

THE HONG KONG POLYTECHNIC UNIVERSITY

PolyU Institutional Review Board

(A sub-committee of the Research Committee)

I. Terms of Reference

1. To develop, implement and review the guidelines and procedures for granting ethical clearance for research / teaching projects or investigations involving human subjects for non-clinical or clinical studies.
2. To continuously oversee the status of the relevant approved and ongoing clinical studies for the purpose of continuously protecting the rights, safety and well-being of human subjects participating in the studies.
3. To consider individual research and advise investigators, and where appropriate, to certify that ethical clearance has been granted.
4. To receive annual reports from departments in respect of research / teaching projects or investigations involving human subjects for compilation of an annual report to the Research Committee.

II. Composition

- Chairman : To be nominated by Dean of FHSS and approved by the RC
- Deputy Chairmen : At least three Deputy Chairmen to be nominated among members
- Members :
 - (a) One representative from each Faculty and from each Academic Unit not affiliated with Faculties who is serving on the Departmental/ Faculty/ School Research Committee
 - to be nominated by the Faculty Dean/School Board Chair concerned
 - (b) One representative from each academic department under FHSS
 - to be nominated by the Head of the academic department concerned
 - (c) Three Medical Officers
 - two to be nominated by the Director(UHS)
 - one external to the University to be nominated by the Chairman
 - (d) A “non-medical or non-scientific person” from a Non-academic Department
 - to be nominated by the Chairman
 - (e) One staff member with legal knowledge
 - to be nominated by the Chairman

(f) Two persons with knowledge in clinical studies
- to be nominated by the Chairman

(g) Up to four co-opted members (with at least one member who is independent of the University/trial site)
- to be nominated by the Chairman

Secretary : One or more than one staff member of the Research Office appointed by Head(RO)

III. Terms of Office

The Chairman, Deputy Chairman and each member shall be appointed on one 5-year term. Appointments are renewable. Staggering appointment arrangement should be made as far as possible.

IV. Frequency of Meeting

The Sub-committee should meet as frequent as it deems necessary, but no less than once a year.

16 December 2020