

UNIVERSITY OF ZAGREB
Faculty of Education and Rehabilitation Sciences

RULES OF PROCEDURE OF THE ETHICS
COMMITTEE

28 January 2013

Pursuant to Article 46 of the Statute of the Faculty of Education and Rehabilitation Sciences in Zagreb and Article 30, paragraph 4 of the Code of Ethics of the University of Zagreb, at the proposal of the Ethics Committee of the Faculty of Education and Rehabilitation, the Faculty Council at its session held on 28 January 2013 adopted the following

RULES OF PROCEDURE of the Ethics Committee

1. Preliminary provisions

Article 1

The Rules of Procedure regulate the manner of work and rules of operation of the Ethics Committee of the Faculty of Education and Rehabilitation Sciences, as well as other issues important for the performance of tasks within the scope of the Ethics Committee as regulated by the Code of Ethics of the University of Zagreb (hereinafter: Code of Ethics).

If any of the terms used in these Rules of Procedure refer to natural persons, all such terms should apply to both genders.

Article 2

The Ethics Committee is an advisory body dealing with the issues of implementation of the Code of Ethics and the development and application of ethical standards in scientific and teaching areas that are being developed at the Faculty of Education and Rehabilitation.

Within its competencies, the Ethics Committee performs the following tasks:

- monitoring of the implementation of the Code of Ethics of the University of Zagreb (hereinafter: Code of Ethics) at the Faculty of Education and Rehabilitation Sciences (hereinafter: Faculty) for the purpose of development and application of ethical standards,
- conducting the procedure of determining violations of the Code of Ethics at the Faculty,
- issuing opinions on the compliance of written materials with the Code of Ethics in the context of application procedures for scientific projects, doctoral dissertations, specialist theses, graduate theses and seminar papers,
- performance of other tasks within its competence.

Article 3

The Ethics Committee acts independently and autonomously while performing the tasks within its scope and in the process of determining violations of the Code of Ethics.

The Ethics Committee may request the professional assistance of appropriate scientific and professional Faculty staff, as well as the assistance of relevant bodies of the University of Zagreb, while performing the tasks within its scope.

The Ethics Committee prepares annual reports on its work and on procedures carried out to determine violations of the provisions of the Code of Ethics, and it submits these to the Dean

and the Ethics Council of the University of Zagreb.

Article 4

In the process of determining violations of the Code of Ethics, the Ethics Committee shall respect the principle of secrecy and shall protect the dignity of all persons in the proceedings.

2. Composition of the Ethics Committee

Article 5

The Committee consists of three members and three deputy members, one of whom is the president.

Members and deputy members of the Ethics Committee are appointed by the Dean with the consent of the Faculty Council. At the suggestion of the Dean, the president shall be elected from amongst the members of the Ethics Committee at the constituent session convened by the Dean of the Faculty.

When the opinion of the Ethics Committee is sought regarding issues related to student behaviour or the Committee faces a matter deemed of immediate importance for students, the Ethics Committee shall be expanded with two members appointed by the Dean from amongst the students who are proposed by the Faculty Student Union.

The term of office of the president and members is four years. The number of terms of office of the president is limited to two, while the number of terms of office of members is not limited.

Article 6

A member of the Ethics Committee may not be a person against whom a procedure has been initiated to obtain an opinion on whether he or she has violated the Code of Ethics, nor a person who has been found to have violated the Code of Ethics.

The membership of a member of the Ethics Committee against whom a procedure has been initiated to obtain an opinion on whether he or she has violated the Code of Ethics shall be temporarily suspended (until the end of the procedure). During this time, the appointed deputy acts as a member of the Ethics Committee.

If it is established during the procedure that a member of the Ethics Committee has not violated the Code of Ethics, the membership shall be automatically reinstated. If it is established that a member of the Ethics Committee, against whom the procedure has been initiated and conducted, has violated the Code of Ethics, the deputy shall become a full member.

Article 7

The membership in the Ethics Committee shall be terminated at the end of the term, by resignation or by final opinion of the Ethics Committee concerning a violation of the Code of Ethics.

3. Work of the Ethics Committee

3.1. General rules of operation

Article 8

The Ethics Committee performs tasks within its competencies at its sessions. The session of the Ethics Committee shall be convened by the president. The sessions are closed to the public.

The Ethics Committee may adopt a valid opinion when all members of the Committee are present at the session. Valid opinions shall be adopted by a majority of votes. Voting at the session of the Committee is public.

Article 9

The Ethics Committee keeps the minutes of the session.

