
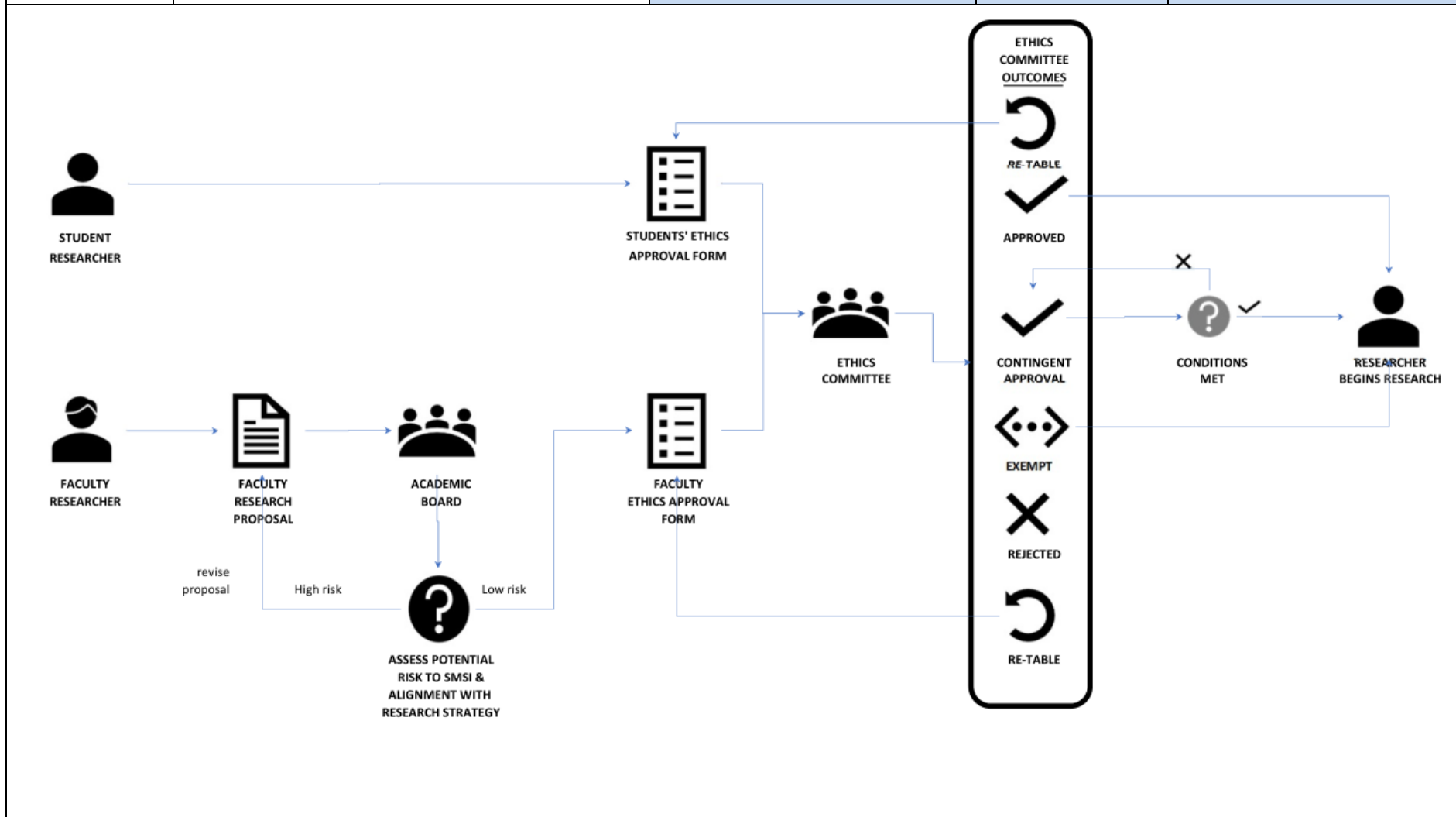


#	POLICY TITLE	POLICY AREA:	VERSION:	DATE ADOPTED:
	5.9 TOR AND OPERATING PROCEDURES ETHICS COMMITTEE	5) TEACHING AND LEARNING	4	Oct 2020



Introduction and Context

The key objective of the SNMCI Ethics Committee (EC) is to define the ethical standards required for the professional conduct of all research within SNMCI carried out by SNMCI researchers. The EC reviews and advises on all submissions for ethical approval made by researchers, be they staff or students.

Scope

This document applies to all of the College's research activities, that of staff and students.

Terms of Reference:

The responsibilities of the Ethics Committee, having due regard to the regulations of Quality and Qualification Ireland (QQI), the codes of ethics and standards of professional conduct relevant to the field of education, and other existing guidance issued by regulatory or professional bodies, are defined as follows:

- To foster an environment that encourages best ethical practice in all areas of research.
- To promote awareness of relevant legislation and best practice in research
- To continue to improve and upgrade awareness in respect of ethics, research and integrity.
- To ensure that the College policies relating to research are in agreement with the College mission and strategic plan
- To ensure the implementation of the research regulations of the College
- To review and advise on all submissions made to the EC for ethical approval, be they for exemption or review.
- To convey to applicants in a timely manner all constructive comments, suggestions and recommendations identified during the review process.

