

Regulations of the Ethics Review Committee of the Faculty of Science

Purpose and tasks

Article 1

The Ethics Review Committee is independent, and is accountable to the Faculty Board.

Article 2

The Committee's task is to assess proposed scientific research performed by, or under the responsibility of, employees of the Faculty of Science, against criteria of ethically responsible scientific practice, and to advise researchers on ethical issues in scientific research.

2.1

Research proposals that have already received the written approval of an ethics review committee recognised by the Committee do not need to be assessed by the Committee, unless this is requested by the researcher.

2.2

Research that is performed in the context of bachelor's or master's education must be submitted for assessment by the supervising member of teaching staff. Study programmes should preferably submit protocols for the ethical evaluation of research performed by students (umbrella assessment) to the Committee for approval.

Article 3

The committee can provide advice and information, on request and on the Committee's own initiative, to the Faculty Board and to researchers about ethical conduct within the Faculty.

Composition and appointment

Article 4

The Committee consists of at least four members and may include an external member who does not have any employment relationship with the institute of the researcher who has submitted the research proposal. The members' expertise must in any case include the following research areas: (i) computer science/data science/statistics, (ii) drug research, (iii) biology/environment research and (iv) chemistry/physics research. The Committee also has an executive secretary.

4.1

All members of the Committee must hold a PhD.

4.2

The Committee will elect one chair from among its members. The chair and the secretary are the points of contact for the Faculty Board.

Article 5

The members of the Committee and the executive secretary are appointed by the Faculty Board. The members are appointed for a term of three years, and can be reappointed once for a second term of three years. To ensure continuity in its functioning, the Committee will draw up a schedule for when the members are due to step down.

5.1

Before a prospective member may take a seat on the Committee, he/she must sign a statement confirming that he/she will handle all information about research submitted for ethics assessment with integrity and due care.

Method and procedure

Article 6

On the Faculty web page of the Ethics Review Committee, the Committee will provide information on the Committee's composition, how the assessment takes place, what guidelines serve as the basis for this assessment and the time limits within which the advice will be given.

Article 7

The Committee will meet at least four times a year. In addition to regular meetings, the Committee also provides for an accelerated procedure to process urgent research proposals.

7.1

Research proposals must be assessed by at least two members.

7.2

If a member of the Committee is in any way involved in a submitted research proposal, he/she must refrain from taking part in the assessment of this proposal.

Article 8

The Committee's response to a research proposal that has been put on the agenda and discussed will be sent to the researcher who submitted that proposal no more than 15 working days after the meeting. The Faculty Board and the Scientific Director concerned will receive a copy of each decision and advice that is sent.

Appeal and objection

Article 9

In the event of an irreconcilable difference of opinion between the Committee and the researcher who has submitted a research proposal for assessment, the researcher will submit the dossier, together with an explanation of his/her objection, to the Faculty Board. The Faculty Board will make a decision no more than 15 working days after receiving the objection.

Final provision

The Dutch title of the Ethics Review Committee of the Faculty of Science, Leiden University is *Ethische Commissie Wiskunde en Natuurwetenschappen, Universiteit Leiden*.

These Regulations were adopted by the Faculty Board on 25 November 2019.