DE MONTFORT UNIVERSITY

*Faculty Research Ethics Committee*

CONSTITUTION

1. Scope and purpose of the committee

The Faculty of Technology Research Ethics Committee (FREC) is a sub-committee of the Faculty of Technology Academic Committee. It also reports to the University Research Ethics Committee (UREC).

Its purpose is to oversee research ethics in the Faculty of Technology at De Montfort University, to guide on policies and principles and encourage good ethical practice across the faculty.

1. Terms of reference:
2. To develop and keep under review faculty strategies and policies to implement UREC requirements. This requires the FREC to
3. ensure that any policy or guideline developed through the UREC is followed
4. keep faculty ethical issues under review
5. manage and monitor the procedures in practice
6. keep appropriate records of practices and decisions
7. report to the Dean as appropriate
8. report to the faculty through an appropriate form
9. report on an annual basis, and on behalf of the Faculty, to the University Research Ethics Committee (UREC)
10. to oversee the ethics review of all faculty research projects, undertaken by both students and staff
11. to ensure equal treatment of the ethics of research projects across schools and divisions, commensurable with other faculties
12. to vet and approve, or otherwise, give feedback on the ethical aspects of all student research and staff research proposals. Research should not proceed without such explicit, written approval
13. to refer to the UREC cases which cannot be resolved or about which there is uncertainty or which may raise policy issues for the University
14. to operate procedures no less rigorous than those suggested or required by relevant professional bodies
15. to ensure that faculty staff are fully informed about the ethical dimensions of teaching, research and scholarship and their implications
16. to disseminate good practice across the faculty as appropriate
17. to ensure that other types of ethical approval are recognised and implemented where appropriate (eg NHS ethics approval)
18. to receive the annual reports from relevant heads regarding activities and their associated ethical content
19. to ensure that operational procedures and training facilities are in place so that faculty members are able to undertake ethical review tasks
20. Membership

The committee consists of the following members:

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| Chair | Prof Laurence Brooks |
| Dean | Prof Nigel Wright |
| Head of School of Computer Science & Informatics (SCSI) | Dr Helge Janicke |
| SCSI researcher | Prof Bernd Stahl |
| Head of School of Engineering and Sustainable Development (SESD) | Dr Richard Bull |
| SESD researcher | Prof Mark Lemon |
| Associate Head of Leicester Media School (LMS) | Dr Andrew Clay |
| LMS researcher | Prof Stuart Price |
| Head of Research Students | Dr Aladdin Ayesh |
| Head of Studies | Dr John Gow |
| Member of FLTC | Dr John Gow  |
| External member | Mr Peter Turner |
|  |  |
| Secretary to the Committee | Mrs Anne Smith |

Technology’s FREC will be permitted to co-opt subject specialists to advise its members on specific issues.

1. Quorum

A quorum is 50% minus one members of the committee.

1. Servicing and support

Servicing and support will be provided by Mrs Anne Smith

1. Meeting schedule

## Meetings will normally be held at least twice per year

*Meetings will be held as necessary to expedite treatment of issues referred but, in the event that issues needing speedy consideration arise when no meeting has been arranged for the near future, the Chair is empowered to act after consultation (in a formal meeting) with no less than two other members.*

1. Sub-committees

The FREC does not normally form sub-committees

1. Approval and revision

This constitution will be reviewed and re-approved by the committee at its first meeting of every academic year, or sooner, if significant amendments are required.

1. In-year revision record

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| Section | Details of revision | Approved on |
| All | New constitution created based on old terms of reference and operation documents |  |
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**Approved:**

**Endorsed by parent committee:**

**Received by university secretariat office:**

**Superseded:**