**Birkbeck College**

**Department of Psychological Sciences**

**Ethics Committee**

**Wednesday 27th February 2013**

**Minutes**

**Present:** Virginia Eatough (VE), Simon Green (SG)

Suraj Darbar (Minutes)

1. **Apologies**

Leslie Tucker (LT)

1. **Minutes of last meeting**

Approved

1. **Matters arising**
   1. A clause has now been included on the ethics webpages to remind Birkbeck students to provide a copy of their UCL ethics approval certificate to VE if they are carrying out fMRI studies at UCL.
      1. VE has contacted Fred Dick to find out who looks after fMRI application forms at UCL. However, at present, the onus of maintaining records of Birkbeck students approved by the UCL ethics committee remains with the students.
2. **Update on CREC**

The revived College Research Ethics Committee (CREC) is meeting on a more systematic basis than in the past few years and is redefining the scope of its work to include establishing and promoting best practice, a remit for training and development on research ethics as well as issues beyond ethics such as donations and conflicts of interest.

1. **Update on Undergraduate Submission 2012-13**

Ethics Applications were expected from 133 BSc students enrolled on the BSc Project module in the academic year 2012-13. Ethics Applications were received from 132 of these students, constituting a total submission of 99.25%. The Chair gave thanks to those involved in achieving such a fantastic result.

1. **Increasing the Size of the Committee**

A need to increase the size of the Ethics Committee was expressed as a result of a greater workload due to a larger cohort of final year BSc students. Committee Members Edward Barker (EB) and Victoria Southgate (VS) are currently on leave. LT has been covering for VS until she returns.

**Action Point:** VE will contact Mike Oaksford to confirm that both EB and VS will be returning or if they can be replaced in the event that they do not return.

1. **AOB**

LT has suggested the need for a specific form concerning baby lab projects and that all such forms should first go through LT for approval.

**Action Point:** VE and LT will devise a separate form for baby lab projects.