Chair of the Research Committee. Members nominated should represent input from all Schools.
- Secretary of Senate and Committees.

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Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda. If the Chair or Committee deems the member to have a conflict of interest in a matter before the Committee, the member will be excused from committee discussions and deliberations on that matter, and the Chair may nominate a representative to attend in their place if this is deemed necessary.

If a member of the research committee is unable to discharge their duties for a period of longer than six weeks, the Chair may nominate a temporary representative to act in their place until they are able to return.

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### **4. Quorum**

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair. Where a loss of quorum is identified, meetings may be adjourned until a time determined by the Chair.

### **5. Removal of a member from office**

The Chair may terminate a person's membership for misconduct following consultation with the Vice-Chancellor.

### **6. Meetings**

The Human Ethics Sub-Committee shall determine its schedule of meetings annually or upon request for research ethics approval. Standing meetings of the sub-committee will be held immediately following meetings of the Research Committee.

Committee decisions may be made either at a meeting of the committee, or by email, with any decisions being agreed by at least a quorum of members.

### **7. Observers**

Observers are welcome with the Chair's permission and provided they advise the Secretary in advance. Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in a closed session.

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### **8. Committee Reporting**

The Human Ethics Sub-Committee will report to the Research Committee.

### **9. Agendas and Minutes**

Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar equipment to meetings in case of viewing documentation online.

Responsibility for maintaining appropriate records management for the Committee rests with the Secretary under direction of the Chair. All Committee documentation shall be retained and shelved appropriately.

### **10. Evaluation and Review**

To ensure that the Human Ethics Sub-Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Research Committee, along with any information that the Research Committee requests to facilitate its review of the Committee's performance and its membership.

The Academic Compliance Office shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Senate.

### **11. Related Documents**

N/A

### **12. Document Responsibilities**

Policy Owner : Research Committee  
Policy Delegate : Research Committee

### **13. Approval Details**

Approving Authority : Research Committee  
Approval Date : 24<sup>th</sup> March 2023  
(Version 1.2)