



Senate

Paper Title	Terms of Reference for Boards of Senate
<b>Outcome requested</b>	Senate is asked to <b>approve</b> the terms of reference and membership for the following: <ul style="list-style-type: none"><li>• Education Quality and Standards Board</li><li>• Taught Programmes Board</li><li>• Research Degrees Programmes and Examinations Board</li><li>• Partnerships Board</li><li>• Ethics of Research Committee</li></ul>
<b>Points for Senate members to note and further information</b>	<p>At the June meeting of Senate, several changes were approved. Development of the new terms of reference for the revised Senate structures are being developed. The intention is that these will be submitted for approval at the December meeting of Senate. The existing Boards of Senate will continue to operate until at least the end of the calendar year.</p> <p>There are minor changes to the terms of reference from last year for QMERC. The remaining Boards of Senate have had no changes to the terms of references, but the memberships have been updated to reflect the current position.</p> <p>The terms of reference for the Degree Examination Boards (DEBs) and Subject Examination Boards (SEBs) are contained <a href="#">within the Assessment Handbook</a> which was approved by Senate in June. These terms of reference will be reviewed over the coming academic year as part of existing planned work.</p>
<b>Questions for Senate to consider</b>	N/A
<b>Regulatory/statutory reference points</b>	N/A
<b>Strategy and risk</b>	N/A
<b>Reporting/consideration route for the paper</b>	N/A
<b>Authors</b>	Danny Hassell, Policy and Governance Lead and Jane Pallant, Director of Governance and Legal Services
<b>Sponsor</b>	Jonathan Morgan, Chief Governance Officer and University Secretary





## **Research Degree Programmes and Examinations Board**

### **Terms of Reference and Membership 2025-26**

(The Terms of Reference are reviewed annually by the Board in September)

DRAFT FOR DISCUSSION

The Research Degrees Programmes and Examinations Board is a sub-board of Senate AND ACTS UNDER DELEGATED AUTHORITY – FIND EXAMPLE SENTENCE IN REGS OR SENATE WEBPAGE.

#### **Terms of reference**

#### **UNDER DEL AUTH FROM SENATE THE RESPS OF THE BOARD ARE:**

- To consider and approve proposals for all new research degree programmes, including all proposals for collaborative research degree programmes (IN CONSUL WITH TPB IF APPROPRIATE);
- To consider and approve proposals for the withdrawal of research degree programmes;
- To consider amendments to the Academic Regulations for research degree programmes, and associated policies and guidance (IN CONSUL WITH EQSB);
- To consider and approve nominations of internal and external examiners for all research degrees examinations;
- To monitor outcomes of research degree examinations and review examiners' reports;
- To approve awards of research degrees to individual candidates;
- To consider requests for interruptions of study and extensions to the maximum registration period/writing-up period;
- To monitor compliance with the Regulations and Code of Practice for Research Degree Programmes within Schools and Institutes;

- To consider action to be taken following the publication of national guidance relating to research degrees, and the quality assurance and monitoring activity of external agencies such as QAA, the Office for Students, UK Research and Innovation, and research funders;
- To have oversight of the admission of students to research degree programmes;
- To provide regular reports to Senate, including recommendations for further action where appropriate.
- The quorum for the meeting is one third of the Board's members.

## Membership

- Deputy Vice Principal for Research and Innovation Cultures (Chair)

Professor Claudia Cooper (in attendance from August 2025, and taking on Chair's duties from October 2025)

- Faculty Deputy Deans for Postgraduate Research

Professor Akram Alomainy EECS (S&E) (ends 31 July 2027)

Professor Paul Chapple WHRI (FMD) (ends 18 Oct2026)

Dr Caroline Morris School of Law (HSS) (ends 31 August 2026)

- One further representative from each Faculty

Dr Guven Demirel, School of Business and Management (HSS) [term of office 2023-24 and 2024-25]. Agreed to extend membership until September 2025

Professor Himadri Gupta, School of Engineering and Materials Science (S&E) [term of office 2023-24 and 2024-25]. Agreed to extend membership for another year

Dr Eleni Hagi-Pavli, Institute of Dentistry (FMD) [term of office 2023-24 and 2024-25]. Agreed to extend membership for another year

[Faculty representatives are appointed for a term of two years. The appointment may be extended by one year to a maximum of three years with the approval of the Board. The Faculty representative should not be from the same school or institute as the Faculty Deputy Dean. The Faculty representative is usually one of the Directors of Graduate Studies from amongst the schools or institutes of the Faculty concerned.]

