

Regulations of the Ethics Review Committee of the Social Sciences

Date 1-1-2020

Preamble

The Regulations of the Ethics Review Committee of the Social Sciences have been drawn up in elaboration of the Code of Ethics for Research in the Social and Behavioural Sciences Including Human Participants (as approved by the Deans of Social Sciences in the Netherlands in January 2016).

Objectives and main task

Article 1

The independent committee that carries out the work shall be accountable to the Faculty Board, in this case the Dean.

Article 2

The Review Committee's main task is to assess proposed scientific research, to be carried out by, or under the responsibility of, employees of the Faculty of Social and Behavioural Sciences, against the criteria of ethically sound scientific practice.

2.1

Research proposals that have already received approval in writing from an ethics committee recognized by the Review Committee do not need to be assessed by the Review Committee unless the researcher so requests.

2.2

Research carried out within the framework of the Bachelor's and Master's degree programmes must also be submitted for the approval of the Review Committee. The Review Committee applies a protocol to determine which specific Bachelor's or Master's research requires approval by the Committee. If a student is carrying out research, it is important that this be approved by the Review Committee (or an ethics committee recognized by the Review Committee). In this case, the application should be submitted by the student's supervisor. The Review Committee does not process applications from students.

Composition and appointment

Article 3

The Review Committee consists of at least three members and may include an external member who does not have any employment relationship with the Institute submitting the research proposal. The expertise of the members of the Committee reflects that of the research institutes.

3.1

All members of the Review Committee must hold a doctoral degree.

3.2

The Review Committee has one chairperson and an executive secretary. The chair and the secretary are the point of contact for the Faculty Board.

Article 4

The members of the Review Committee are appointed by the Faculty Board on the recommendation of the Boards of the three Institutes involved. The members are appointed for a maximum of three years; reappointment is possible.

4.1

Before a prospective member takes up office in the Review Committee, he or she must sign a statement that he or she will handle all information concerning research submitted for ethics review with integrity and due care.

Process and procedures

Article 5

On the Faculty web pages of the Ethics Review Committee, the Review Committee will clearly outline the manner in which the assessment will take place and on what guidelines it is based.

Article 6

The Review Committee meets regularly (at least once per year). In addition to regular meetings, the Committee has an accelerated procedure for handling research proposals.

6.1

Research proposals are assessed by at least two members of the Review Committee.

6.2

If a member of the Review Committee is, in any way, substantially involved in the content of a research proposal that has been submitted for assessment, he or she shall refrain from evaluation of the proposal in question.

Article 7

When a research proposal is put on the agenda and discussed at a meeting of the Review Committee, the Committee shall send a response to those who submitted the research proposal within 15 days of the meeting. The Faculty Board shall receive a copy of every evaluation sent.

Article 8

In the event of an irreconcilable difference of opinion between the Review Committee and the researchers who have submitted a research proposal for assessment, the Review Committee shall pass the dossier on to the Review Committee of the Faculty.

Other tasks

Article 9

The Review Committee advises researchers with regard to ethical issues in scientific research.

Article 10

Both when requested and at its own initiative, the Review Committee provides advice, recommendations, and information to the Faculty Board regarding ethical conduct within the Faculty.

Final provision

The Dutch title of the Ethics Review Committee of the Social Sciences is Commissie Ethiek Maatschappijwetenschappen.