

Ethical Conduct in Human Research and Related Activities Regulations

Appendix 2

Division of STEM

Section 6(1) of the Ethical Conduct in Human Research and Related Activities Regulations states as follows:

(1) A staff member, student or authorised person must not commence research or a related activity until it has been approved by the appropriate authority and in accordance with these regulations.

(2) Researchers must submit applications for approval for their research or related activity to one of the delegated School/Faculty or department committees (section 22) within the University.

Approved delegated committees are as follows:

School or Faculty

1. School of Computing and Mathematical Sciences
2. School of Science and Engineering
3. School of Engineering

Terms of Reference for Delegated Committees

Rationale

The University of Waikato Human Research Ethics Committee is responsible to the Academic Board for the promotion, review and monitoring of ethical practice in human research, and for monitoring compliance with the University's Ethical Conduct in Human Research and Related Activities Regulations which are published in the University Calendar.

The University of Waikato Human Research Ethics Committee gives authority to the **Division of STEM Human Research Ethics Committee** to undertake specific responsibilities through the Terms of Reference as detailed below.

Terms of Reference

1. To facilitate high quality research, teaching, and consulting. Evaluation and publication which conform with the Ethical Conduct in Human Research and Related Activities Regulations.
2. To inform and educate staff and students about the Ethical Conduct in Human Research and Related Activities Regulations and their application.
3. To arrange for the timely consideration of proposals involving human participants prior to the commencement of the research or related activities, to ensure that these comply with the principles and policies adopted by the Academic Board and are defensible in terms of current debate within the relevant discipline or paradigms.
4. To establish procedures to implement University policy where there is research or related activities with participants.
5. To maintain records of research and related activities with participants in the Schools of Computing and Mathematical Sciences, Engineering, and Science.
6. To provide an annual report on its research and related activities to the University of Waikato Human Research Ethics Committee.
7. To provide a report to the Division of STEM Board at its meetings throughout the year.

Constitution

1. The convenor appointed by the Divisional PVC
2. Representative from the School of Engineering
3. Representative from the School of Computing and Mathematical Sciences
4. Representative from the School of Computing and Mathematical Sciences
5. Representative from the School of Science
6. Representative from the School of Science

Membership

1. Megan Boston
2. Harish Deveraj
3. Mark Apperley
4. Nic Vanderschantz
5. Linda Peters
6. Karsten Zegwaard

Secretary: Tania Robinson (Division of STEM Office Manager)