**College of Arts Ethics Policy – Summary**

**The following statements may be used in applications to funding bodies etc.:**

1. **Ethical Policy: Summary**

*The College of Arts derives its ethical policy from considerations identified by the AHRC and the ESRC.*

*The College's Ethics Officer is responsible for ensuring that ethical issues in College research are kept under review; that procedures are managed and monitored; that appropriate records are made and kept; that the Dean of Faculty is kept informed as appropriate; and that reports are made to the College and, on behalf of the College, to the University’s Ethics Committee.*

*All research proposals from College’s staff and students involving human subjects, materials and data not in the public domain must be submitted to the College’s Ethics Officer. All research proposals seeking external funding must also be reported to the College’s Ethics Officer before submission, using the form provided; if the proposal involves human subjects, materials and data not in the public domain, the full proposal should also be submitted.*

*The Ethics Officer brings such proposals to College’s Ethics Committee, which consists of College’s Research Committee plus an independent member from outwith the College. The Committee reflects the range of expertise and research experience of the College.*

*Four members of the Ethics Committee scrutinise each such proposal. Members of the Ethics Committee who are involved in a research submission may not act as scrutineers. This quorum may:*

* *authorise research to proceed;*
* *seek additional information before allowing research to proceed;*
* *ask that some aspect of methodology should be reconsidered;*
* *reject proposal in whole or in part;*
* *revoke its approval if dissatisfied with the conduct of research or researchers;*
* *refer researchers through the University’s disciplinary procedures if issues of concern arise from research*

*A record will be kept of all applications and decisions.*

1. **Further Procedure Statement**

**Some funding bodies ask for a further statement about procedures. This wording could be used**:

*"My research proposal has been approved by the College of Arts Ethics Committee, and I am therefore obliged to observe the ethical requirements of that committee. These requirements are based on guidelines established by AHRC, ESRC and other UK funding councils."*