

RESEARCH ETHICS COMMITTEE

TERMS OF REFERENCE

PURPOSE

- To advise on ethical issues in research and in teaching programmes offered by Te Kupenga.
- To identify issues not well understood or addressed by researchers and hence where educational effort is required.
- To advise the Academic Advisory Board of any matters brought to the attention of the Committee concerning the responsible conduct of research.
- To ensure that applications approved by the Committee meet the standards set down in the national Code of Professional Standards and Ethics¹.

MEMBERSHIP

- Director, Nathaniel Centre (Chair)
- 1 – 2 academic staff members
- 1 member of the Academic Advisory Board
- 1 external (non-academic, non-researcher)

Academic staff members are appointed by the Dean (after consultation with key staff members). The Dean will consult the Chief Executive before appointing an external member.

Appointment terms are for two years, and representatives may serve up to 6 years in succession. After a year off the Ethics Committee, they may be appointed again for future terms.

MEETINGS

- Meetings will be in person or by video conference, as agreed with the Chair
- Meetings will be held on an as needed basis. The primary ways for this to occur include:
 - when an academic staff member requires ethics approval for a research project s/he will contact the Chair who will then arrange a meeting at a time that suits a majority of members of the Committee
 - when a staff member identifies a matter that may require the input of this committee, s/he will raise this with the Chair who will then determine if the Committee needs to meet

¹ <https://www.royalsociety.org.nz/who-we-are/our-rules-and-codes/code-of-professional-standards-and-ethics/>

AGENDA AND MINUTES

- The Chair will send the Agenda out three working days before the meeting
- Minutes will be taken by a member of the committee
- Minutes will be circulated within two weeks to all Committee members and will be made available to all academic staff

DELEGATED AUTHORITY

- This committee has the authority to approve, or not, any research project presented to it for the purposes of that project seeking ethics approval. The Committee does not have financial authority.

TRANSPARENCY, CONFIDENTIALITY AND GOOD FAITH

- Members should read and abide by the Te Kupenga Code of Conduct, acting in good faith at all times
- There may be times when discussions are confidential, to ensure privacy of individuals or decisions which are sensitive to organisational development. When an agenda item is confidential, this will be signalled by the Chair, and minutes shared outside of the committee will be redacted accordingly
- Committee members will comply with the Privacy Act 2020
- Meetings will be open to any staff or students who wish to attend as observers, other than when agenda items are deemed confidential by the chair.

REVIEW AND APPROVAL

The Ethics Committee Terms of Reference are reviewed annually by the Committee and approved by the Chief Executive.

Date of issue: 16 October 2020

Next review date: October 2021