



ATENEUM DE MANILA UNIVERSITY UNIVERSITY RESEARCH ETHICS OFFICE

Guidelines on the Department Research Ethics Committee

The Department Research Ethics Committee (DREC) reviews student-initiated research, particularly undergraduate theses and capstone / final research projects. If practical and feasible for the department, the DREC may also review their faculty-initiated class-based research activities (e.g. methods / lab courses). Undergraduate and class research activities are devolved to the departments for efficiency.

Only faculty who are trained in research ethics can be members of the DREC. The DREC is not an accredited ethics review body, and is therefore monitored by the AdMUREC (which is accredited).

1. All Department faculty who have undergone Basic Research Ethics Training (conducted by the Ateneo University Research Ethics Office / Philippine Health Research Ethics Board / other accredited training body) are members of the DREC. Advanced graduate students may also be part of DREC if they are trained.
 - a. Members of DREC should have knowledge in various methodologies and subdisciplines used in the department's research activities
 - b. The DREC may overlap with other relevant committees in the department; for example, Faculty Subject Coordinators or Department Research Committee, if efficient for the department
 - c. Schools or Departments may request the UREO to train their faculty to increase the number of department reviewers
2. Where the number of faculty and students and the volume of applications is not large, Departments in the same School may form a multi-department DREC.
3. The members of the DRECs are documented by the Department Chair. The Chair of the DREC is appointed by the Department Chair; he or she may also be the Department Research Coordinator, or Subject Coordinator of the undergraduate research course/s.
4. At the beginning of every school year, Department Chairs must submit to UREO the composition of the DREC of their department.
5. The DREC is encouraged to consult and seek the support of the UREO and UREC and other relevant experts, whenever necessary.
6. The DREC is expected to submit reports to UREO after every semester on the undergraduate student research and faculty class research activities that they have reviewed and approved, for documentation and monitoring purposes. A template of the report form will be provided.
7. The DREC should be ready to provide advice and assistance to faculty and students in their department for research ethics-related concerns.