**Approved by**

# BOND UNIVERSITY HUMAN RESEARCH ETHICS COMMITTEE

# TERMS OF REFERENCE

The Bond University Human Research Ethics Committee is a Standing Committee of Bond University Research Committee.

**Terms of Reference**

The Bond University Human Research Ethics Committee, within the framework of the overall strategic policies of the University, and in accordance with the requirements set out in the National Statement on Ethical Conduct in Human Research (National Statement) shall:

- Provide a system for ethical review of research projects which has the potential to cater for all human research ethics approval at Bond University;
- Consider the ethical implications of all proposed research projects which involve or impact upon humans and approve only those projects which conform to the standards set by the NHMRC in the National Statement;
- Provide researchers with feedback to assist them in complying with the ethical standards set in the National Statement;
- Consider the ethical implications of all proposed teaching exercises which use students as participants for the purpose of research, and approve only those exercises which conform to the National Statement;
- Consider whether the conduct of the research that is approved may contravene the law;
- Maintain a record of all research projects received and reviewed, with decisions and conditions;
- Monitor the progress of research projects so as to be satisfied that they continue to conform with approved ethical standards;
- Establish and administer mechanisms for receiving and handling complaints or concerns about the conduct of an approved research or teaching project;
- Advise the University administration regarding ethical approval for research projects;
- Inform the University of Institutional responsibilities arising from the National Statement;
- Report annually to the National Health and Medical Research Council (NHMRC) information relevant to its procedures;
- Provide Australian Health Ethics Committee (AHEC) with access, upon request, to information in the Committee's register.

**REPORTING**
BUHREC reports to the Academic Senate annually, through the University Research Committee (URC). The Committee also reports, through the Chair of BUHREC and Office of Research Services to external bodies, such as the National Health and Medical Research Council, as required.

BUHREC receives reports from Bond Institutional Biosafety Committee (BIBC) concerning research undertaken by students and staff of the University.

Annual reports to the Academic Senate address numbers and types of activities considered for approval and the outcomes, risk management, any administrative or other difficulties being experienced, and any requirements for training staff.

**Membership**
BUHREC's composition meets the requirements set out in the National Statement.

The minimum membership of an HREC is eight. As far as possible:

(a) there should be diversity including gender at each meeting; and

(b) at least one third of the members should be from outside the institution for which the HREC is reviewing research.

This minimum membership is:

(a) a chairperson, with suitable experience, including previous membership of an HREC, whose other responsibilities will not impair the HREC's capacity to carry out its obligations under is National Statement;

(b) at least two lay people who bring a broader community or consumer perspective and who have no paid affiliation with the institution;

(c) at least one person with knowledge of, and current experience in, the professional care or treatment of people; for example, a nurse, counsellor or allied health professional;

(d) at least one person who performs a pastoral care role in a community including, but not limited to, an Aboriginal elder or community leader, a chaplain or minister of religion or other religious leader;

(e) at least one qualified lawyer, who may or may not be practicing and, where possible is not engaged to advise the institution on research-related or any other matters; and

(f) at least two people with current research experience that is relevant to research proposals to be considered at the meetings they attend. These two members may be selected, according to need from an established pool of inducted members with relevant expertise.

No Member may represent more than one of the categories listed above at any individual meeting but may fill a different category at a separate meeting, so long as all minimum membership categories are represented at each meeting.

A pool of inducted members in each category may be established. These members may attend meetings as needed to meet minimum HREC requirements and may also be available to provide expertise for the research under review.

In addition to these members, the Chair of BUHREC may appoint

- One (1) member who is a current HDR student,
- A pool of inducted members with relevant expertise in accordance with section 5.1.33 and 5.1.34 of the National Statement, who may be called upon for expert advice or to serve on sub-committees.

**Term of appointment**
Each member will have a two-year appointment with the possibility of re-appointment. Appointments will be staggered.

**Removal of members**
The Provost and Chair of BUHREC, by joint agreement, may remove a member from BUHREC if he/she has not discharged the responsibilities of membership in an acceptable manner. In this circumstance, the person will be offered natural justice.

**Meetings and quorum**

The Committee will meet a minimum of nine times per calendar year.

A quorum for the committee is eight (8) members.

The Research Ethics and Biosafety Officer, or nominee will act as Secretary for the Committee. The Secretary will provide the Committee with administrative support and advice but will not have a vote in any decisions made by the Committee.