

CeiED

Interdisciplinary Research Centre for
Education and Development

Regulation of The Ethics Committee

*Approved by the Scientific Council
January 9th, 2024*

REGULATION OF THE ETHICS COMMITTEE OF CeIED

I

Definition and Powers

Article 1 (Object)

This regulation lays down the operating rules for CeIED's Ethics Committee.

Article 2 (Definition)

The Ethics Committee is a collegial, independent body that aims to promote compliance with and respect for the standards of integrity, honesty and ethical quality in the activity of CeIED and its members.

Article 3 (Powers)

1. The Ethics Committee is responsible for analysing issues that raise ethics problems within the scope of the actions, responsibilities and relations, both internal and external, of CeIED, as well as of its members, namely when they concern teaching, research, management, outreach activities or other academic activities that may be of general interest to CeIED.
2. The field of competence of the Ethics Committee comprehends the research projects carried out in the fields of Education, Heritage, Human Development and Museology fall.
3. In the exercise of its powers, the Ethics Committee shall foster respect for human dignity and integrity, and for the ethics of using animals in research, and shall pay particular attention to professional deontological codes, as well as international statements and guidelines on ethics.

4. It is the responsibility of the Ethics Committee, convened in a plenary meeting, to draw up written expert opinions and recommendations on the matters within its field of competence.
5. The Ethics Committee does not make legal or disciplinary appraisals, without prejudice to the possibility of expert opinions being asked if it with a view to initiating legal or disciplinary proceedings.
6. When it so deems necessary, the Ethics Committee may request from third parties all the information it deems necessary.

II

Composition, Organisation, Members and Operation

Article 4

(Composition, Organisation and Terms of Office of the Members of the Ethics Committee)

1. The Ethics Committee is composed of an odd number of members, with a minimum of three, approved by the Scientific Council upon proposal by the Director of CeIED.
2. Administrative support is ensured by a secretariat that carries out the tasks determined by the Ethics Committee.
3. The term of office of the members of CeIED's Ethics Committee corresponds to the term of office of the Director.

Article 5

(Duties)

The members of the Ethics Committee shall:

- a) Collaborate to achieve the goals and exercise the powers of the Committee, dedicating all their commitment and sectorial expertise to this task;
- b) Maintain secrecy and confidentiality regarding the contents of the discussion of the matters

addressed.

Article 6

(Operation)

1. For the preparation of a proposal of expert opinion or recommendation, the matters to be appraised by the Ethics Committee must be submitted to two rapporteurs, chosen by the members of the Committee, safeguarding the absence of any conflicts of interest or other impediments.
2. The Ethics Committee will use lecturers and researchers, in an independent and blind manner, to analyse the studies and projects, for the specific areas of specialization designated by the Chair. Two evaluators will be appointed for each study/project.
3. Once this proposal has been drawn up, it will be discussed and put to the vote in a plenary meeting.
4. The minutes, preliminary opinions and other working documents should only be circulated among the members of the Ethics Committee.
5. Approved expert opinions and recommendations shall be forwarded by the Chair to the persons concerned.
5. The deadline for a response from the applicants shall not exceed thirty working days from the date of the committee's review.

Article 7

(Powers of the Chair)

The Chair of the Ethics Committee is responsible for:

- a) Appointing the Rapporteurs, whose function is to prepare the minutes of the meetings of the Ethics Committee.

- b) Convening the meetings of the Ethics Committee and draw up their respective agendas.
- c) Chairing meetings and guiding their work.
- d) Ensuring that the issued expert opinions and recommendations are forwarded to and disseminated among the interested parties, as well as striving for compliance with what is established therein.
- e) Deciding, after the Committee has been heard, on the admission of a written vote and, should this be the case, arranging the conditions thereof.
- f) In the event of a tie, exercising the casting vote.
- g) Ensuring the representation of the Committee.

III

Meetings

Article 8

(Invitation)

1. The Ethics Committee meets ordinarily once a month, and extraordinarily whenever it is convened by its Chair.
2. Provided there are no matters that justify it, or if it is possible to allocate tasks and discuss the work documents namely by electronic means, the Chair may waive holding a monthly meeting.
3. The invitation for each meeting shall be sent at least seven days in advance.
4. The invitation must include the date, time and place of the meeting, as well as its agenda.
5. Each study/project to be appraised in a given meeting must be presented at least 15 days before the scheduled date.

Article 9

(Participation, Quorum and Deliberations)

1. Only the members of the Ethics Committee attend and vote in its meetings.

2. When convenient, experts from the different fields of the subjects under discussion may be invited to be present, for hearing purposes.

3. The Ethics Committee reaches a deliberative quorum when more than half its members are present.

4. In case of exceptional necessity or convenience, the Chair may determine non-in-person deliberations, subject to the vote of more than half of its members, expressed in writing, including electronic means.

Article 10

(Minutes)

1. A minute of each meeting shall be drawn up.

2. The minutes must include the date, time and place of the meeting, the members present and the agenda, and the expert opinions and recommendations resulting from the meeting shall be attached to the minutes, which will be signed by the Chair.

3. The minutes shall be subject to approval at the start of the following meeting.

IV

Final Provisions

Article 11

(Amendments)

Any amendment to these regulations is the exclusive competence of the Ethics Committee.

Article 12

(Omissions)

In any matters where the present regulation is silent, the general principles and rules of law shall apply,

and, if applicable, will due adaptations, the provisions of the Code of Administrative Procedure.

Article 13

(Entry into Force)

This regulation shall enter into force after it has been approved by the Ethics Committee.

