

Regulations of Research Ethics Committee Collegium Civitas

§ 1

General Assumptions

1. The Research Ethics Committee (hereinafter referred to as "the Committee"), established by the Collegium Civitas' Scientific Council of Disciplines (hereinafter referred to as "the Council") by resolution No. 5 of June 30, 2023, serves an advisory and consultative role regarding the adherence of research and research projects conducted at Collegium Civitas (hereinafter referred to as "Collegium") to ethical standards in science.
2. In the process of issuing opinions, the Committee follows universally accepted and recognized ethical standards in science and research as described in the UNESCO Universal Declaration on Bioethics and Human Rights, the Guide for Members of Research Ethics Committees of the Steering Committee on Bioethics, the Code of Ethics for Scientific Employees of the Polish Academy of Sciences, and the Code of Ethics for Sociologists of the Polish Sociological Association.
3. The Committee carries out its tasks impartially, maintaining the confidentiality of the data contained in the application and procedural transparency.
4. In case of a conflict of interest or circumstances that could compromise a Committee member's impartiality, such member shall be excluded from proceedings.

§ 2

Composition and Procedure for Establishing the Committee

1. The term of Committee members lasts four years. The Committee serves its function until the Council appoints a Committee for the next term.
2. At its first meeting, the Committee elects a Chairperson and a Vice-Chairperson from among its members.
3. The Chairperson and Vice-Chairperson serve their function for one semester.



4. The Chairperson coordinates the work of the Committee.
5. In the absence of the Chairperson, their functions are performed by the Vice-Chairperson.
6. Opinions of the Committee and other documents required for issuing opinions are signed by the Chairperson or the Vice-Chairperson.
7. The function of the Committee Secretary is performed by a Collegium Civitas employee responsible for supporting the Council.
8. The Secretary is responsible for the administrative support of the Committee, i.e., receiving applications for ethical verification, conducting correspondence with applicants, and documenting the Committee's work.
9. In case of a need to supplement or expand the Committee, the Council appoints new members by resolution.

§ 3

Scope of the Committee's Activities

1. The Committee reviews research project proposals for their compliance with recognized and accepted ethical standards in science.
2. The Committee serves an advisory function by providing advice and guidance in the area mentioned in point 1.
3. The subject of the proceedings includes research projects of students, doctoral candidates, and employees of Collegium, research projects carried out at Collegium, and ethical doubts in the teaching field.
4. The Committee reviews and advises on projects and research concepts conducted as part of doctoral theses, post-doctoral qualifications, Collegium employees' work, statutory tasks, grants, and subsidies obtained from internal or external funding sources, which are associated with a risk to the physical or mental health of participants, the risk of violating their privacy, or causing them other social or legal losses, including research projects using personal data and matters of teaching.
5. Reviewed projects include experimental, observational, survey, polling, interview, and other studies involving human participants.



- Submitted research projects can only be implemented after receiving a positive opinion from the Committee.

§ 4

Operating Mode of the Committee

- The Committee reviews research project proposals upon request by the interested parties mentioned in §3, point 3.
- The proposal is prepared and submitted by the research manager in accordance with the form provided as Annex No. 1 to these Regulations.
- The proposal must be accompanied by:
 - A participant's consent form for participation in the study.
 - A participant's declaration form for the processing of personal data along with an information clause.
 - Information for study participants (procedure, risk, study topic).
- Optionally, drafts of questionnaires, scenarios, or other accompanying study materials may be attached to the proposal.
- Proposals and attachments are submitted electronically to etyka@civitas.edu.pl or in paper form to the Research Department.
- Incomplete applications will not be considered. In such cases, the Committee asks the applicant to complete the documentation.
- Committee meetings can be in-person, hybrid, or online.
- During July-September, proposals are not reviewed.

§ 5

Review Procedure

- Upon receiving a proposal, the Secretary checks its completeness and formal correctness. Upon verifying its completeness, they immediately forward it to the Committee members.
- If incompleteness is found, the Secretary requests the applicant to complete it.



