

2024-25

Central Film School

## **Research Ethics Committee - Terms of Reference**

### **Section A – Purpose and Structure**

#### **1. Description**

- 1.1. The committee has been instituted by the Academic Board for reviewing and granting ethical approval for research projects conducted at Central Film School by Staff or Students.

#### **2. Membership**

- 2.1. The below roles, or their designated nominees, form the membership of the Research Ethics Committee:

- Chair (appointed by the Academic Board)
- Head of School
- 1 additional member of the Academic Team
- At least two staff members with research experience
- Other CFS Staff as appropriate

#### **3. Reporting Structure**

- 3.1. The Research Ethics Committee reports to the Academic Board.

#### **4. Meetings**

- 4.1. The committee will meet as and when required. Quorum is achieved by a minimum of 50% of members including the Chair.
- 4.2. Decisions on business items and research ethics applications can be taken by correspondence, virtual meetings and/or email provided quorum is achieved.

### **Section B – Terms of Reference**

#### **5. Terms of Reference**

- 5.1. To consider the ethical implications of all research involving human participants, the processing of personal data, or animal subjects carried out at Central Film School or under the auspices of Central Film School, including the use of Central Film School's name and/or logo, or facilities for research purposes, and where Central Film School is the data controller or processor.
- 5.2. To set standards, propose and review policy, procedures and practice on the ethical conduct of research throughout the Central Film School, including delegation of responsibility to other Departments.
- 5.3. To receive and advise on research proposals for the use of the name of Central Film School in connection with all aspects of research involving human participants, personal data or animal subjects.
- 5.4. In carrying out its responsibilities, to seek and take account of all appropriate advice from sources within and outside of Central Film School.
- 5.5. To report to the Academic Board at least once annually through the Chair of the Committee.
- 5.6. To consider requests from external researchers wishing to recruit staff and students from Central Film School for participation in research projects.
- 5.7. To submit a copy of the approved minutes of each meeting to the Academic Board.
- 5.8. To request resources and make recommendations for the investment required to fulfil these terms.

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