

**Monash University  
Human Research Ethics Committee  
(MUHREC)**

**Preamble**

The Monash University Human Research Ethics Committee is a sub-committee of the Monash University Research Committee (MRC).

**Terms of reference**

In order to assist Monash University to conform with the requirements of the *National Statement on Ethical Conduct in Research Involving Humans* the Monash University Human Research Ethics Committee shall:

1. consider research proposals involving humans emanating from or conducted by Monash University staff and students to determine whether or not they are acceptable on ethical grounds;
2. monitor approved projects until completion to ensure that they continue to comply with approved ethical standards, legislation, codes of practice and policies;
3. maintain records, in accordance with the University's Data Management Policy, of all proposals, including protocols, in the form in which they are approved;
4. liaise and cooperate with national bodies;
5. in association with other relevant university bodies formulate and review policies, guidelines and procedures relating to ethical matters and make recommendations to the MRC and thence to Academic Board;
6. liaise with other relevant university committees, affiliated hospitals and the Monash Research Office;
7. act in a consultative and advisory capacity on ethical matters as they relate to the University's research activities.

Proposals from non-affiliated researchers will only be accepted in exceptional circumstances.

## **Membership**

MUHREC membership is constituted according to the *National Statement on Ethical Conduct of Human Research*. Where possible, HREC meetings should include diverse representation and at least one-third external members.

<b>Category</b>	<b>Minimum Number</b>
Chairperson	1
Community or consumer members who have no paid affiliation with the institution	2
Individual with knowledge of and experience in, professional care or treatment of people	1
Individual that performs pastoral care in a community	1
Lawyer	1
People with current research experience	2

## **Procedures**

### ***Quorum***

For meetings of the Committee to be quorate, it is necessary for the minimum number of members from each of the designated categories (as listed above) to be able to contribute to decisions of the Committee.

### ***Appointment of the Chair(s)***

The Chair is appointed on the recommendation of the Deputy Vice-Chancellor, Research for a period of three years. The Chair will make recommendations, for ratification, to the Deputy Vice-Chancellor, Research of suitable individuals to appointments to the positions of Deputy and Associate Chairs for a period of three years. An individual is normally eligible for reappointment to any of these positions for an additional term.

### ***Appointment of members***

The Chair and Deputy/Associate Chairs of the Committee will appoint members to the Committee for a period of three years. Such appointment will be made after appropriate consultation and interview and training of the potential member. An individual is normally eligible for reappointment to any of these positions for an additional term.

### ***Reporting***

The MUHREC will report to MRC and will report to the National Health and Medical Research Council (NHMRC) as required.