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**REMIT OF THE INTERNATIONAL MEDICAL UNIVERSITY**

 **JOINT-COMMITTEE ON RESEARCH AND ETHICS (IMU-JC)**

**1. Membership**

The composition of IMU-JC membership is in compliance with the Malaysian GCP Guidelines, which will have the following membership:

1. Vice Chancellor of IMU as Chairman
2. Pro Vice-Chancellor, Research as Co-Chairman
3. A Senior Academic Staff of IMU as Secretary
4. Individuals with relevant research experience that are nominated and endorsed by the committee
5. One person whose primary area of interest is in a non-scientific area
6. One person who is independent of the institutional/trial site
7. One person representing veterinary sciences
8. A Secretary shall be elected from amongst the members of the IMU-JC (A senior academic staff of IMU)
9. Selection of IMU-JC members is based on nomination and endorsement by the committee.
10. The appointment and duration of IMU-JC membership is for two years and is renewable.
11. For renewal of membership, a letter will be sent to the particular member after endorsement by the IMU-JC.
12. For resignation, the member should submit a resignation letter to be endorsed by the IMU-JC.
13. Replacement of any members should be proposed and endorsed by IMU-JC.
14. Membership can be terminated if the member does not attend five consecutive meetings in a year without valid reasons.

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**2. Terms of Reference**

The terms of reference of the IMU Joint-Committee on Research and Ethics (IMU-JC) are:

1. To evaluate proposals on all types of research, including biomedical and clinical research.
2. To approve, disapprove or modify the proposed studies.
3. To endorse progress reports from the investigators.
4. To suspend or terminate approved studies.
5. To place restrictions on a study.

**3. Education and Training**

All IMU-JC members need to attend initial and continued education regarding the ethics and science of biomedical research.

All IMU-JC members need to attend the Good Clinical Practice (GCP) training and refresher course every five (5) years.

All IMU-JC members are encouraged to obtain additional continued education as deemed appropriate and where required. These training can include, but not limited to:

1. Research Ethics Online Training offered by Global Health Training Centre (<https://globalhealthtrainingcentre.tghn.org/elearning/research-ethics/>)
2. Protecting Human Research Participants (PHRP) Online Training (<https://phrptraining.com/#!/>)
3. Research Ethics and Compliance Training offered by the Collaborative Institutional Training Initiative (CITI Program) (<https://about.citiprogram.org/en/homepage/>)
4. Fundamentals of Medical Ethics online course offered by the Norwegian Medical Association (<https://nettkurs.legeforeningen.no/course/view.php?id=37>)

IMU will also organize relevant training and provide funding for training of all IMU-JC members as deemed required.

Evidence of participation need to be submitted to the Research Management Office (RMC) within fourteen (14) days after the completion of the training

The RMC will keep a record of all the training attended by the IMU-JC members and table a report to the IMU-JC every six (6) months

**4. Frequency of Meeting**

The IMU-JC shall meet once every month. At the discretion of the Chairman, additional meetings may be convened or a scheduled meeting postponed (if there is no issue to be discussed).

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**5. Quorum**

The quorum composition specified for each meeting of the IMU-JC are according to the Malaysian Guidelines of the GCP requirements as follows:

1. At least five members.
2. At least one member whose primary area of interest is in a non-scientific area.
3. At least one member who is independent of the institutional/trial site.

**6. Chairmanship of the Meeting**

The Chairman shall conduct all IMU-JC meetings. In the absence of the Chairman, the Co-Chairman shall conduct the meeting.

**7. Conduct of Meeting**

In discharging its duties, the IMU Joint-Committee on Research and Ethics (IMU-JC) will be guided by the codes of good practice as set in the guidelines for “Good Clinical Practice” (GCP); “Good Laboratory Practice” (GLP); **“Compliance to the Declaration of Helsinki”; “Malaysian Guideline for Good Clinical Practice”;** “International Guiding Principles for Animal Research” and **relevant laws and regulatory requirements”**.

**8. Minutes of Meeting**

Minutes of the meeting shall be recorded by the Secretary of IMU-JC and countersigned by the Chairman. Confirmation of the minutes may be done through circulation and reconfirmation at the next meeting.

*IMU/SOP/IRDI/02 [Appendix 3]*

*Revised as at 25 October 2019 (18th Edition)*

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