## *In attendance*

- Assistant Academic Registrar (Research Degrees)
- Members of the Research Degrees Office
- Head of the Doctoral College

Anderson da Silva Santos  
RDO

Approved by the Research Degree Programmes and Examinations Board at its meeting in  
June 2025.

## Partnerships Board Terms of Reference 2025-26

### Remit

The Partnerships Board is a Board of Queen Mary's Senate and has responsibility, on behalf of the Senate, to support, take a strategic overview of and monitor Queen Mary's partnership activity. The Partnerships Board has delegated authority from Senate to approve activities and items listed below, and does so by consideration, scrutiny, and discussion with Board members:

- a) all courses, programmes of study, and professional development activities undertaken and funded through an overarching partnership agreement with an external organization with the exception of:
  - clinical teaching/placements
  - PGR studentships funded through competitive external sources such as UKRI or single studentship projects negotiated as a one off with individual companies
- b) all research or knowledge transfer activity where the source of support or nature of the partnership may present a high reputational, financial or legislative risk for Queen Mary;
- c) all major external partnerships for the purposes of research and/or knowledge transfer.

### Terms of reference

The responsibilities of the Partnerships Board are as follows:

1. To consider and (if appropriate) approve proposed new partnerships and other initiatives involving one or more external partners deemed high-risk. This involves scrutinising business plans, risk assessments and due diligence documentation, and may involve requesting further information, if deemed necessary.
2. To consider and (if appropriate) approve renewal of partnerships and other initiatives involving one or more external partners deemed high-risk.
3. To receive and note reports of low-risk institutional agreements, requiring initial Faculty approval, and of faculty/school/institute-level agreements, approved by Faculty Executive.
4. To review and refine policies and procedures for the development and management of new partnerships, based on opportunity, risk and proportionality, within the context of best practice in the sector and in accordance with Government guidance, legal requirements and regulative frameworks (for example, OfS Conditions of Registration).
5. To liaise as appropriate with the University International Board (UIB), Taught Programmes Board (TPB) and Research Degree Programmes and Examinations Board (RDPEB), and other university governance as appropriate over the approval and review of collaborative programmes and partnership activity.
6. To request, receive and consider reports from major partnerships, looking at, for example, lessons learned and opportunities for development.
7. To ensure that the Board remains informed of developments in partnership activity

deemed significant by requesting and monitoring related data.

8. To undertake an annual review of existing partnerships and progress against agreed targets at regular intervals, referring partnerships back to Faculties if appropriate.
9. To regularly review the Register of Collaborative Provision to ensure it is kept up to date.
10. To refer partnership proposals of strategic significance to the Senior Executive Team (SET) for consideration.
11. To advise Senate on the development, promotion and performance of Queen Mary's partnerships both in the UK and overseas.

#### Procedures and constitution

1. The Board will normally meet six (6) times a year.
2. The Board, when fully constituted, has sixteen (16) members. For a meeting to be deemed quorate at least six (6) members must be present, including, in addition to the Chair, at minimum two (2) academic members and four (4) professional services members.
3. If a meeting is not quorate, the Chair shall decide whether to a) postpone and rearrange the meeting, or b) proceed with the meeting but note that all decisions will be considered preliminary and unconfirmed until and unless the agreement of sufficient members to meet the quorum is secured.
4. A member who is unable to attend a meeting, may nominate, in advance, an appropriate colleague to attend in their place, subject to approval of the Chair. The nominee will count as a full member of the Board for that meeting.
5. The Chair will contact any member who does not attend two (2) consecutive meetings. A member who does not attend three (3) consecutive meetings will be considered to have resigned their membership.
6. The Partnerships Board is managed by the Academic Quality and Standards Team in the Directorate of Governance and Legal Services. Correspondence should be with the Team and not directly with the Chair.
7. The Academic Quality and Standards Team will defer any proposal that is submitted after the deadline (in which case it will be considered at a subsequent meeting) or does not include all of the required documents and approvals, including faculty/school/institute and stakeholder sign off as required.

