

RESEARCH INTEGRITY & ETHICS COMMITTEE - TERMS OF REFERENCE

Purpose

The Research Integrity & Ethics Committee is the University's authoritative body for the consideration of legal, moral and ethical issues relating to research. It is responsible for the development, maintenance and implementation of research integrity and ethics policies and considering individual ethics applications.

Reports to

Academic Board

Occurrence

Normally four times per year

TERMS OF REFERENCE

- 1 To establish and review policies, procedures and guidelines for ethical review of research undertaken under the auspices of Falmouth University in line with legislative and regulatory obligations.
- 2 To advise researchers on the ethical conduct of research and monitoring and promoting good ethical practice and to consider, and approve where appropriate, research ethics reviews referred by staff and postgraduate research students.
- 3 To report to the Research Degrees Committee on postgraduate research student ethics review outcomes.
- 4 To oversee the taught programme research ethics policy and procedures, receiving departmental level reports on activity, outcomes and staff development.
- 5 To recognise the work of external ethics review bodies as required for collaborative research projects.
- 6 To keep a watching brief on any new statutory or professional responsibility that may affect the committee's work and taking or recommending appropriate action.
- 7 To support a research environment that is underpinned by a culture of research integrity and based on good governance, best practice, and support for the development of researchers.
- 8 To monitor compliance with the Concordat to Support Research Integrity, taking action as required to mitigate against risks, raising standards and responding to research integrity breaches.

- 8 To evaluate annually the committee's performance and provide the Academic Board with a report of activities and an annual report on how it has fulfilled its obligations set out above.

MEMBERSHIP

Chair	Pro Vice-Chancellor, Research & Knowledge Exchange [Chair] External Funding Manager HR Representative Head of Legal and Compliance At least one Research Fellow Research Student Representative A representative from each department, nominated by faculty Deans University of the Arts, London (UAL) Representative
Internal Co-opted Members	Up to two internal co-opted members, nominated by the committee
External Co-opted Members	At least one external lay member, nominated by the Chair on an annual basis At least one external co-opted member nominated by the committee on an annual basis to provide areas of specific expertise as required by the committee

IN ATTENDANCE

Servicing Officer	Research Projects Officer, Research Culture & Environment Staff as necessary to conduct the business of the Committee
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MEETING PROCEDURES

For procedures relating to meeting dates, circulation of meeting papers, quorum, decisions, and record keeping refer to the [Falmouth University Standard Meeting Procedures](#).

Approved by

Academic Board on 22 October 2025

Annex: Guiding principles and behaviours for Academic Board and its sub-committees (attached)

ANNEX

Guiding principles and behaviours for Academic Board and its sub-committees

We are united by our commitment to the [Mission, Vision and Values](#) and long-term success and academic reputation of Falmouth University. We model a balanced culture of cohesion and challenge in our meetings, and foster a vibrant, respectful environment that nurtures academic excellence, creativity, innovation and progress, and values every perspective. This is characterised by the following guiding principles and behaviours which are underpinned by our values (**Creative, Achieve, Respectful, Sharing**).

PRINCIPLES

- **Academic standards** – upholding and advancing the quality of teaching, research, knowledge exchange and scholarship is central to our work. We listen to our community and our industry stakeholders, and we critically reflect and utilise data-driven insights to proactively address challenges and recognise successes. We role model and promote a culture of continuous improvement and enhancement.
- **People-centric** – we care about the experience, wellbeing and outcomes of our diverse students and staff. We are a close-knit community and are conscious of the impact our decisions and actions may have across different groups and teams, inside and outside of the University. We ensure there are opportunities for students and staff to engage with academic governance and for their perspectives to have influence.
- **Future-focussed** – change is constant. We are always on the lookout for opportunities and remain vigilant of threats as we navigate a fast-changing and complex external environment. We ensure that decisions align with the Mission, Vision and Values, and our [Learning & Teaching Philosophy](#) and [Research & Knowledge Exchange Philosophy](#) guide our thinking and the development of the academic activities of the University.
- **Responsible** – we understand and take seriously our responsibilities, including our regulatory, legal, and other formal obligations. We ensure our ways of working are legal, ethical, fair and compliant, and seek and test assurance with regard to University compliance. We role model Values-aligned behaviours, both in meetings and throughout broader University activities.
- **Transparent** – we are open, clear and transparent in our communications, fostering trust, cooperation and collaboration. We ensure that decisions are appropriately communicated to those impacted.

BEHAVIOURS

- **Engaged** – we prepare thoroughly for each meeting, listen actively, and contribute meaningfully. We actively respond to actions assigned to us in meetings, embrace opportunities to participate in projects beyond meetings, and actively develop our understanding of the breadth of the University's academic activities and the context we operate within.
- **Curious** – we speak out if we have questions or concerns. By seeking further insight, we broaden perspectives, gain a deeper grasp of the issues before us, and enhance the quality of decisions and outcomes.
- **Constructive** – we share our individual perspectives, insights and experiences in a thoughtful and pragmatic manner. We navigate complex issues with empathy and understanding, and ensure our contributions are solutions focused.
- **Open-minded** – we value different perspectives, and welcome constructive feedback and challenge. By remaining receptive to alternative approaches and ideas, we create an environment where everyone feels safe to engage in meaningful, respectful discussion and debate, supporting an inclusive and collaborative culture.
- **Cohesive** – debate is healthy. In situations where there are opposing views in meetings, we remain mindful of the wider context and understand the importance of achieving consensus and presenting a unified stance after decisions have been taken, as well as maintaining the confidentiality of sensitive discussions.