**Birkbeck College**

**Department of Psychological Sciences**

**Ethics Committee**

**Wednesday 28th November 2012**

**Minutes**

**Present:** Virginia Eatough (VE), Leslie Tucker (LT)

Suraj Darbar (Minutes)

1. **Apologies**

Simon Green (SG)

1. **Minutes of last meeting**

Approved

1. **Matters arising**

98% of BSc Students submitted their Ethics Approval Forms in 2011-12. 10 BSc Students did not submit their Ethics Approval Forms. VE proposed that a list of all BSc students enrolled on the project is produced in order to keep track of students who have not submitted a form by the deadline of Monday 3rd December 2012. These students can then be contacted individually and encouraged to submit their forms immediately. All students must be accounted for: Routine, Non-Routine, and Secondary Data Applications.

**Action Point:** SD will produce of a list of BSc students enrolled on the project module and keep track of ethics approval forms. VE will encourage supervisors to advise students that they will fail their project if they do not submit their Approval Forms.

1. **Recording Research Using fMRI**

A small number of students record their research using Functional Magnetic Resonance Imaging (fMRI) at University College London (UCL). Ethics Applications for these students are submitted to UCL. UCL is unable to provide Birkbeck with copies of approval letters for Birkbeck Students. The Committee discussed the need to keep a record of which Birkbeck students are using fMRI.

**Action Point:** VE will contact Fred Dick to ask if a clause can be included into the fMRI Ethics Form on the website, advising Birkbeck Students that they need to send a copy of their application and approval certificate to VE once it has been processed by UCL.

1. **Including Ethics Application/Approval Letter in Projects and Dissertations**

Students are currently required to include their Ethics Approval Forms at the back of their projects. The Committee discussed whether or not this was necessary, as many students misplace their forms and worry about the impact that it will have upon their overall result if it is omitted.

**Action Point:** Students will no longer be required to include their Approval Forms at the back of their projects. VE will check approval forms earlier in the process and confirm that they have been received and authorised.

1. **Time for Submission Date Deadlines**

The Committee discussed if a time by when ethics approval forms need to be submitted for the date of each submission deadline should also be set. It was agreed that a time was not necessary. Students will continue to have up until midnight of a specified deadline to submit their approval forms to the ethics inbox.

1. **Email/Paper Copies to Review**

The Committee discussed if it would be feasible to email ethics approval forms for review rather than provide a printed copy. It was agreed that in order to avoid accidental deletion of an e-mail, SD will continue to print out forms for non-routine applications.

1. **AOB**