## Partnership Board membership 2025-26

### Ex officio members

Vice-Principal Policy & Strategic Partnerships ( <b>Chair</b> )	Dr Philippa Lloyd
Vice-Principal (International)	Professor Helen Bailey
Dean for International - Humanities and Social Sciences	Dr Matthieu Burnay
Dean for Global Engagement - Medicine and Dentistry	Professor Richard Grose
Dean for International - Science and Engineering	Professor Alex Clark
President, Queen Mary Students Union (or nominated deputy)	SU President
Director of Finance	Thomas Skeen
Director of Governance and Legal Services	Jane Pallant
Dean for Postgraduate Research and Director of the Doctoral College	Professor Claudia Cooper
Director of Global Engagement	Lee Wildman
Director of Research and Innovation	Dr Bryony Butland

### In attendance

Deputy Head of Global Partnerships & Opportunities	Ceri Bevan
Head of Global Partnerships & Opportunities	Jane Wallis
International Partnerships Manager	Samantha Heffernan
Executive Officer (International)	Rachel Miles
Deputy Head of Academic Quality and Standards	Adam Streames
Academic Quality and Standards Officer (Degree Apprenticeships) ( <b>Secretary</b> )	Ellie Watson

### Attendance if business requires

Depending on the proposals or procedures and strategies discussed the following may be invited to attend:

- Faculty Deans for Education and/or Faculty Deans for Research or relevant deputies
- Members of the University International Board
- Directors of University Research Institutes
- Queen Mary Students' Union Faculty Vice Presidents

## Education Quality and Standards Board Terms of Reference 2025-26

The Education Quality and Standards Board (EQSB) is a board of Queen Mary's Senate. It is responsible for academic quality and standards at Queen Mary, ensuring that strategic plans are aligned with internal and external regulatory requirements and sector expectations, and it considers risks and their mitigation in relation to these requirements. EQSB has delegated authority from Senate to approve certain items, and does so by consideration, scrutiny and discussion with Board members.

1. To develop and review institutional strategies and policies which enhance learning, teaching and assessment across all Queen Mary programmes.
2. To monitor indicators of progress in the Education and Student Experience Enabling Plan, to enable Queen Mary to deliver the key pillars of the Queen Mary Strategy 2030.
3. To consider and report to the Senate on policies and mechanisms for assuring academic quality and standards at Queen Mary through a risk-based approach, ensuring external regulatory compliance.
4. To provide appropriate assurance and advice to the Senate on the delivery and outcomes of quality assurance mechanisms, including:
  - a. reports from external organisations, including the Office for Students (OfS), Office for Standards in Education, Children's Services and Skills (Ofsted), the Quality Assurance Agency (QAA), Professional, Statutory and Regulatory Bodies (PSRBs) and other relevant groups;
  - b. reports and action plans arising from programme reviews and student surveys;
  - c. matters arising from the conduct of examination boards, including external examiners' reports;
  - d. reports and analysis relating to student voice, for example Student Voice Committees, the National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES), Module Experience Surveys and other feedback.
5. To establish groups to undertake specific tasks related to the Board's remit and to consider recommendations from these groups.
  - a. A standing sub-board is responsible for the detailed consideration of assessment matters ('the EQSB Assessment Sub-Board').
6. To provide regular summary reports to the Senate for noting, including recommendations for further action where appropriate.
7. To agree and assign tasks and actions to individuals and groups, including faculties, which may include requests to communicate, consult upon, or implement plans approved or endorsed by the Board.
8. The quorum for the meeting is one third of the Board's members, which is 6 members.

