

SWANSEA UNIVERSITY

Research Integrity, Ethics & Governance Committee

1. Reporting

The **Research Integrity: Ethics & Governance Committee** reports to the **Senate**.

As a requirement of UK Research & Innovation (UKRI). An annual report on compliance with the *Concordat to Support Research Integrity* is provided to the Higher Education Funding Council of Wales (HEFCW) and published on the University website.

2. Occurrence

The Committee meets at least once each term. Special meetings can be called by the Chair of the Committee. The Committee uses email circulation or telephone/video conferencing as appropriate to progress its business effectively.

3. Composition

The Committee membership consists of:

- Pro Vice Chancellor (Research & Innovation) (**Chair**)
- Deputy Pro Vice Chancellor (Research Culture)
- Deputy Pro Vice Chancellor (Postgraduate Research)
- Chair of Faculty of Humanities & Social Sciences Research Integrity: Ethics & Governance sub-committee
- Chair of Faculty of Medicine, Health & Life Sciences Research Integrity: Ethics & Governance sub-committee.
- Chair of Faculty of Science & Engineering Research Integrity: Ethics & Governance sub-committee.
- Chair of Sponsorship & Oversight sub-committee
- Chair of School of Psychology Research Integrity: Ethics & Governance sub-Committee
- Chair of School of Medicine Research Integrity: Ethics & Governance sub-committee
- Co-Chair of School of Engineering Research Integrity: Ethics & Governance sub-committee.
- Chair of School of Education Research Integrity: Ethics & Governance sub-committee
- Lay Member

4. Attendance

At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.

Associate Director of Research & Innovation

Research Governance Manager
Human Tissue Officer
AWERB Representative
Named Animal Care Welfare Officer (NACWO) (Science)
Head of Health & Safety and Business Continuity
Digital Humanities and Data Manager
Manager of the Swansea Trials Unit
Research Integrity Manager (Clerk)

5. Terms of Office

There should be due regard to the provisions of the Equality act to ensure diversity and inclusivity. The composition and membership may change with agreement of the committee.

6. Quorum

One third of the membership of the Committee will form a quorum.

7. Purpose

The purpose of the Research Integrity, Ethics & Governance Committee is to oversee the University's compliance to the commitments of the '*Concordat to Support Research Integrity and* to develop policies for the University in accordance with external regulations/legislation on research integrity ethics and governance.

8. Terms of Reference

The duties of the Committee shall be:

- To monitor the University's compliance with the commitments of the '*Concordat to Support Research Integrity*'.
- To own and Implement the Policy Framework on 'Research Integrity: Ethics & Governance'.
- To work with University committees with particular responsibility of research ethics and governance matters, including Faculty Research Ethics & Governance Committees, Animal Welfare and Ethical Review process group, Sponsorship Oversight sub-committee, Human Tissue sub-committee and any other subject or area specific oversight groups or sub-committees.
- To monitoring compliance with internal ethical policies/procedures and external regulations/legislation relating to research ethics and governance;
- To monitor, review and where necessary update policies and procedures relating to research Integrity: Ethics & Governance;
- To provide assistance and guidance to Faculties &, Schools ensure that appropriate mechanisms and structures are developed at Faculty and School level for the management of research ethics and governance.
- To ensure that research ethics and governance is a standing agenda item for the Faculty Research Committees
- To ensure that research risks are managed appropriately and that risks are mitigated for business continuity and emergency planning.

- To promote best practice and encourage consistency in matters of research Integrity: Ethics and Governance across the University through training and raising awareness;
- To ensure oversight and compliance of sponsorship requirements, audits and inspections by external bodies (e.g. MHRA, HTA, UKRI, Internal Audit Services)
- To update and disseminate all institutional research integrity related documentation with a view to raising stakeholder awareness of the processes relating to research governance and ethical approval; and
- To approve and review periodically, subject-specific research ethics and governance frameworks produced by the Faculty Research Ethics & Governance Committees

9. *Sub Committees/ Groups and their remit*

- Sponsorship and Oversight sub-committee

10. *Other*

To consider any other matters referred to the Committee by the

- Research, Innovation & Impact Committee (RIIC)
- Sponsorship and oversight sub-committee
- Human Tissue Board.

11. *Effectiveness Review*

- (i) To review annually the effectiveness of the Committee against its terms of reference and propose any recommendations for change to Senate.

12. *Powers*

- (i) To act with authority delegated by Senate.
- (ii) To set up such task and finish groups as are necessary to expedite the Committee's business;

Submitted for approval to Senate: June 2022

Approved by Senate:June 2022

Next Review Date:June 2023