

 BOND UNIVERSITY	BOND UNIVERSITY HUMAN RESEARCH ETHICS POLICY
Policy Owner	Provost
Contact Officer	Director of Research Services
Endorsement Authority	Academic Senate
Date of Next Review	November 2026

1. PURPOSE AND OBJECTIVES

- 1.1. Bond University is committed to assisting its researchers and students to undertake their research in an ethical manner. To that end, the University has established a research ethics process which helps its researchers to comply with Commonwealth and State regulations and legislation, as well as Bond University policy. The University's Research Ethics Committee also serves as a source of advice to researchers and students on research ethics matters.
- 1.2. Through a recommendation of Academic Senate, Bond University established a central Research Ethics Committee in July 1998, known as BUHREC (Bond University Human Research Ethics Committee). BUHREC was first registered with the Australian Health Ethics Committee in 1999.

Staff and students of Bond University must receive written approval from BUHREC prior to commencing any research projects through the University, involving human participation. BUHREC has the responsibility for the approval and monitoring of research conducted through Bond University. It is the Committee's responsibility to ensure that research is conducted in accordance with *The National Statement on Ethical Conduct in Human Research (2023)* and the principles of the *Australian Code for the Responsible Conduct of Research (2018)*, to promote a strong research culture.

1.3. The National Statement

- 1.3.1 In Australia, the conduct of research involving the participation of humans must comply with the provisions of the *National Statement on Ethical Conduct in Human Research (2023)* (hereafter shortened to the *National Statement*). The *National Statement* was produced by the National Health and Medical Research Council (NHMRC), is endorsed by the Australian Vice-Chancellor's Committee, Australian Research Council (ARC), Australian Academy of the Humanities, Australian Academy of Science, and the Academy of the Social Sciences in Australia, and is supported by the Academy of Technological Sciences and Engineering.
- 1.3.2 Researchers may have additional ethical responsibilities placed upon them by professional codes of ethics in their disciplines (e.g., the Australian Psychological Society code of ethics specifies a longer archival period than does the *Australian Code*), or when conducting clinical trials. Where the discipline and the NHMRC code diverge, researchers must adhere to the more stringent standard.
- 1.3.3 Bond University must report activity, committee composition and research misconduct complaints to the NHMRC annually.

1.4. Consequences of not complying with the *National Statement*

- 1.4.1 Institutions that fail to comply with the provisions set out by the NHMRC risk losing all nationally competitive research funding from NHMRC and ARC sources and may be found to be in breach of the *Australian Code*. Individual researchers and students who fail to comply with the provisions of the *National Statement* risk facing serious professional and legal consequences. Accusations of a breach of the *Australian Code* will be investigated in accordance with Part B of the *Australian Code* in accordance with the [Research Misconduct Policy](#).

2. AUDIENCE AND APPLICATION

Bond University Staff and Students; External stakeholders and external users of BUHREC.

3. ROLES AND RESPONSIBILITIES FOR ETHICS AT BOND UNIVERSITY

- 3.1. Principle responsibility for the ethical conduct of research lies with the individual researcher. In the case of students, part or equal responsibility will reside with the supervisor, unit coordinator and Executive Dean.
- 3.2. The University has established the Bond University Human Research Ethics Committee (BUHREC) to consider applications for ethical clearance, monitor the conduct of projects, and advise the University of Research Ethics Policy Matters. This Committee is established in accordance with the *National Statement* and includes members from both within and outside the University.
- 3.3. The Office of Research Services provides secretariat support to BUHREC.

- 3.4. The Bond University Research Website: <https://bond.edu.au/research/research-support/research-ethics> explains and clarifies the University's research ethics arrangements, the operation of BUHREC, as well as the roles and responsibilities of its members.
- 3.5. In addition, the Ethics intranet pages provide details of the University's research ethics processes as well as explaining the principles which underlie them. It provides advice in relation to planning research, applying for ethical clearance, and conducting research in an ethical manner.
- 3.6. The website also provides details of the contact for complaints regarding the conduct of research and links to the [Research Code of Conduct Policy](#), and guidance on research data management, including issues of data security and privacy.

4. TERMS OF REFERENCE FOR BUHREC

- 4.1. The following terms of reference accord with the requirements set out in the *National Statement*:
- 4.1.1. To provide a system for ethical review of research projects which has the potential to cater for all human research ethics approval at Bond University;
 - 4.1.2. To consider the ethical implications of all proposed research projects which involve or impact upon humans and approve only those projects which conform to the standards set by the NHMRC in the *National Statement*;
 - 4.1.3. To provide researchers with feedback to assist them in complying with the ethical standards set in the *National Statement*;
 - 4.1.4. To consider the ethical implications of all proposed teaching exercises which use students as participants for the purpose of research, and approve only those exercises which conform to the *National Statement*;
 - 4.1.5. To consider whether the conduct of the research that is approved may contravene the law;
 - 4.1.6. To maintain a record of all research projects received and reviewed, with decisions and conditions;
 - 4.1.7. To monitor the progress of research projects so as to be satisfied that they continue to conform with approved ethical standards;
 - 4.1.8. To establish and administer mechanisms for receiving and handling complaints or concerns about the conduct of an approved research or teaching project;
 - 4.1.9. To establish a mechanism for handling any serious breach of ethical guidelines;
 - 4.1.10. To advise the University administration regarding ethical approval for research projects;
 - 4.1.11. To inform the University of Institutional responsibilities arising from the *National Statement*;
 - 4.1.12. To report annually to the Australian Health Ethics Committee (AHEC) information relevant to its procedures;
 - 4.1.13. To provide AHEC with access, upon request, to information in the Committee's register.