## Education Quality and Standards Board Membership 2025-26

### Ex officio members

Vice-Principal (Education) and Deputy President and Principal ( <b>Chair</b> ):	Professor Stephanie Marshall
Deputy Vice-Principal (Education) ( <b>Deputy Chair</b> ):	Professor Anthony Michael
Faculty Deans for Education:	
• Humanities and Social Sciences:	Professor Elizabeth Gillow
• Medicine and Dentistry:	Professor Ian Curran
• Science and Engineering:	Professor Chris Bray
Director of Governance and Legal Services:	Jane Pallant
Head of Academic Quality and Standards	Simon Hayter
Director of the Queen Mary Academy:	Professor Alastair Robertson (Interim)
Director of Student Experience	Chris Shelley
Faculty Heads of Education and Student Experience (or equivalent):	
• Humanities and Social Sciences:	Dr Roussel de Carvalho
• Medicine and Dentistry:	TBD
• Science and Engineering:	Catherine Mills
Queen Mary Students' Union:	
• Vice-President (Humanities and Social Sciences):	Samarth Lakhanpal
• Vice-President (Science and Engineering):	Tushar Goyal
• Vice-President (Barts and the London):	Maria Rubbani

### Nominated members

*One senior educational leader nominee from each faculty with experience of education, quality, and standards, and leading and managing change*

• Humanities and Social Sciences:	Professor Rachel Male
• Medicine and Dentistry:	Professor Sadani Cooray
• Science and Engineering:	Dr Tina Peterson

### In attendance

Deputy Head of Academic Quality and Standards: <b>(Secretary)</b>	Adam Streames
--	---------------

Executive Officer (Education):

Benjamin Hunt / Dan Burke

QMSU staff representative:

Jonathan Otter

A member who does not attend three consecutive meetings will be considered to have resigned their membership.

An ex officio member who is unable to attend a meeting may nominate, in advance, an appropriate colleague to attend in their place, subject to the approval of the Chair. Their nominee will count as a full member of the Board for that meeting.



## Taught Programmes Board terms of reference 2025-26

The Taught Programmes Board has responsibility on behalf of the Senate for oversight of all taught provision (including non-credit bearing provision) and has a specific remit for the consideration of new programme proposals (and associated modules), significant programme amendments and programme suspensions/withdrawals. The responsibilities of the Taught Programmes Board are as follows:

1. To ensure that there is full and consistent consideration of new programme proposals;
2. To ensure that proposals are of a high academic standard, of an appropriate quality, and comply with Queen Mary's external regulatory and internal strategic obligations (eg the [Office for Students' Conditions of Registration](#), the [Principles of Academic Degree Programme Design](#), and the [Principles of Assessment Design](#));
3. To ensure that the programme approval process is independent from the School/Institute that is proposing the development;
4. To operate efficient and responsive procedures that ensure a high-quality academic experience for students and promote effective use of Queen Mary's resources;
5. To recognise the contribution that can be made to the process by School/Institute education colleagues and committees.

### Terms of reference

1. To consider the detailed academic proposals for new taught programmes of study and related modules (including those delivered through collaborative provision);
2. To consider new module proposals where these are related to a new programme of study, or are delivered through:
  - i. collaborative arrangements (to include TNE),
  - ii. work-based learning,
  - iii. apprenticeship programmes,
  - iv. summer school modules,
  - v. study-abroad,
  - vi. distance learning.
3. To consider and (if appropriate) approve new taught programmes;
4. To consider and (if appropriate) approve proposals for major amendments to programmes of studies;

5. To receive reports of module proposals and amendments to modules that have been approved by School/Institute Education Committees and scrutinised by the Directorate of Governance and Legal Services;
6. To establish groups to undertake specific tasks related to the Board's remit and to consider recommendations from these groups. The Board has standing sub-boards for the consideration of part 1 programme proposals (Part 1 Sub-Board) and for the consideration of apprenticeship programmes (the Apprenticeships Programmes Sub-Board (APS)).

