



Terms of reference for the Faculty of Social Sciences' Research Ethics Committee

23 OCTOBER 2018

Amended and attested by the Dean, the Faculty Management Team and the Academic Council of the Faculty of Social Sciences, University of Copenhagen.

DEAN'S OFFICE

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1. The Research Ethics Committee shall consist of 5 persons:
 - 4 senior academic staff appointed by the Dean;
 - The faculty member of the Practice Committee.

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The members are appointed for two years.

When appointing, the Dean should take the variety of scientific fields at the Faculty into account by making sure each department is represented. The committee should consist of researchers with special experience in ethical questions as well as in practical research (for example, register data, participant observations).

2. The Research Ethics Committee members will decide among themselves, who will chair the committee.
3. The Research Ethics Committee members will propose Rules of Procedure ('Forretningsorden'), which is finally decided by the Dean. The Dean may also initiate changes in Rules of Procedure, if desired.
4. The Research Ethics Committee members will be considered as the Faculty's ethics officers and as the Faculty's IRB (Institutional Review Board).

5. Appointed members shall serve a term of two years. Appointments may be renewed.
6. The Committee shall:
 - a) Review the ethics of proposals submitted to the Committee for research conducted by researchers at the Faculty involving human participants or personal data; in which case such research must meet the requirements of the Committee. The Committee shall handle proposals, only in which an ethical review is required by a funding body (either prior to or after the award) e.g. the EU or other authorities. The committee considers the ethical issues of projects and not the scientific quality in isolation. For proposals involving patients, the Committee may obtain a statement from the Institutional Ethical Review Board at the Department of Psychology;
 - b) Take the research traditions of the individual departments into account in the assessment of applications.
 - c) Grant ethical approval on behalf of the Faculty if the Committee is satisfied that the proposals comply with the University's and relevant national and international policies, regulations and procedures on research involving human participants and personal data;
7. The Committee shall on its own:
 - a) Establish, promote, implement and keep under review ethical procedures for the consideration and approval of research projects involving human participants or personal data;
 - b) Consider any matter of policy concerning the ethical approval of research involving human participants or personal data;
 - c) Consider any issues concerning the ethics of research referred to the Committee by any other University body.
8. The Committee shall work within the following remit, only:

The Committee shall delimit its activities to projects in which a researcher employed at the Faculty of Social Sciences, University of Copenhagen is PI or Co-PI.

- a) The Committee shall not deal with cases in which scientific journals require documentation from an Institutional Review Board (IRB), including an ethical IRB approval.
 - b) The Committee shall not deal with projects which require approval from the Committees on Health Research Ethics (Videnskabetisk Komité).
 - c) The Committee shall establish its assessments on the base of appropriate University, National and International guidelines, codex and legislations, such as the Danish Code of Conduct for Research Integrity.
9. The Committee shall report annually to the Academic Council on the matters set out in the regulations above.

Dated and signed by the Dean of the Faculty of Social Sciences, UCPH, on behalf of the Faculty Management Team and the Academic Council at the Faculty of Social Sciences, UCPH.

23 October 2018

Troels Østergaard Sørensen, Dean

