

IOE Research Ethics Committee

Terms of reference

1. To develop and review Institute guidelines in consultation with the UCL Research Ethics Committee, the IOE Research Committee, the IOE Departments, and the Faculty Education Leadership Group to ensure that appropriate advice is available to staff, supervisors, and students on good practice and the ethics of their research.
2. To oversee the provision of appropriate training for the members and administrators of the IOE Research Ethics Committee.
3. To oversee the provision of training in relation to research governance and ethics for members of the IOE engaged in research.
4. To conduct and oversee regular checks and audits of the ethics review process and of compliance with ethics reviews in respect of both staff and student research. For undergraduate and postgraduate taught programmes, the Faculty Education Leadership Group shall take the lead in these matters.
5. To have operational responsibility for the implementation of UCL's policies and procedures in relation to research governance and ethics.
6. To determine and audit the ethical propriety of research applications and reviews that are submitted, where necessary seeking expert advice to do so.
7. To report on an annual basis to the IOE Research Committee including a summary of all reviewed projects and a report on strategic ethical issues and the effectiveness of current practice and procedures.

To be added once formally finalised:

8. To enact the appeals' process for ethics review.
9. To enact the Research Misconduct process as per the IOE policy.

Membership

1. A Chair to be appointed by the Pro-Director and Vice-Dean (Research and Development) following an internal selection process.
2. Departmental Ethics Coordinators to be appointed following an internal selection process and in consultation with the Head of Department and the IOE Head of Research Ethics and Integrity. In exceptional circumstances, the Departmental Ethics Coordinator may nominate a delegate to represent the department in their stead.

3. Three student representatives.
4. At least one lay member.
5. Dean of the Doctoral School (or nominee).
6. Faculty tutor responsible for PGT provision (or nominee).
7. Faculty tutor responsible for UG provision (or nominee).
8. Secretary (usually the IOE Research Ethics Officer).
9. The Chair of the Research Ethics Committee may co-opt other members as required to ensure appropriate representation of research areas across the UCL IOE.

The Committee will be supported by a review panel, some of whom may be co-opted onto the Committee as required.

Legal liability and indemnity of Local Research Ethics Committee members

UCL Legal Services and UCL General Counsel have confirmed that Local Research Ethics Committee members are covered by UCL insurance for professional indemnity.

- All UCL employees that are members of any Local Research Ethics Committee carry out their duties as members of the Local Research Ethics Committee as part of their general employment relationship with UCL.
- This means they are covered by UCL's general insurance, which provides indemnity for all UCL employees.
- This means UCL will indemnify all members of a Local Research Ethics Committee against any claims made against them which arise in respect of their membership of the Local Research Ethics Committee, provided that they have acted in good faith in reaching the decisions made.

Meetings

The IOE Research Ethics Committee will meet a minimum of once per term, thus a minimum of three times per academic year.

The meeting agendas will be set by the Chair in consultation with all members of the IOE Research Ethics Committee.

Reporting

The IOE Research Ethics Committee, represented by its Chair, will regularly contribute to faculty committees and departmental meetings.

The IOE Research Ethics Committee, represented by its Chair, will submit a formal report to the IOE Research Committee and the UCL Research Ethics Strategy Board once per academic year. The report will include:

- a list of membership
- details of changes to procedures
- a list of decisions made in the year
- a report on any appeals, complaints or adverse incidents
- a report on the overall function of the committee, including any emerging ethical issues and difficulties experienced during the year

Amendment, modification, or variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the IOE Research Ethics Committee members.