

REGULATIONS FGGA Ethics Committee September 2018

AIM AND OBJECTIVES

ARTICLE 1

1.1

In accordance with the university academic integrity regulations and the Netherlands Code of Conduct for Scientific Practice (2018), and in order to guarantee research integrity, the Faculty Board of the FGGA establishes an Ethics Committee.

1.2

The Ethics Committee operates under the auspices of the Faculty Board of FGGA, and works directly with the holder of the Research portfolio/the Dean.

ARTICLE 2

2.1

The Ethics Committee evaluates all new research projects that are directly involving human subjects and are designed by FGGA researchers or where the main applicant is a researcher of the FGGA, using the most recent, nationally recognized version of the *DSW Code of Ethics Social and Behavioural Science* or other relevant guidelines for ethical research conduct.

2.2

Research proposals that already have a written ethics statement by another nationally or internationally recognized ethics committee will not be evaluated again, unless directly requested by the researcher.

2.3

In cases of collaborative research and/or when scientific disciplines are beyond the competence of the Ethics Committee, the Committee reserves the right to forward the application to another Ethics Committee of an institute or faculty within Leiden University.

COMPOSITION AND APPOINTMENT

ARTICLE 3

3.1

According to the *Code of Ethics for research in the social and behavioural sciences involving human participants* (adopted by the Deans of Dutch social science faculties, January 2016), the Ethics Committee consists of a minimum of 5 members, at least one of whom is an external member. An external member is a person who does not have an employment relationship with the FGGA. The other members all belong to the staff of the Faculty and are distributed among the institutes of the Faculty.

3.2

All members of the Ethics Committee hold a PhD degree.

3.3

The Ethics Committee will have a chair and an executive secretary, and the latter is also member of the Ethics Committee. The secretary is the contact person for the Faculty Board.

ARTICLE 4

4.1

The Faculty Board appoints the members of the Ethics Committee. The members are appointed for a maximum of three years and reappointment is possible for one term.

4.2

Before joining the Ethics Committee, the members will sign an integrity statement regarding the confidential treatment of information about research that has been submitted for ethical evaluation.

PROCEDURE

ARTICLE 5

The Ethics Committee is obliged to inform the researchers of the FGGA about the codes of scientific conduct and the procedure of ethical evaluation via internal communication channels (website, intranet).

ARTICLE 6

6.1

The Ethics Committee meets at least once every two months. The dates of the Committee meetings will be announced at the start of the academic year. The codes of scientific conduct and the form to apply for ethical evaluation will be made publicly available.

6.2 All new research directly involving human subjects will be ethically checked and will be evaluated within a reasonable period.

6.3

Research proposals will be assessed by at least two members of the Ethics Committee.

6.4

The Committee provides a fast-track procedure for evaluating research proposals which are part of, or are derived from, already evaluated research projects.

6.5

Externally funded research proposals should be sent to the Ethics Committee at least two months before the ethics statement is required by the grant organisation.

6.6

In exceptional circumstances, such as government-commissioned or other externally funded research without a fixed deadline, a shorter deadline for ethical evaluation will be considered.

6.7

In case a Committee member is substantially involved (content-wise or in any other relevant way) in a submitted proposal, she/he refrains from participating in the evaluation.

6.8

In case a proposal is submitted by the direct supervisor of one of the Committee members, the latter will not participate in the evaluation of the proposal.

ARTICLE 7

In case of insurmountable disagreements between the Ethics Committee and researchers who have submitted their proposal for evaluation, the Ethics Committee will refer the issue to the Dean of the FGGA s with a request for decision after consulting other faculties ethics committees.

OTHER TASKS

ARTICLE 8

Upon request, the Ethics Committee will provide advice on other aspects of ethical research conduct and research integrity not directly related to research involving human participants.

ARTICLE 9

The Ethics Committee can also provide advice on its own initiative regarding ethical and research issues to the Faculty Board, i.e. the holder of the Research portfolio/the Dean.

FINAL PROVISIONS

ARTICLE 10

In Dutch, the Ethics Committee is referred to as Ethische Commissie.

DATE

These regulations were established by the Faculty Board

25 September 2018

Review takes place after 3 years or otherwise specified by the Faculty Board.

Den Haag 25 September 2018

Dean Faculty Governance and Global Affairs

Prof.mr.dr. Erwin Muller