

FACULTY OF TECHNOLOGY ETHICS COMMITTEE 2017-18

CONSTITUTION	MEMBERSHIP	DATE APPOINTED
Chair	John Williams	Ex-officio
Vice Chair	Jovana Radulovic	Ex-officio
University Ethics Adviser	Simon Kolstoe	Ex-officio
Associate Dean Research	Mark Gaterell	Ex-officio
School Ethics Co-ordinators:		
Engineering	Giles Tewkesbury	Ex-officio
Computing	Philip Scott	Ex-officio
SCES	John Williams	Ex-officio
Maths	Alexei Nesteruk	Ex-officio
LATW	Michelle Juchau	Ex-officio
ICG	Marco Bruni	Ex-officio
School reps:		
Engineering	Jovana Radulovic	Elected September 2013 (term 1)
Computing	Carl Adams	Elected September 2013 (term 1)
SCES	Tim Whitehead	Elected October 2011 (term 2 – Oct 2017)
Maths	Xiang Song	Elected September 2017 (term 1)
LATW	Ann Coats	Elected October 2011 (term 2 - Oct 2017)
ICG	Kazuya Koyama	Elected September 2013 (term 1)
2 students (normally FRDC reps)	Chinedu Dibia [ENG] Mohammed Ibrahim [ENG]	Elected March 2016 Elected April 2016
At least one lay member	Mark Hoddinott	Elected June 2016
Co-opted Members x 4 (appointed by the FEthC to provide additional expertise as required) e.g. University Chaplain Health and Safety Advisor	As required	
Associate Deans (Academic)	Dr Jenny Walden	Co-opted September 2015
Associate Dean (Students)	Dr Lynsey Plockyn	Co-opted September 2015
FEthC Administrator (in attendance)	Emma Bain (temporarily Miriam Gomez Lopez)	

TERMS OF REFERENCE

GENERAL

1. To consider general ethical issues relating to learning, teaching, research and knowledge transfer activities within the Faculty.
2. To promote a climate of critical ethical reflection and endeavour to maintain high standards of ethics.
3. To promote and adhere to the University Ethics Policy.
4. To guide and direct any departmental committees constituted to consider ethical issues relating to learning, teaching and research activities (normally relating to taught post-graduate and undergraduate programmes) and to receive and review regular reports from them.
5. To encourage, promote and, as appropriate, require conformity to the ethical statement in the strategic plan where the concerns are not those of equal opportunities, intellectual property rights, data protection, and health and safety.
6. To facilitate education and training relating to matters of ethics.

RESEARCH ETHICS

7. To publicise policy and guidance related to ethics, promulgated by external agencies including funding bodies, statutory bodies, charities and learned societies.
8. To safeguard the welfare and interests of the subjects of research especially any human participants, but which also may include the protection of public interest, the environment, any other ethically sensitive areas, and the researcher(s) themselves.
9. To provide proportionate, consistent and high quality review of PgR and staff research across the Faculty, based upon justifiable governance procedures. Such reviews may be conducted as either review by full Committee or by sub-committee in the case of research which has no material ethical issues; reviews may be undertaken virtually.
10. To provide a clear opinion following ethical review of research; the opinion may include conditions to be met before embarking on research activity.
11. To protect the reputation of the Faculty with regard to the integrity of its researchers and the ethical merits of their research.
12. To provide guidance, advice and support to established and prospective researchers with regard to the ethical design, conduct and dissemination of research.
13. To provide ethical review of knowledge transfer activity across the Faculty.
14. To provide advice and support to researchers obliged to seek ethical review from external bodies, including the NHS, and if appropriate, provide a preliminary review.

OPERATIONAL ARRANGEMENTS

15. To publish a schedule of meetings.
16. To adhere to and maintain the University Research Ethics Procedure.
17. To maintain records of reviewing and advisory activities.
18. To consider and advise on other related issues that may from time to time be referred to the Ethics Committee.

SCOPE

The FEthC remit covers all academic staff and postgraduate research students who undertake, or supervise, research and knowledge transfer activities within the Faculty. Ethical considerations cover externally funded research and knowledge transfer activities, postgraduate student research and internally funded, or non-funded research pursued or managed by University staff. It relates specifically to the planning, design and **conduct of the research** and **NOT** to the **conduct of the researchers**, which is managed elsewhere within the University's research governance arrangements.

The scope of the FEthC's activities extends to the consideration of broader ethical issues. These include any activities with the potential to harm the good name of the University such as business engagement, public exhibitions and interventions which might have environmental or cultural significance.

QUORACY

1. A meeting of the full Committee constituted to review research, either physically or virtually, must comprise, as a minimum, the Chair or Vice Chair (or a nominated deputy), normally a lay member and half of the departmental members.
2. A sub-committee constituted to undertake an expedited review of a research protocol must comprise the Chair (or a nominated deputy) and at least two departmental members, one of whom should have relevant expertise with regard to the protocol being reviewed.

REPORTING

1. To provide bi-annual reports to the University Ethics Committee.
2. To provide reports to the Faculty Executive Committee, as and when required
3. To contribute to the University annual statement and assurance exercise on research integrity, as required by the UUK Concordat

EQUALITY STATEMENT

The University seeks to provide an inclusive environment for work and study through embedding equality and diversity into everything the University does. The business of this Committee will be conducted in that context.