



ETHICS COMMITTEE Minutes

04 October 2022 9:30 – 11:00
MS Teams

Attendees: Peggy Seriès (Chair), Arno Onken, Lexi Birch-Mayne, Björn Ross, Uta Hinrichs, Victoria Lindström, Andrew Castle (Secretary).

Apologies: Kia Nazarpour

No.	Item	Action
1.	Approval of Previous Minutes The minutes of the previous committee were approved as a fair representation of the meeting.	
2.	Matters Arising from previous meeting <ul style="list-style-type: none">• IPP Ethics module. Ethics Video is now complete and is up on the Ethics webpage Action Completed• Draft University Research Ethics Policy – PS noted that work on the new policy is coming to an end and is at the latter stages of review. PS will inform the committee when any other updates become available. It is also noted that feedback from Committee members continues to be welcome. Action ongoing.• Ethics workshop –BR arranged advertising and booking arrangements for the talk given by Shannon Vallor on 27/09/2022. It was a hybrid event and was very well attended by students. Very good student engagement many good questions and excited the audience about Ethics. Action Completed• Research vs non-research ethics approval FAQ - BR circulated an example answer that could be used as an FAQ on the Ethics webpage, this has been approved by the Committee and added to the Ethics webpage by SB. Action Completed• Microsoft forms, limit too small for the PIS. PS has contacted KV for further information on the issue. There was discussion amongst the Committee on options other than Microsoft Forms, Qualtrics was suggested as the advised alternative. Though, it was agreed that the committee requires more information regarding this issue. Action – VL to investigate by creating a Microsoft Forms template and to test the Microsoft Forms usability for surveys and Participant Information sheets.	<div>PS</div> <div>VL</div>



No.	Item	Action
3.	Application review – standing item - UH raised a query regarding data storage for an application she has reviewed, specifically surrounding storing data on a personal computer. Advice from the committee is to always recommend using encrypted hard drives and OneDrive to ensure data is stored securely.	
4.	Ethics workshops – standing item - As noted in the Matters Arising from previous meeting the event was very successful and took place on 27/09/202. PS gave a short presentation on the Committee and where to find our pages. - It was noted that a similar event should be arranged for staff as well as students, since the talk on the 27/09/2022 was focused and advertised for students. A different speaker to give a talk for staff and students on Ethics, possibly for around May. Action – PS to contact possible speakers.	PS
5.	Introduction to Ethics Video - The Committee discussed the presentation of the video and the ways it may be used for students. The committee agreed that the video itself served as the teaching for Undergraduate Honours students. While, MSc students should watch the video and be required to take a quiz with a pass mark. Action - PS to discuss with course organisers how the video can be used to show the Ethics process and explain the purpose of the committee to UG and MSc students, as well as to discuss the idea of a quiz on the video for MSc students. - The committee discussed the location of the video as a separate page on the webpage. It was agreed that the current position is good, though there should be a link to it in the summary Ethics page with a blurb. Action - VL to make the video more prominent on the webpage and explore ways to make it stand out and direct people to video	PS VL
6.	AOB - Discussion on the process for requesting documentation from applicants. It was agreed that the reviewer should not be included in these request messages.	
7.	Date of next meeting: Tuesday 1 November 2022, 0930-1100.	