#### Procedures and constitution

1. The Board will hold no fewer than six and no more than ten meetings each academic year.
2. The Board, when fully constituted, has 26 members. For a meeting to be deemed quorate at least nine members must be present, including at least one member from each Faculty.
3. If a meeting is not quorate, the Chair shall decide whether to a) postpone and rearrange the meeting, or b) proceed with the meeting but note that all decisions will be considered preliminary and unconfirmed until and unless the agreement of sufficient members to meet the quorum is secured.
4. The Taught Programmes Board is managed by the Academic Quality and Standards Team in the Directorate of Governance and Legal Services. Correspondence should be with the Team ([qualityandstandards@qmul.ac.uk](mailto:qualityandstandards@qmul.ac.uk)) and not directly with the Chair.
5. The Academic Quality and Standards Team will issue deadlines for the approval process. Complete proposals for new programmes must be received 20 working days prior to the date of the meeting of the Board. Submissions must include:
  - i. Part 1 programme proposal with approval from the TPB Part 1 Sub-Board.
  - ii. Part 2 programme proposal with School/Institute approval (Head of School/Director of Institute or Director of Education).
  - iii. Programme specification(s).
  - iv. Module proposal form(s) for any new modules, with School/Institute approval (Head of School/Director of Institute or Director of Education) plus;
    - a. Module amendment forms if updates to existing modules are being proposed.
    - b. Module specification(s) for any existing modules.
  - v. External Adviser comments and a response to those comments from the School/Institute programme team.
  - vi. A joint working statement (where multiple Queen Mary schools/institutes contribute to the programme).
  - vii. A memorandum of agreement (where the programme is collaborative with an external institution or body).
6. The Academic Quality and Standards Team will defer or reject, as appropriate, any proposal that:
  - i. is submitted after the deadline (in which case it will be considered at a subsequent meeting).

- ii. contains errors, is not completed to a high standard, or is unclear and raises queries (in which case the Team will attempt to resolve the issues with the proposers, but which may not be possible for the intended meeting of the Board).
  - iii. does not include all of the required documents and approvals, including Part 1 sub-board approval, and other Boards as required.
  - iv. does not adhere to the appropriate policies or regulations.
  - v. that otherwise does not meet the requirements of Queen Mary's programme approval process or of external regulatory requirements.
7. The Academic Quality and Standards Team will scrutinise all documentation for completeness, adherence to required regulations and curriculum frameworks (e.g. QMACF, FHEQ, Principles of Programme Design), external adviser / examiner support, support from the School/Institute Education Committee.
  8. The relevant Head of School/Institute or Director of Education and the programme proposer will be invited to attend the meeting to discuss the proposal with the Taught Programmes Board.
  9. The Academic Quality and Standards Team will allocate proposals to meetings in accordance with deadlines, ensuring that full consideration of proposals takes place.
  10. The decision of the Board may be one of the following:
    - i. Approved  
The programme is fully approved and offers can now be made
    - ii. Defer approval subject to conditions  
The programme will only be approved once the specified conditions are met. Depending on the nature and scope of the conditions, the Chair may approve the programme by Chair's action, refer the matter to the Board by circulation, require the matter to be considered at the next Board meeting, or delegate specific authority for approval to the Head of Academic Quality and Standards.
    - iii. Not approved  
Approval was not granted by the Board. The programme proposer should take on feedback from the discussions and resubmit the proposal to a future Board should they wish to proceed with the proposal.
  11. Where the Board sets an action or a condition of approval this must be completed by the specified deadline, which will normally be the paper deadline for the next meeting of the Board. If this deadline is not met then the programme must be resubmitted and reconsidered at a future meeting, unless a request for extension has been submitted to DGLS and agreed by the Chair. An extension will only be considered where there is good reason why an action cannot be completed by the original deadline and where the programme team contacts DGLS in advance of the deadline.
  12. A programme must run exactly as it was approved by the Board. If, exceptionally, there is good reason why any amendment is necessary before or during the teaching of the first cohort then this must be considered by a fully convened meeting of the Board; good reason might include a change to external regulation, for example changes to an apprenticeship standard that take immediate effect.

