



FACULTY OF EDUCATION ETHICS COMMITTEE

TERMS OF REFERENCE

1. NAME AND STATUS

Education Faculty Ethics Committee (EFEC): Faculty of Education

2. PURPOSE AND ROLE OF THE COMMITTEE

Education Faculty Ethics Committee (EFEC) is a standing committee of the Faculty of Education. The Terms of Reference (ToR) of the EFEC are aligned to the ToR of the Senate Ethics Committee (SEC) at the Cape Peninsula University of Technology (CPUT). This EFEC operates in line with the strategic goals of the Faculty and the Institution. The EFEC must operate in a framework of being a self-monitoring Committee accountable to the Faculty Board and the SEC.

The purpose of the EFEC is to protect participants in human research in Education as well as the Faculty researchers from harm or exploitation and guard the research participants' rights and dignity. The Committee will maintain ethical standards of practice in research performed in the Faculty.

All research must be submitted for ethics approval – empirical as well as desktop-only research (e.g. document analysis, literature study, theoretical analysis) with the aim to publish the desktop research.

3. COMPOSITION

3.1 Constitution of the Committee:

- 3.1.1 Dean of the Faculty or Assistant Dean
- 3.1.2 Chairperson of the Faculty Research Committee (FRC)
- 3.1.3 Research Coordinator(s)
- 3.1.4 Departmental representatives
- 3.1.5 The EFEC can co-opt any person whose knowledge and expertise is needed to expedite special assignments or functions.

3.2 Principles for membership of the EFEC:

- 3.2.1 Members have a proven record of having conducted research projects.
- 3.2.2 Members have a proven record of published research.
- 3.2.3 Members have a proven record of scholarly review of journal/book manuscripts.
- 3.2.4 Members represent the ethical ethos of research in the Faculty through ethical practices in their own research.
- 3.2.5 Members exhibit ethical conduct in all areas of their own lives.
- 3.2.6 Members serve on the EFEC as autonomous individuals and not as delegates taking instruction from other bodies/departments etc.
- 3.2.7 Members conduct the business of the EFEC with confidentiality and respect. To this effect, no deliberations and decisions of the Committee may be discussed with non-members, also not among each other outside Committee meetings.

3.3 Election of the Chairperson, Deputy Chairperson and Secretary

- 3.3.1 The incoming Chairperson and Deputy Chair will be elected from among the current membership 12 months in advance.
 - 3.3.2 The outgoing Chairperson will work closely with the incoming Chairperson in the 12 months preceding the new Chairperson's term.
 - 3.3.3 In the first year of the new Chairperson's term, the previous chairperson is expected to provide support and guidance to the new chairperson for a period of 6 months.
 - 3.3.4 In the absence of both the Chairperson and Deputy Chairperson, the members appoint one of the members during the meeting to chair that meeting.
 - 3.3.5 The nominated and co-opted members will be noted by Faculty Management and Faculty Board as these will be reported in the minutes of Ethics meetings.
- 3.4 The term of office of nominated members shall be three (3) years (renewable) and ex officio members shall serve as long as they occupy their positions.
- 3.5 Membership shall be terminated under the following conditions:

- 3.5.1 Non- compliance with dates for submission of ethical reviews;
- 3.5.2 Missing 2 consecutive meetings without an apology;
- 3.5.3 Missing 3 consecutive meetings with an apology;
- 3.5.4 Breaking confidentiality and code of conduct rules as laid out in the Letter of Appointment and Code of Conduct of the EFEC.

3.6 An attendance register of the Committee shall be presented in the Minutes of the meetings and be presented at Faculty Board meetings quarterly.

4. FUNCTIONS OF THE COMMITTEE

The functions of the EFEC are to:

- 4.1 Advise the Faculty Management and Faculty Board on matters related to the ethics of research involving or affecting humans, animals, environment and texts;
- 4.2 Liaise with external organisations and institutions to strengthen Education research ethics at CPUT and become part of the national and international Education research ethics community;
- 4.3 Review ethics applications for staff and postgraduate research after the research proposal is approved by the FRC; monitor problems related to ethics that may be experienced in the course of the research;
- 4.4 Investigate allegations of ethical misconduct, take action to stop such research if it is still in progress and report the matter to the appropriate body (line manager, Institutional Unit of Research Integrity, research sponsor, the institution where the research is conducted) in order that they are informed and can take appropriate action;
- 4.5 Collaborate with the FRC regarding staff development in research ethics through mentoring, training, conferences, etc.

5. QUORUM

- 5.1 Fifty (50) percent plus one (1) of the membership of the Committee shall constitute a quorum.
- 5.2 Individuals in attendance by invitation at the Committee meetings may participate in the discussions but do not vote or contribute to the quorum of the Committee meetings.

6. MEETING PROCEDURES

- 6.1 Standard meeting procedures will apply.
- 6.2 The EFEC shall meet a minimum of once a term.
- 6.3 Dates will be confirmed as soon as possible after the Institutional calendar is available, but not later than December of the previous year in order to inform the researchers and facilitate submissions.
- 6.4 The final submission date for applications will be 14 days prior to each meeting and will be strictly applied to enable review.
- 6.5 Meeting agenda and documents will be circulated to members at least one week (7 days) in advance of a scheduled meeting.
- 6.6 In the event of an extraordinary matter, the Chairperson may call for an additional meeting.