

**REPORT FROM THE EDU S-REC  
CHAIR: Dr Jacqueline Watson  
May 2012**

This report has the following sections:

1. Key actions taken and issues arising this year.
2. EDU S-REC committee membership.
3. Plans for training and awareness-raising for members, staff and students.
4. Details of procedures to be published on EDU web page, including forms, for submitting applications.
5. Frequency of meetings and deadlines for submission; and some indication of the time scale for reaching the different categories of decision.
6. EDU S-REC Terms of Reference.
7. Records of applications to the S-REC 2011-12.

**1. Key actions taken and issues arising this year (to end of April 2012)**

**Response to new UREC Policy and procedures**

University Research Ethics Committee (U-REC)'s current Research Ethics Policy, Principles and Procedures document was approved by Senate in June 2011. It can be found on the UREC webpage: <https://intranet.uea.ac.uk/researchandenterprise/research-integrity/research-ethics>.

In response to this new policy document, EDU S-REC has (i) changed procedures for ethics applications for taught courses (ii) produced an EDU Ethics Handbook for all EDU staff and students, and (iii) set up an SSF shared folder to ensure S-REC responses to ethics applications are efficiently electronically recorded. There also continues to be discussion with members of staff involved in research within taught courses to raise awareness of and improve procedures for ethics. The EDU S-REC webpage has been updated.

**Ethics application forms**

After discussions with staff, EDU now has 4 different ethics application forms for MA, PGCE, BA/BSc, and staff/PGR applications.

EDU is not using the UREC checklist form since (almost) all research in EDU involves human participants and therefore needs full ethics review.

EDU S-REC will look at improving the application form for Staff and PGR students to bring it more in line with the format used in DEV and to include elements from the UREC checklist.

EDU S-REC has agreed we will compile a standard template document for obtaining information and consent from research participants for research projects within taught courses.

**Ethics procedures for applications within taught courses**

Last year there were a number of issues that needed resolving in response to the new policy and procedures, especially around research projects in taught courses. Most of these issues have now been resolved and course directors or module leaders have put in place procedures for managing applications within their courses. Over the past two years the Chair of the ethics committee worked with course directors/module leaders to share the review of taught course

applications. The current arrangement is that these are reviewed by the relevant course directors/module leaders, with EDU S-REC reviewing challenging applications and giving advice, and final ratification by EDU S-REC chair. In future, EDU S-REC will expect all course directors/module leaders to submit student applicant lists and approved application forms for filing on the SSF S-REC folder. Future arrangements for ethics procedures for taught course applications are currently being discussed with UREC.

The S-REC or UREC could consider how to correlate student non-compliance with assessment.

### **Administration of EDU S-REC**

In May, Amanda Dorr will be replaced as EDU Faculty Manager by Joanne Ashman who will become the new Senior administrator for the S-REC. Dawn Corby continues to be the local administrator. Amanda has improved S-REC record keeping by storing documents on an SSF shared folder. The S-REC folder holds spreadsheets and application forms for each taught course and a spreadsheet for Staff and PGR applications. Email correspondence relating to applications and S-REC decisions are also now stored in the shared folder.

There no longer appears to be a need for additional support from Faculty administration.

### **2. EDU S-REC membership**

The committee has been without a lay member for some time. At the end of May, Jacqueline Waring, one of EDU's PGCE school-link teachers, agreed to join the committee. Jacqui has written the following about herself and we are very pleased to welcome her to the committee.

I am an Assistant head at Fakenham High School, I look after the Induction and Training of new staff to the school, NQT's, PGCE's SCITT and GTP students. I am the school Quality Nominee for all BTEC subjects, Functional skills and Applied learning courses, so I have to make sure standards are adhered to and check that the assessments made by the staff are accurate. I run a department - health and social care, child development and teach A level food. I line manage 2 departments in school Social Sciences and PE - working with the head of faculty in each area. We are part of a Federation of schools (8 in total) and they pay me for 2 days a week to work with staff teaching the Diploma at level 2 and 3, including the extended project. I am a member of the College management team and help to run the College. I used to run the Design Technology department in school. I have been an Advisor for Norfolk running inset for teachers of Design Technology(primary and secondary) and working with a friend who runs her own company I have delivered Inset nationally and I have published materials for teachers to use. I really am passionate about Education and feel we have an important role in developing the youngsters in our care so that they can achieve their potential.

Dr Kath Kite, our external committee member for nursing, resigned this year. We were very grateful and wrote to thank her for her long service on the committee. As EDU no longer has a large volume of nursing applications we have decided not to replace Kath. We were also very pleased that Dr Sabi Redwood has agreed to continue as a member of the committee as an external advisor.

## Research Ethics Committee 2011-12

### EDU MEMBERS

Jacqueline Watson (Chair)  
Judy Moore  
Paul Parslow-Williams  
Barbara Ridley  
Terry Haydn

### EXTERNAL MEMBERS:

Gibson D'Cruz (NAM) (Deputy Chair)  
Sabi Redwood (University of Birmingham)  
Jacqueline Waring, Assistant Head, Fakenham High School

Amanda Dorr (Senior administrator)  
From May 2012: Joanne Ashman (EDU Faculty Manager)  
Dawn Corby: local support and main contact

An issue to consider within the terms of reference is the number of years members can and should be expected to serve on the committee.

I should like to thank members of the committee for their time and support this year, and especially Judy Moore for reviewing the MA in Counselling applications and Gibson D'Cruz for his considerable support as Deputy Chair.

### **3. Ethics training and awareness-raising for members, staff and students.**

UREC has confirmed there is no funding for training for course directors/module leaders or supervisors but the new EDU ethics Handbook should help to address this need and raise awareness among members, staff and students.

### **4. Details of procedures to be published on EDU web page, including forms, for submitting applications.**

### **5. Frequency of meetings and deadlines for submission; and some indication of the time scale for reaching the different categories of decision.**

Please see the EDU ethics website for information and access to forms, the frequency of meetings and deadlines for submission: <http://www.uea.ac.uk/edu/research/researchethics>

The spreadsheet for Staff and PGR students which accompanies this report shows the timescales involved in reaching decisions.

### **6. Terms of Reference**

The current Terms of Reference for the EDU S-REC will be replaced with the Terms of Reference in Annex 3 of the UREC Policy and Procedures Document when the section about taught courses has been amended. And see item 2 above about length of service.

**7. Records of applications to the S-REC July 2011 - end of April 2012.**

<b>A. Taught course applications September 2011 - 2012</b>	
MA Education	40
MA AEP	25
MA Counselling	19
MTL : 3 or 4 projects each	11 students
MA AEP Year 2 : 2 or 3 projects each	41 students
MA ECS	10
BA Education Studies 3 <sup>rd</sup> Year dissertation	28
BA Education Studies 2 <sup>nd</sup> year Placement	40
BA/BSc PE and Sport 3 <sup>rd</sup> Year dissertation	23
BAPS	13
PGCE Secondary	160
PGCE Primary	0
Pharmacy	4
MA HEP	2

**B. The spreadsheet for EDU Staff and PGR (PhD and EdD) students is attached separately.**

There were 38 applications between August 2011 to end of April 2012.

The (separate) spreadsheet shows applicants, time taken to approve applications, and any issues arising.

**Dr Jacqueline Watson  
Chair EDU S-REC  
May 2012**