

Work Regulations of the Committee for the Ethics of Research Involving Human Participants at Poznan University of Technology

§ 1. General Provisions

1. The task of the Committee (hereinafter referred to as the Committee) for the Ethics of Research Involving Human Participants at Poznan University of Technology (hereinafter referred to as the University) is to promote standards of scientific integrity and values resulting from the ethical and social responsibility of researchers in accordance with the principles contained in the Code of Ethics for Researchers adopted by the General Assembly of the Polish Academy of Sciences.
2. The aim of the Committee's activity is in particular to protect the health, physical and mental integrity, privacy, intimacy and dignity of a human participant of scientific research, conducted by employees, Ph.D. students, students, and attendees of postgraduate courses at the University.
3. The tasks indicated in sections 1 and 2 are realized by the Committee primarily through providing opinions on applications (hereinafter referred to Applications) containing a description of the planned research involving human participants in terms of the compliance of this research with the principles of ethics of empirical research. Obtaining the Committee's opinion is not mandatory. **The Committee's opinion does not exclude the need for obtaining consents, permits or opinions provided for in generally applicable law.**
4. The Committee issues opinions only on the basis of formally submitted and correct Applications. The Committee does not consider Applications regarding research already underway, unless its scope, subject matter or method of conducting it has changed.
5. Applications may be submitted in writing or electronically.
6. Applications may be submitted by:
 - a) the head of a university organizational unit in which research is to be conducted;
 - b) in the case of appointing a research team – a team leader;
 - c) in the case of a project – a project leader or coordinator;
 - d) in the case of research conducted by Ph.D. students – a supervisor or research adviser;
 - e) in the case of research conducted by students or attendees of postgraduate courses – a supervisor or a diploma/master's/postgraduate thesis adviser.
7. The persons referred to in section 6, before undertaking research, should always consider whether there is a need to contact the Committee with an appropriate Application.
8. Applications are submitted to the Chair of the Committee (hereinafter referred to as the Chair).
9. The Chair may at any time request an applicant to correct or supplement the Application or submit, within the indicated time limit, not less than 7 working days, additional information necessary to process the Application. Ineffective expiry of the deadline results in leaving the Application unconsidered.
10. The Rector or Vice-Rector for Research may also apply for the Committee's opinion, in particular when research is conducted or is to be conducted on members of the academic community.
11. The Committee carries out its tasks impartially and confidentially. Members of the Committee are obliged not to disclose information related to the work of the Committee. Members of the Committee as well as members of administrative staff participating in its meetings sign a declaration obliging them to keep all confidential information secret.
12. In the event that a member of the Committee is involved in research which is the subject of the Application, or there is or may be other reasonable doubt as to its impartiality, he/she is obliged to exclude himself/herself from the work of the Committee and notify the Chair about this fact. The Chair, upon receipt of such information or ex officio, decides on the dismissal of a member of the Committee. The above rules apply to the Chair and Deputy Chair (hereinafter referred to as the Deputy), except that the Chair and Deputy submit

an appropriate notification to the Vice-Rector for Research, who decides to exclude the Chair/Deputy from the work of the Committee.

§ 2. Composition of the Committee

1. Members of the Committee and its Chair are appointed by the Rector. The term of office of the Committee begins on the date indicated in the appointment and ends on 31 December of the year in which the new rectorial authorities were elected.
2. During the first meeting, the Committee elects from among its members a Deputy who performs the duties of the Chair and exercises his/her powers in the event of the Chair's absence or inability to perform his/her functions.
3. In justified cases, especially in the case of complex issues or doubts as to research methods or tools, the Chair may appoint an expert(s) from outside the Committee in an advisory capacity.
4. The Rector dismisses a member of the Committee in the event of:
 - a) resignation submitted in writing via the Chair;
 - b) the Chair's request, when a member does not participate in the meetings of the Committee or delays its work;
 - c) finding that a member of the Committee has otherwise failed to fulfil his/her obligations or is unable to fulfil them properly;
 - d) other justified cases.
5. The provision of section 4 applies to the Chair and Deputy.
6. In the event of dismissal of a member of the Committee or its Chair, the Rector appoints a new member of the Committee or its Chair in accordance with section 1.
7. In the event of dismissal of the Deputy, the Committee will hold a new election in accordance with section 2.

§ 3. Committee's mode of operation

1. The Committee acts in meetings. Meetings are convened by the Chair by electronic means, in accordance with the incoming Applications. Meetings of the Committee are minuted. The provisions of the Statutes of Poznan University of Technology apply to the meetings of the Committee. Documents and resolutions adopted at remote meetings are signed by the Chair or a person substituting him/her.
2. The Committee adopts resolutions (including opinions) by a simple majority of votes in the presence of more than half of the members of the Committee, including the Chair or Deputy. In the event of an equal number of votes "for" and "against", the vote of the person chairing the meeting will be decisive.
3. The Committee issues opinions based on the information contained in the Application prepared according to the template constituting Attachment No. 1 to the Regulations, based on its own knowledge and expertise (expert knowledge). The Committee issues opinions within a period not exceeding one month from the date of submission of the Application. If, for objective reasons, it is not possible to issue an opinion within the above-mentioned time limit, the Committee will notify an applicant and indicate a new date for settling the matter. Applications submitted in the last month of the term of office are forwarded for consideration by the Committee appointed by the Rector of Poznan University of Technology for the new term of office.
4. The Chair has the right to appoint a working group consisting of members of the Committee to prepare a preliminary opinion on the submitted Application. The number of people on the working team should not be fewer than three.
5. The Committee's opinion may take the following forms:
 - a) positive opinion – confirming the compliance of procedures with accepted ethical standards (this opinion does not require written justification),
 - b) no positive opinion – along with justification.

6. In the event that it is necessary to make any changes or modifications to the method of conducting research described in the Application, which received a positive opinion, the person submitting the Application is obliged to submit appropriate information (annex to the Application) for the assessment of the Committee, specifying the proposed changes and their justification. The annexed Application is subject to an independent opinion in accordance with the provisions of section 3.
7. In the event of doubts as to whether the research is carried out in a manner consistent with the Application with a positive opinion, the Committee may request a unit/entity conducting it to present and make available documents regarding the research and control it. In the event that it is found that the research is not carried out in accordance with the Application that the Committee issued its opinion on, the Committee will withdraw the positive recommendation for the research by way of a resolution.
8. The Committee submits a report to the Rector on its activities once a year, at the end of the academic year as well as a final report – at the end of its term of office.

§ 4. Final provisions

1. The Chair ensures that the documentation is properly stored in conditions preventing access to it by persons other than members of the Committee and appointed experts.
2. Administrative support for the Committee is provided by the Vice-Rector for Research.

Attachments:

1. Attachment No. 1 – Template of the application for an opinion;
2. Attachment No. 2 – Information for research participants;
3. Attachment No. 3 – Declaration of the research participant (consent to participate in the research);
4. Attachment No. 4 – Declaration of the legal supervisor of the research participant (consent to participate in the research);
5. Attachment No. 5 – Information for the researcher