3. Upon verifying the proposal's completeness, the Chairperson convenes a meeting within a month from the date of receipt.
4. The Committee may ask the applicant for additional clarifications.
5. During the opinion issuance process, the Committee may seek an opinion or invite individuals who are not Committee members to the meeting if they have knowledge or experience relevant to the applicant's research project.
6. Individuals mentioned in point 5. are subject to the Committee's working principles listed in § 1, point 3, and § 6 points 1. and 2. It cannot be an individual suspected of a conflict of interest or compromising impartiality.
7. The Committee's opinion is preceded by a vote. Decisions are made by a simple majority of votes in the presence of at least half of the members, including the Chairperson or the Vice-Chairperson. Voting is open.
8. The Committee may issue a positive or negative opinion or request the applicant modify the research project according to the Committee's recommendations.
9. A positive opinion may include advice, recommendations, or guidelines for future research the applicant conducts.
10. A negative opinion requires justification by the Committee.
11. If the Committee requests modifications to the research project according to its recommendations, the applicant resubmit the proposal for consideration after adjusting the project to these recommendations.
12. Any changes to the research project or its implementation method introduced before the start of the study, after obtaining the Committee's opinion, affecting the safety, interests, or rights of the participants require re-evaluation by the Committee.
13. The Committee promptly forwards the opinion to the applicant after its preparation.

§ 6

Confidentiality Principle

1. Proceedings within the Committee's work are conducted with confidentiality.
2. Committee members are obliged to keep information obtained concerning their participation in the Committee's work confidential.



§ 7

Appeal Procedure

1. An appeal against the Committee's opinion may be made to the Vice-Rector for Research at Collegium.
2. The appeal against the Committee's opinion is submitted to the Vice-Rector for Research in writing through the Committee within 7 days from the day of receiving the opinion.
3. The appeal should explain the reasons why the applicant disagrees with the Committee's opinion or its justification or the comments contained therein.

§ 8

Final Provisions

1. The Committee's Regulations come into effect upon approval by the Council.
2. Changes to the Committee's Regulations require a proposal to the Chairperson of the Council through the Support Department for Scientific Activity either electronically at nauka@civitas.edu.pl or in paper form at the Research Department.



Annex No. 1. Application Form for the Opinion of the Collegium Civitas Research Ethics Committee

- First-time application
- Resubmitted application

1. General information
1.1. Project title
1.2. Institution conducting the project
1.3. Research duration
1.4. Information on the research project leader
1.5. Information on research team members
2. Project description
2.1. Research Objective



2.2. Description of research procedures, including the methods and techniques used with an indication of invasive methods
2.3. Planned course of the study
2.4. Information about the participants, how they are recruited to participate in the study
2.5. Identification of risks associated with participation in the study, e.g. risks to the physical or mental health of participants, risk of privacy violation, risk of participants incurring social or legal losses, information about expected physical and psychological discomfort for participants, risks of undermining trust of participants and other members of society in researchers, risks to researchers themselves
3. Ethical aspects
3.1. Principles for providing participants with feedback on study results



3.2. Principles and conditions for collecting, storing, processing, and protecting personal data of study participants
3.3. Methods of data anonymization or other methods to ensure anonymity for study participants
3.4. Methods and ways of solving problems associated with specific risks

Attachments:

- a. Participant consent form for participation in the study.
- b. Participant declaration form for the processing of personal data along with an information clause..



- c. Information for study participants (procedury, risk, study topic).
- d. Questionnaires used.

.....
Project leader signature

At Collegium Civitas we take the security of your personal data seriously, both the data processed in our IT systems and on paper. To secure your data we have implemented appropriate technical and organisational data protection measures within the meaning of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation or GDPR).

Learn more about the protection of your personal data and about the purpose, the scope and the legal basis for its processing by Collegium Civitas www.civitas.edu.pl Personal Data Protection section. <https://www.civitas.edu.pl/pl/uczelnia/ochrona-danych-osobowych>.