The minutes contain: date, place and time of the session, names of the members of the Ethics Committee present, names of others invited and present, interested persons, as well as the opinion of the Ethics Committee on questions of principle and compliance of behaviour in specific cases with the principles and provisions of the Code of Ethics.

The voting results shall be recorded in the minutes and separate opinions regarding cases will be documented, when they exist. The minutes will be taken alternately by the members of the Ethics Committee.

3.2. The manner of work of the Ethics Committee in monitoring the implementation of the Code of Ethics

Article 10

In the procedures of monitoring the implementation of principles and standards of the Code of Ethics in scientific-teaching and other activities of the Faculty, the Ethics Committee acts as an advisory body with the purpose of promoting ethical behaviour and values.

The Ethics Committee monitors the preparation and implementation of basic principles and ethical rules in teaching, scientific and professional work of Faculty members in accordance with the ethical framework prescribed by the Code of Ethics, at the request of the Dean and with the consent of the Faculty Council.

Article 11

The Ethics Committee issues opinions related to the monitoring of the implementation of the Code of Ethics in the manner prescribed by Article 35 of the Code of Ethics.

3.3. The manner of work of the Ethics Committee in the procedures for determining violations of the Code of Ethics

Article 12

In the procedures for determining violations of the Code of Ethics, the Ethics Committee acts autonomously and is authorized to interpret the provisions of the Code of Ethics and apply them according to its own conscience, in the spirit of its values and in accordance with Article 28, paragraph 1 of the Code of Ethics.

Article 13

All staff and students may report violations of the Code of Ethics.

A written report with explanation shall be submitted to the Dean and/or the bodies of the Faculty responsible for the activity in which the Code of Ethics was violated.

Anonymous applications are generally not considered by the Ethics Committee.

Article 14

The request for opinion on the compliance of a certain action or behaviour with the principles and rules of the Code of Ethics is initiated by the Dean with a written request for an opinion on the compliance of an action or behaviour with the principles and ethical rules in teaching, scientific and professional work.

Article 15

The procedure on the request for an opinion on violations of the Code of Ethics shall be conducted before the Ethics Committee in accordance with Articles 33, 34 and 35 of the Code of Ethics.

3.4. The manner of work of the Ethics Committee in procedures for providing opinions on the compliance of scientific project applications and other papers with the Code of Ethics

Article 16

In the procedures for providing opinions on the compliance of scientific project applications and other papers with the Code of Ethics, the Ethics Committee acts in the capacity of a reviewer for the ethical aspect of scientific work.

Article 17

In the procedures for providing opinions on the compliance of scientific project applications and other research to be conducted in the scientific fields of educational rehabilitation and speech and language pathology, the Ethics Committee applies principles and rules prescribed by the Code of Ethics and these Rules of Procedures.

Scientific research that includes people as respondents, i.e. work with people, should meet the following ethical requirements:

- It shall be planned with the aim of creating new knowledge important for the well-

being of the individual, community and science.

- It shall be planned to be carried out with due regard for the principle of conscious and written consent of the participants given on the basis of information about the aim, goals and procedures of the research; regard for the mode of data protection and privacy; and regard for the possibility of a respondent to withdraw from the research at any stage.
- It shall be planned to be carried out with due regard for the rights and dignity of all respondents and other participant in scientific research and professional work.
- When children under the age of 14 or persons with intellectual disabilities participate in the research, the informed consent of their parents or guardians shall be ensured.
- The possible risks to which respondents may be exposed as a result of participating in the research shall be considered and described.
- Procedures to maintain the confidentiality of the data collected during the research shall be planned and described.
- Procedures to inform participants about the obtained results, as well as about the purpose and how the research results will be used, shall be planned and described.
- If the research is conducted in collaboration with other institutions, the permission (of the head or the ethics committee) of the competent institution or ministry shall be collected and attached.

Article 18

The procedure for providing opinions on the compliance of proposed scientific projects, doctoral dissertations and specialist theses with the Code of Ethics is carried out in accordance with Articles 33, 34 and 35 of the Code of Ethics.

When necessary, the procedures for providing opinions on the compliance of proposed graduate theses and seminar papers with the Code of Ethics include consultations initiated by the mentor of those papers with the member of the Ethics Committee who represents the relevant study program. ⁵

Final provisions

Article 19

When necessary, the interpretation of the provisions of these Rules of Procedure is given by the Ethics Committee of the Faculty at its session.

The request for interpretation shall be submitted to the president of the Ethics Committee in writing. The request shall be explained.

Article 20

The Rules of Procedures shall enter into force on the eighth day from the day of its publication on the Faculty Bulletin Board.

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Faculty/*

Dean

Zagreb, 7 March 2013

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PhD