

Faculty of Health and Social Sciences

FHSS Human Subjects Ethics Sub-committee **(A sub-committee of the Faculty Research Committee)**

Terms of Reference

1. To ensure that FHSS research studies involving human subjects adhere to the codes of ethics, principles and guidelines laid down by the Hong Kong Polytechnic University Human Subjects Ethics Sub-committee (HSESC).
2. To facilitate understanding of research studies involving human subjects between HSESC and the Faculty Research Committee (FRC), and between FRC, Departmental Research Committees (DRCs), and individual researchers and research teams within FHSS.
3. To facilitate exchange of good practice and information within FHSS in the monitoring of research activities involving human subjects.
4. To arrange for audits of the ethical clearance processes for research projects involving human subjects within FHSS.
5. To alert FRC to trends and potential or actual problems in relation to research activities in FHSS involving human subjects.

Scope, operation and activities

With reference to the terms of references described above, the FHSS Human Subjects Ethics Sub-committee will:

1. meet on an 'as needs' basis in order to discuss and decide on issues relating to research activities (ongoing or planned) within FHSS and involving human subjects and which have been passed to the Sub-committee because they cannot be adequately or appropriately resolved at the DRC level
2. provide, on request, advice and relevant documentation to DRC Chairs within FHSS
3. meet at least twice a year to review FHSS activities, trends, guidelines and decisions in relation to research activities involving human subjects
4. organise workshops and seminars for FHSS staff and students with regard to ethical issues in research involving human subjects
5. report regularly to FRC in relation to the activities and actions of the Sub-committee

Composition

Chairperson	:	A senior member of academic staff from within FHSS
Members *	:	Five members of academic staff from within FHSS, one from each constituent department
Secretary	:	A member of staff from the Faculty Office of HSS, appointed by the Dean
Term of office	:	Three years for Chairperson Two or three years for Members

* An external member could be invited to join the Committee for specific cases if considered necessary

June 2000

Flowchart of the Roles of DRC, FHSS Human Subjects Sub-committee, FRC and Human Subjects Ethics Sub-committee (HSESC) in Ethical Review

