

University of Huddersfield - School of Human and Health Sciences (SHHS)

Taught Course Ethics Panels (CEP) Code of Conduct for SHHS (Revised 02/20)

This updated code is underpinned by, and follows the [University Research Ethics and Integrity Policy \(2019\)](#), and the [University Code of Practice for Research \(2019\)](#), and the [University Data Protection Policy \(2019\)](#).

It is required and advised that all Staff engaged in taught courses, which have a research component to them, are familiar with the above University Policies; in particular Course and Module Leaders.

In considering your actions to ensure compliance with the above policies, you are referred in particular to the following extracts within this Code. You are also directed to be fully conversant and compliant with the University Policy on Security Sensitive Research.

University Research Ethics and Integrity Policy (2019):

"All staff and students of the University have a responsibility to undertake research activities with the highest possible standards of integrity and practice. This policy applies to all academic, research and administrative staff, and **all taught** and research students who are engaged in research projects at any level"

University Code of Practice for Research (2019):

"4.16 Misconduct in research 4.16.1 The University defines misconduct in research as including, but not limited to: a) Fabrication; b) Falsification; c) Misrepresentation of data and/or interests and/or involvement; d) Plagiarism; and **e) Failures to follow accepted procedures or to exercise due care in carrying out responsibilities for:** i. **avoiding unreasonable risk or harm to:** Section 4: Standards 14 • humans; • animals used in research; and • the environment; and ii. the proper handling of privileged or private information on individuals collected during".

SHHS Taught Course Ethics Panels Code of Conduct:

Each course is expected to hold a course ethics approval panel to consider feasibility and ethical issues in undergraduate and postgraduate dissertations or final projects, including literature based studies. By definition, within Science Degrees, this means that every taught course within SHHS must have a Course Ethics Panel and all student projects must be considered and approved before commencement of the projects.

- The panels are made up of the course leader and relevant module leaders. One person will be the named Chair of the Course Ethics Panel, and will be responsible for completion of the procedures herein.
- At least one department SREIC representative must be a member of the course approval panel meetings, and be in attendance at panel approval events with the course/ module team.
- Proceedings of course approval panel meetings are recorded in the minutes, which should include a list of students' name, title of projects and academic supervisor.
- A copy of the minutes is sent to SREIC, whereby SREIC will ratify the decisions of the CEP, unless a query is raised, in which case the Chair of the CEP will be contacted for clarification, and until such is received, the approvals will not be ratified.
- The name of each CEP Chair must be communicated to the HHS Research and Ethics Administration, and any updates or changes.
- The course approval panel must be satisfied that ethical issues have been adequately addressed before providing approval for the projects to commence.
- The course approval panel may require that any student proposal should be submitted to SREIC for advice.
- In the case of any proposal requiring NHS or Social Care agency REC approval, the proposal and completed IRAS documentation must be submitted to SREIC for review in advance of submission to the relevant NHS or Social Care agency IRAS. Confirmation will be required that all documentation submitted to SREIC has been read by the relevant project supervisor.
- Currently the University does not support taught course research which falls into the category of Security Sensitive Research (SSR) (PVC Research Office 2018). Any taught course CEP which receives a SSR application for approval, must refer this, via the SREIC representative to the Chair of SREIC, and no SSR project can be carried out, until SREIC approval and PVC for Research approval has been received. In all cases, a SSR form must be completed if these cases arise, and included in the completed records to the SREIC administration.
- There must be a recognisable system employed by the CEP's that records all details and approvals of taught student's projects, which is transparent and auditable.

All Staff of SHHS are advised that failure to comply with the above policy will result in referral to the SREIC and Senior Management Team of the School for consideration of reporting and action under section 4.16 of the University Code of Practice for Research.