

University of Coimbra's Centre for Social Studies' Ethical Commission Regulations

Preamble

The Ethical Commission of the University of Coimbra's Centre for Social Studies (Centro de Estudos Sociais - CES) aims at promoting and ensuring dignity and non-discrimination, as well as autonomy, responsibility, intellectual freedom, integrity, transparency and accountability in all research, teaching and extension activities by CES.

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 organization

3. CE-CES is constituted by four researchers from CES and one external element.
4. The Commission is appointed by the Director of CES, under proposal by the Scientific Council.
5. The president is elected by the Commission members at the first meeting.
6. In particular and specific cases, the Ethical Commission might request the collaboration of specialists, in cases where their opinion is relevant.
7. CE-CES members have a three-year term.

Article 3 - Responsibilities

1. CE-CES will oversee the research, teaching and outreach activities carried out by CES and:
 - a) Issue their opinion, when requested, regarding the ethical requirements of research programmes or research project protocols of CES, or in which CES collaborates;
 - b) Issue their opinion, when 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 accordance with the model presented 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 research protocol must contain:
 - A) a completed ethical scrutiny form;
 - B) a summary of the research project and team composition;
 - C) an informed consent form;
 - D) an information sheet for the study participants;
 - E) a statement of commitment to strictly ensure confidentiality and secrecy when obtaining, keeping and quoting the research data.
3. CE-CES issues its opinion, by its own initiative or by written request, over ethical issues related the activities at CES.

Article 5 - Revision

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

Article 6 - Default Regime

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

1. CES' Statutes;

2. University of Coimbra's Ethical Commission Regulations

3. The Ethical Code(s) of the professional and scientific, national and international associations in the fields of activities of the researchers at CES.

Approved at the meeting on the 6th February 2017 of the Scientific Council of the Centre for Social Studies of the University of Coimbra.