Membership

Members are drawn principally from the Academic Community within SNMCI but may also include external members as required and include:-

- Chair
- Programme Directors of programmes where students must complete a research dissertation /project as part fulfilment of the award.
- Director of Quality and Academic Affairs (DQAA) (if required)
- Two further staff members with experience and expertise as researchers and subject specialists.

Note: The Committee will include an external member to review submissions made by staff members

Terms of Membership:

- All members are expected to uphold the policies and operating procedures of the EC.
- Members are required to regularly attend the meetings
- Members are usually required to serve a term of at least three years
- Members are required to send apologies and comments if required, by email to the Ethics Committee, if they are unable to attend
- A quorum must be present in order to proceed with a meeting or an electronic review
- To be quorate a Committee meeting must have two thirds of its current membership in attendance
- Members must notify the Chair, in writing, if they intend to step down
- Members who step down must be removed from all EC circulation groups/listings

Reporting/Decision-making:

The Ethics Committee is a decision-making body for approval of student and staff research. For all other activities it refers any suggested strategies or innovations to the Academic Board.

Operations:

Person/s Responsible

Records generated to ensure evidence of follow through

Meeting Procedures:

- **Student research:** The Ethics Committee will meet as required taking into consideration the assessment schedules of those programmes where students are required to complete a research dissertation /project as part fulfilment of the award.
- **Staff Research:** Ideas for research projects to be conducted with participating students of the College, or pupils of the school, must first be approved by the Academic Board, protecting the research participants, the researchers and the good name of the College. A brief summary of the research proposal will be submitted to the Academic Board who will consider the proposal under the Research agenda item. The Academic Board will not unreasonably withhold approval for research proposals but will highlight any areas of risk or concern.
- For staff research, the Research Ethics Committee may be convened as required
- A quorum of any meeting is considered as two thirds of the members. If the members present do not constitute a quorum, the Committee will adjourn until the next

EC

Individual/Group

Members

**Student submissions
Minutes of EC
Committee**

**Submission
Minutes of Academic
Board**

Minutes of EC

<p>meeting</p> <ul style="list-style-type: none"> - Absences and apologies shall be noted in the Research Ethics Committee minutes - The membership of the EC is set at the beginning of the Academic Year and again whenever changes are made - The attendance of a visitor at EC must be agreed beforehand with the Chair. Where a visitor is in attendance they can contribute to the meeting but they may not vote on any matter - The draft minutes will be sent to members within 5 working days following the meeting. Amendments to minutes of the EC should be submitted in writing as soon as possible. It is important that the minutes be taken as confirmed, normally within ten working days of the meeting, to ensure a timely response for applicants. <p>Student submission</p> <p>Students of SNMCI are bound by the time allowed for research by individual Programmes. With this in mind the following applies...</p> <ul style="list-style-type: none"> - Students will submit ethics applications to the EC at time and date relevant to each Programme. - Submissions will be made through Moodle on a template provided (See FQA 5.9 A). - The EC will be informed of the submission date by Programme Managers and will meet and review ethics submissions within 2 weeks, to avoid undue delay in providing feedback. - Students will be informed of the decision of the EC by the Programme Director/s. <p>Outcomes available to Research Ethics Committee (See FQA 5.9 B).</p> <p>The following outcomes will be available to the Ethics Committee.</p> <ul style="list-style-type: none"> - Exempt: Judged as exempt from full ethical review - Approval: Approved as is with no conditions attached - Contingent Approval: Approved subject to implementation of recommended changes - Re-tabled: Requires that the student and supervisor address questions posed and communicate the changes to the committee 	<p>DQAA</p> <p>Chair</p> <p>Chair</p> <p>EC</p>	<p>Record of membership</p> <p>Minutes</p> <p>Completed forms returned to Learners</p>
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- Rejected: Written reasons for the decision will be provided to the student and resubmission will be possible		
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Policy Control Sheet

Policy	5.9 Ethics Committee TOR and Operating Procedures
Version	4.0
Adopted/Effective	Oct 2020
Supersedes	3.0
Monitoring/ Next Review Date	Every Two Years /Jan 2021
Responsible Officer(s) Designated Reviewer(s)	DQAA; Chair of EC; PD'S
Scope	College Wide

References

SNMCI Policy area	2) Teaching and Learning: QA Vol 2
Developed with reference to	UKRIO Checklist (Research Integrity Office), Teaching Council of Ireland Research Strategy, <i>Children First: National Guidance for the Protection and Welfare of Children</i>
Related SNMCI Policies / Forms	QA 5.6 Research Policy QA 5.7 Code of Good Practice for Student Research QA 5.8 Terms of Reference for Submission of Student Research Proposals F QA 5.9 A: Proposal Submission Form

Revision

Revision Number	Revision Description	Originator	Approved By
2	Updated faculty ethics submission process to reflect role of Academic Board		
3	Updated in light of Blended Learning	Office of DQAA	AB