## Taught Programmes Board membership 2025-26

### Ex officio members

Deputy Vice-Principal for Education (**Chair**)

Professor Anthony Michael

Faculty Deans for Education:

Humanities and Social Sciences

Professor Elizabeth Gillow

Medicine and Dentistry

Professor Ian Curran

Science and Engineering

Professor Chris Bray

Two Deputy Deans for Education from each Faculty:

Humanities and Social Sciences

Professor Rachel Male

Humanities and Social Sciences

Professor Javier Sajuria

Medicine and Dentistry

Professor Maralyn Druce

Medicine and Dentistry

Dr Sadani Cooray / Dr Joanna

Riddoch-Contreras (shared)

Science and Engineering

Rachel Appleton

Head of Education Programmes

Dr Emily Salines

Head of Academic Quality and Standards

Simon Hayter

Head of Technology Enhanced Learning

Surjit Uppal

Head of Library Learning Support and Engagement

Dr Alistair Morey

Queen Mary Students' Union Faculty Vice-Presidents:

Humanities and Social Sciences

Jovani Palnoni

Medicine and Dentistry

Rahma Hegy

Science and Engineering

Al-Habib Mraish

### Nominated members

Three academic staff from each Faculty:

Humanities and Social Sciences

Dr Huw Marsh (2027-28)

Humanities and Social Sciences

Dr Daniel Peart (2026-27\*)

Dr Andrew Russell (2026-27)

Medicine and Dentistry

Professor Chie Adachi (2026-27)

Medicine and Dentistry

Professor Andrejs Braun (2026-27)

Dr John Buchanan (2027-28\*)

Science and Engineering

Dr Sanaa Hafeez (2027-28)

Science and Engineering

Dr Jayne Dennis (2025-26)

Dr Ian Morris (2026-27)

#### In attendance

Academic Quality and Standards Officer ( <b>Secretary</b> )	Laura Bonsall
Academic Quality and Standards Officer ( <b>Secretary</b> )	Dr Richelle Whitehead-Gill
Director of Governance and Legal Services	Jane Pallant
Deputy Head of Academic Quality and Standards	Adam Streames
Academic Quality and Standards Officer	Alice de Havillan
Assessment Governance Officer	Dr Tuija Knowles
Academic Quality and Standards Officer (Degree Apprenticeships)	Ellie Watson

#### Notes on nominated members

1. Each Faculty has three nominated members. The Faculty Dean for Education makes these nominations, which must be submitted to the Secretary at [qualityandstandards@qmul.ac.uk](mailto:qualityandstandards@qmul.ac.uk).
2. A nominated member has a four-year term of office and may hold up to two consecutive terms. The date next to a member's name indicates the final year of their current term. An asterisk indicates that they are in their second term.
3. Where a vacancy arises before the end of a term of office, the new member will begin a new four-year term and be eligible for re-appointment in the same way as other members.
4. To ensure continuity of the Board's business and expertise, variable terms of office should be used to stagger the end-dates of members (ie, a member may be appointed to an initial term of three- rather than four-years to stagger the end-dates).
5. The Chair will contact any member who does not attend two consecutive meetings. A member who does not attend three consecutive meetings will be considered to have resigned their membership.

