

**SCHOOL ETHICS COMMITTEE**

**Purpose**

The School Ethics Committee (SEC) reviews research involving human participants (adults and children) as a devolved committee of the University Teaching and Research Ethics Committee ([UTREC](#)).

UTREC is responsible for overseeing the University's research activity involving humans, their data or samples, including:

- determining and monitoring the procedures governing the ethical approval of such research
- determining and sharing best practice guidance regarding the ethical conduct of such research.

**Remit**

1. Review ethics applications submitted and either:
  - a. assess and approve them and enter them into the UTREC database, or
  - b. assess and pass them on to the university-level UTREC for further consideration
2. Advise members of the School of Medicine on ethical issues which affect them in the process of designing and conducting research.

**SEC Membership.** See [committee membership](#) section of the school handbook.

**School of Medicine SEC dates:**

Monthly SEC meetings	Meeting date	Submission deadline
September 2020	3 September 2020	20 August 2020
October 2020	1 October 2020	24 September 2020
November 2020	5 November 2020	22 October 2020
December 2020	3 December 2020	19 November 2020
January 2021	14 January 2021	31 December 2020
February 2021	4 February 2021	21 January 2021
March 2021	4 March 2021	18 February 2021
April 2021	1 April 2021	18 March 2021
May 2021	6 May 2021	22 April 2021
June 2021	3 June 2021	20 May 2021

**Submitting an application for ethics approval**

- Guidelines on the School applications process is [here](#) (university ID required)
- Application Form and Guidelines (UTREC website, university ID required): <http://www.st-andrews.ac.uk/utrec/ethicalapplication/>
- Template Documents (UTREC website, university ID required): <http://www.st-andrews.ac.uk/utrec/ethicalapplication/sampledocuments/>
- Any questions about the process, contact: [medethic@st-andrews.ac.uk](mailto:medethic@st-andrews.ac.uk)

## University of St Andrews - School of Medicine Handbook

<b>Author:</b>	Executive Administrator (DCM)	<b>Approval Committee:</b>	SEC
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### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
05/11/2020	Published version (update to reflect 2020 21 dates	
04/03/2021	Updated to correct date for March 21 submission	