5. COMMITTEE MEMBERSHIP

The University will establish and maintain a Human Research Ethics Committee in accordance with the requirements of the National Statement.

The University will maintain a current Terms of Reference for the Committee as well as a schedule of members which must be listed on the website.

6. REPORTING

- 6.1. BUHREC reports to the Academic Senate annually, through the University Research Committee (URC). The URC will receive minutes and updates including risk management, any administrative or other difficulties being experienced, and any requirements for training staff from BUHREC at each meeting.

7. MODE OF OPERATION

Application type

BUHREC will provide approval processes for:

- Full reviews
- Low/Negligible Risk applications
- Amendments
- Prior Approvals
- Externally led applications (where Committee workload permits).

7.1. BUHREC meetings

Most business will be conducted at Committee meetings. It is important that these follow a consistent pattern as researchers need to know the time frame for processing applications.

7.2. BUHREC Chair's discretion

The National Statement provides for Chair approval of Low/Negligible Risk applications outside scheduled

Committee meetings. The Chair review may be delegated to the Deputy Chair or a member with specific technical expertise relevant to the research. Chair review decisions must be ratified at the subsequent meeting of the Full Committee.

7.3. Changes in policies/procedures

Changes in Terms of Reference will require approval from University Research Committee.

7.4. Files and archiving

Project and general files will be held in secure storage in the Office of Research Services and will be archived in accordance with the *Australian Code* and the [Research Data Management and Sharing Policy](#).

7.5. Concerns or complaints

The procedure for handling concerns or complaints is set out on the Bond University's Research intranet. The University's practice follows requirements set out in the *National Statement* and Part B of the *Australian Code*.

7.6. Training

The University provides training to all staff and students relating to Human Research Ethics, including:

- a) HDR induction – training module
- b) Mandatory staff and HDR student Research Integrity Training
- c) Committee member induction
- d) Committee member training (annually)

The University will ensure that records are kept when a staff member or HDR student has completed training.

7.7. Handling of External Ethics Approvals

BUHREC is unable to process the applications involving hospital staff and/or patients, Defence Personnel and/or Veterans, school students and/or staff, health research with Aboriginal and Torres Strait Islander Communities in the first instance as they are required to be submitted to the relevant external Human Research Ethics Committee (HREC). BUHREC will review the above applications as Prior Approvals.

8. RELATED PROCEDURES

BUHREC advises researchers of their responsibilities under the *National Statement*, and additional requirements arising from other legislation or University requirements, including but not limited to:

- 8.1. The expectation for clinical trials to be registered with an appropriate clinical trials registry;
- 8.2. The need for researchers to have received appropriate indemnity for medical or other therapeutic research prior to application for ethics approval;
- 8.3. The need for researchers to manage data according to best practice, as set out in Bond University's Research Data Management and Sharing Policy, including the secure preservation of data for at least the minimum periods specified under the *Australian Code* or the relevant archiving requirements. When there is a disagreement between *National Statement* and professional associations requirements, the longer period shall apply;
- 8.4. Intellectual Property agreements relating to research should be arranged prior to an application's submission to BUHREC for ethical review.

9. DEFINITIONS, TERMS, ACRONYMS

9.1. Definition of research ethics at Bond University

The term 'research ethics' at Bond University refers specifically to those issues covered by the provisions set down by the NHMRC and Bond University Policies.

10. RELATED DOCUMENTS

[Research Code of Conduct Policy \(RES 4.5.1\)](#)

[Bond University Animal Research Ethics Policy \(RES 4.5.3\)](#)

[Bond University Human Research Ethics Application Process](#) website

[Research Misconduct Policy \(RES 4.5.5\)](#)

[Research Data Management and Sharing Policy \(RES 4.2.1\)](#)

[National Statement on Ethical Conduct in Human Research \(2023\)](#) (*National Statement*)

[Australian Code for the Responsible Conduct of Research \(2018\)](#) (*Australian Code*)

[National Health and Medical Research Council Act \(1992\)](#)

[Privacy Act 1988](#)

[Privacy Amendment \(Enhancing Privacy Protection\) Act 2012](#)

[NHMRC Ethical issues website](#)

[NHMRC publications relating to Human Research Ethics website repository](#)

[The Therapeutic Goods Act \(1989\)](#)

[Therapeutic Goods Amendment \(2009 Measures No 2\) Act 2009](#)

[Australian clinical trial handbook \(2021\)](#)

[The Australian New Zealand Clinical Trials Registry \(ANZCTR\)](#)

[Guidelines for Ethical Research in Australian Indigenous Studies \(2020\)](#)

[Values and Ethics: Guidelines for Ethical conduct in Aboriginal and Torres Strait Islander Health Research \(2003\)](#)

[Bond University Research Data Management website](#)

[Authorship Policy \(RES 4.2.2\)](#)

11. MODIFICATION HISTORY

Date	Sections	Source	Details
10 November 2023		URC	V4
2 July 2020			V 3.2
25 Aug 2017			V 3.1
23 April 2015			V3
9 Aug 2013			V2
16 November 2006			Date First Approved

APPROVAL AUTHORITY: Vice Chancellor