## QMERC MEMBERSHIP

Name	Job Title / Role	Faculty
DR ANDRA LE ROUX-KEMP (Chair of QMERC)	Independent Chair	N/A
PROF DYLAN MORRISSEY (Deputy Chair of QMERC, Chair of DSREC Sub-Committee and Panel Chair)	Professor of Sports and Musculoskeletal Physiotherapy	Medicine and Dentistry
PROF DAVID LEE (Panel Chair)	Professor of Cell & Tissue Engineering, Deputy Vice Principal – Impact (Enterprise and Commercial Innovation)	Science and Engineering
PROF XAVIER MATEOS-PLANAS (Deputy Panel Chair)	Professor in the School of Economics and Finance, Director of International Programmes at SEF	Humanities and Social Sciences
DR SEVASTI FOKA (Panel Chair)	Senior Lecturer in Psychology and Director of Graduate Employment and Opportunities	Science and Engineering
DR SHAHRAR ALI (Deputy Panel Chair)	Assistant Institute Manager (Quality and Research)	Medicine and Dentistry
DR THOMAS MACMANUS (Panel Chair)	Senior Lecturer in State Crime	Humanities and Social Sciences
Independent member (Deputy Panel Chair)	Anon	N/A
DR AOIFE MONKS (Deputy Panel Chair)	Reader in Drama, Theatre and Performance Studies	Humanities and Social Sciences
DR JENNIFER RANDALL (Deputy Panel Chair)	Global Health DBL Senior Lecturer	Medicine and Dentistry
DR ELIANE BODANESE (Panel Chair)	Senior Lecturer at the School of Electronic Engineering and Computer Science	Science and Engineering
DR HAIDAR HASSAN (Deputy Panel Chair)	Clinical Senior Lecturer in Aesthetic Medicine / Oral Surgery	Medicine and Dentistry
PROF JOY HINSON (Panel Chair)	Independent member CHAIR Prof of Endocrinology, Emeritus Prof	(Previously FMD)
PROF TESSA WRIGHT (Deputy Panel Chair)	Professor of Employment Relations	Humanities and Social Sciences

## Queen Mary Ethics of Research Committee

Queen Mary Ethics of Research Committee is a committee of Senate.

### Terms of reference

1. To provide a forum for the independent review of research ethics in the University.
2. To review and advise on University research ethics policies, and to provide a source of advice on ethical issues arising from their implementation. To consider research ethics issues in the light of the University's mission and values, and to ensure that those policies provide an ethical framework for research within the University.
3. To approve policies, procedures and guidelines for the consideration of all proposals for research that involve human participants<sup>1</sup> and materials derived from human participants, and which are to be undertaken by staff or students of the University, including the identification of criteria for low-risk and high-risk applications.
4. To advise on training provisions for those undertaking research involving human participants or personal data.
5. To monitor and report to Senate on the implementation of research policies and to advise on any other matters of relevance referred to it by Senate.
6. To provide a pool of expertise that could be used if appropriate to contribute to investigative panels in cases of alleged research misconduct.
7. To assure itself that appropriate training in the ethics of research is available to staff and students.
8. To establish and maintain the membership of the Research Ethics Review Panels.
9. To monitor the work of the Research Ethics Review Panels and to consider reports on ethical approval granted by the Review Panels and through the low-risk system.
10. To consider research ethics applications that meet the criteria for being high risk or that are complex, and those applications referred to it by the Review Panels.
11. To consider relevant external developments relating to research ethics and to identify any implications and required actions for the University and the Committee's work.

---

<sup>1</sup> For the purpose of the Committee's terms of reference, '*research which involves human participants*' should be interpreted in the broadest sense, i.e. student work, quantitative and qualitative studies involving questionnaires and interviews etc and not limited to, for example scientific experiments involving human subjects. This is further confirmed in the University's Policy on Research Ethics.

12. To refer researchers who submit proposals which require consideration by an NHS, or other specialist committee, to the appropriate committee if a Review Panel has not already done so.
13. To report to Senate on its work, especially highlighting any high-risk research and activity relating to research ethics procedures and policy.

### **Membership of QMERC Main Committee**

- An external independent member as Chair
- An internal member of academic staff (Deputy Chair)
- A representative of Queen Mary Senior Leadership Group, or their nominee,
- Up to ~~twelve~~ fourteen academic staff members, including three from each of the three Faculties of the University (Humanities and Social Sciences, Science and Engineering, Medicine and Dentistry) and one from Professional Services
- Up to three independent members
- Up to three further co-opted external members.
- Up to three further co-opted members drawn from the staff of the University.

Each member (except the Chair) may also serve on a Review Panel, as below.

### **Quoracy**

Seven members comprise a quorum.

