

University of Coimbra's Centre for Social Studies' Ethics Committee Regulations

Preamble

The Ethics Committee of the Centre for Social Studies of the University of Coimbra (CES) is responsible for ensuring, within the scope of CES research, teaching and outreach activities, the safeguard of dignity and non-discrimination; and for the observance of the principles of autonomy, responsibility, intellectual freedom, integrity, transparency and accountability.

Article 1. - Nature and mission

1. The Ethical Commission of the University of Coimbra's Centre for Social Studies, hereinafter referred to as CE-CES, is an advisory, multidisciplinary and independent body whose activities are governed by these regulations.
2. CE-CES' mission is to promote and ensure compliance regarding ethical conduct in scientific research, teaching and outreach activities.

Article 2. - Constitution and organisation

1. CE-CES is composed of four CES researchers and one external member.
2. The Committee shall be appointed by the Director of CES upon proposal by the Scientific Board.
3. The President shall be elected by the Committee members during a first meeting.
4. In particular and specific cases, the Ethical Commission might request the collaboration of specialists, in cases where their opinion is relevant.
5. CE-CES members have a three-year term of office.

Article 3. - Responsibilities

1. CE-CES will oversee the research, teaching and outreach activities carried out by CES and:
 - a) Issue their opinion, whenever requested, regarding the ethical requirements of research programmes or research project protocols of CES, or in which CES collaborates;
 - b) Issue their opinion, whenever requested, regarding situations deemed a conflict of interests;



- c) Issue their opinion on situations, arising from outreach and teaching activities and research projects, that are susceptible of violating scientific conduct's best practice;
 - d) Encourage the analysis and reflexion over problems in research practice that involve ethical issues and promote the dissemination of the main ethical principles.
2. In accordance with 1 a) of this article, only research programmes and project research protocols developed by CES, or in which CES collaborates, which feature activities, goals and contents signalled as susceptible of ethical scrutiny, in conformity with the ethical scrutiny form provided by CE-CES, will be targeted for the entity's opinion on ethical requirements.

Article 4. - Operation

1. CE-CES has two annual regular meetings and extraordinary meetings convened by the President;
2. CE-CES will issue its written opinion on each research protocol within thirty (30) days of the request submission. The opinion request shall be made through the MyCES platform and must contain:
 - a) completed ethical scrutiny form;
 - b) informed consent form to be submitted to study participants;
3. CE-CES shall issue opinions on its own initiative, and by request through the MyCES platform, on ethical matters related to CES activities, within forty-five (45) days of the request submission.

Article 5. - Revision

These regulations can be revised at any moment, subject to approval by the CES Scientific Board.

When interpreting and integrating gaps or omissions in these regulations, the following will be applicable by default:

1. CES' Statutes;
2. The Ethics Code(s) of the professional and scientific, national and international associations in the fields of activities of CES researchers.

Approved during the meeting of the Standing Committee of the Scientific Board of the Centre for Social Studies of the University of Coimbra on the 28th of April, 2021.