### **Secretariat**

The Research Ethics Facilitator will be a member of administrative staff of the University.

### **In attendance**

The following may attend meetings of QMERC:

- Representatives from the Joint Research Management Office
- Researchers invited to discuss their proposals and other matters with the Committee.
- Other staff and students of the University with the agreement of the Chair.
- Panel members with the agreement of the Chair.

### **Meetings**

- 3 times per year.

## **Research Ethics Review Panels**

The ~~six~~seven Review Panels report to the Queen Mary Ethics of Research Committee and provide independent consideration of applications for research ethics approval for studies involving human participants.

### **Terms of reference**

1. To consider applications for research ethics and decide, on behalf of the University, whether ethical approval should be granted. This approval may be conditional or based on specified recommendations.
2. Be able to withhold, suspend or withdraw approval of research if it goes against University policy.
3. To identify issues for report or escalation to the QMERC.
4. To make reports to QMERC on its work as applicable.
5. To identify those proposals that require consideration by an NHS Research Ethics Committee or other specialist Committee and advise researchers or refer them to the relevant Committee.
6. Panel members are responsible for actively identifying and declaring any conflicts of interest (for example, if a member has been assigned the review of a research proposal in which they are named as one of the Supervisors), and for ensuring that they are not leading the review of any such research proposals.

### **Membership**

Across all Review Panels, there is membership representative of each Faculty, and each Panel has at least one member from each Faculty.

- A QMERC academic staff member, or independent member, as Chair
- A QMERC member from another Faculty, or independent member as Deputy Chair
- Up to six academic staff members, including two from each of the three Faculties of the University (Humanities and Social Sciences, Science and Engineering, Medicine and Dentistry) and one from Professional Services. One of whom should be an early career researcher
- ~~At least two, and up to six, academic staff members, at least one of which is from the third Faculty.~~
- At least one independent member.
- At least one PhD student (cannot lead on a study)

### **Secretariat**

The Research Ethics Facilitator will be a member of administrative staff of the University.

### **Quoracy**

Three members comprise a quorum, including the Chair or Deputy. Written comments submitted in advance accepted.

### **In attendance**

The following may attend meetings of Review Panel:

- Representatives from the Joint Research Management Office

QMERC Terms of Reference

Version 5.1: ~~2430 November-August 2025~~4

- Researchers invited to discuss their proposals and other matters with the Committee.
- Other staff and students of the University with the agreement of the Chair.
- New Panel members in training, acting as observers.
- A postgraduate research student as an optional member but may not lead on ethical reviews

### **Meetings**

- ~~32~~ times per year per Panel

### **Devolved School Research Ethics Committees (DSREC) Sub-Committee**

DSRECs are devolved sub-committees of QMERC who are set up to receive and approve low-risk research studies within their area of expertise.

This sub-committee has been established to accommodate the growing popularity for applications for approval to establish a REC at School or Departmental level within Faculties. Not only does this sub-committee review new applications, all existing DSREC Chairs/Deputies are invited, and it will act as a forum to share best practice and overcome challenges.

### **Terms of reference**

1. To consider applications to establish a DSREC and decide on behalf of the University, whether approval should be granted. This approval may be conditional or based on specified recommendations. The review will always consider the DSREC's proposed Terms of Reference.
2. To prepare reports and write minutes of the DSREC Sub-Committee meetings, to be submitted to the QMERC.

### **Membership**

- A QMERC academic staff member, as Chair
- A QMERC member, either independent or from another Faculty
- DSREC Chairs and/or Deputies and/or member representative

### **Secretariat**

The Research Ethics Facilitator will be a member of administrative staff of the University.

### **Quoracy**

Three members comprise a quorum, including the Chair.

### **In attendance**

The following may attend meetings of DSREC Sub-committee:

- Representatives from the Joint Research Management Office
- Researchers invited to discuss their proposals and other matters with the Committee.
- Other staff and students of the University with the agreement of the Chair.

- New Panel members in training, acting as observers

### **Meetings**

- 3 times per year.