



Politechnika
Wrocławska

R E C T O R

INTERNAL DIRECTIVE 158/2021

of December 27, 2021

on the establishment of the Committee for Research Ethics of Wrocław University of Science and Technology and introduction of the Regulations of the Committee for Research Ethics of Wrocław University of Science and Technology

Pursuant to Article 23 sec. 2 of the Act of July 20, 2018, The Law on Higher Education and Science (i.e. Journal of Laws 2021, item 478, as amended) and in connection with the recommendations of the Council of the National Centre for Science concerning research involving human participants, **it is hereby ordered** as follows:

§ 1

1. The Committee for Research Ethics of Wrocław University of Science and Technology, hereinafter referred to as “the Committee”, shall be appointed with the following members:
 - 1) Professor Jacek Cichoń, PhD, DSc – Chairperson;
 - 2) Professor Halina Podbielska, PhD, DSc, Eng;
 - 3) Professor Tadeusz Andruniów, PhD, DSc;
 - 4) University Professor Marta Kopaczyńska, PhD, DSc;
 - 5) University Professor Katarzyna Jach, PhD, DSc;
 - 6) University Professor Magdalena Asejczyk, PhD, DSc, Eng;
 - 7) University Professor Jacek Karlinski, PhD, DSc, Eng;
 - 8) University Professor Izabela Michalak, PhD, DSc, Eng.
2. The task of the Committee shall be to issue opinions on research projects involving human participation in terms of their compliance with ethical principles and standards as well as in terms of respect for and observance of the dignity of human beings and their fundamental rights and freedoms.
3. The committee shall be appointed for the term of the Senate.

§ 2

The Committee shall operate pursuant to the Regulations annexed as an Appendix to this Internal Directive.

§ 3

The Directive shall enter into force on the day of its publication.

Professor Arkadiusz Wójs, PhD, DSc, Eng

Regulations for the Committee for Research Ethics

§ 1

The purpose of the activity of the Committee for Research Ethics of Wrocław University of Science and Technology, hereinafter referred to as the "Committee", shall be to ensure that all persons conducting research at the University observe the highest ethical standards in research involving human participation as defined in § 2 and 4.

§ 2

The scope of the Committee's activities shall include issuing opinions on research projects where it is planned to conduct non-invasive empirical research involving human participation which does not lead to any interference with the subject's body in terms of its compliance with ethical principles and standards as well as respect for human dignity and fundamental rights and freedoms.

§ 3

1. The Committee shall be appointed and dismissed by the Rector for the term of office of the Senate by way of internal directive.
2. The Committee shall be composed of 8 members, including the Chairperson, Vice-Chairperson, and Secretary.
3. The Chairperson of the Committee shall be appointed by the Rector; the Vice-Chairperson and Secretary shall be elected in the first meeting of the Committee from among its members.
4. Members of the Committee shall be appointed from among academic teachers holding at least a post-doctoral (DSc) degree, employed at Wrocław University of Science and Technology for a total period of at least 5 years, and distinguished by high moral standing.
5. In the event of the resignation of a member of the Committee, the Rector shall appoint another person meeting the criteria set out in sec. 4 in their place for the remaining term of office.
6. The Rector shall dismiss a member of the Committee in the event of their inability to perform their duties, appointing in their place, for the remaining term of office, another person fulfilling the criteria set out in sec. 4.
7. In the event of the Chairperson's absence, their rights and duties shall be performed by the Vice-Chairperson.

§ 4

The Committee shall issue its opinions on research projects involving human participation, in particular:

1. research involving persons with limited capacity to give informed or free consent and limited capacity to refuse, for instance:
 - a) persons under 12 years of age;
 - b) persons with intellectual disabilities;
 - c) persons whose consent to participate in the research may not be fully voluntary, e.g. schoolchildren and students (if the research is conducted as part of their classes), prisoners, soldiers, police officers, company employees (if the research is conducted at their workplace);
 - d) persons who consent to participate in a study on the basis of false information about the purpose and conduct of the study (masking instructions, deception) or who do not know that they are research subjects (in so-called natural experiments);

2. research involving people particularly vulnerable to psychological trauma and mental health disorders, in particular:
 - a) terminally ill patients;
 - b) victims of disasters, persons suffering from war traumas, etc;
 - c) patients treated for psychotic disorders;
 - d) family members of terminally or chronically ill patients;
3. research involving active intervention in human behaviour aimed at changing that behaviour, without direct intervention in brain function, e.g. cognitive training, psychotherapy, psychocorrection, etc. (this also applies to situations where the intended intervention is to benefit the subject, e.g. by improving their memory);
4. research into controversial issues (e.g. abortion, the death penalty) or requiring particular sensitivity and prudence (e.g. religious beliefs or attitudes towards minority groups);
5. research activities that are long, tiring, or physically or mentally exhausting.

§ 5

1. The Committee shall issue its opinions on projects headed by an employee or a doctoral student of Wrocław University of Science and Technology, as well as on diploma thesis projects at the request of their supervisor. Doctoral students' requests should be approved by their supervisors.
2. The Committee shall issue its opinion on the basis of the request submitted, a specimen of which is annexed as Appendix no. 1 to these Regulations.
3. Applications must be submitted electronically to komisja.etyki@pwr.edu.pl. The request must be accompanied by the documents specified in the specimen request mentioned in sec. 2.
4. In the event of formal defects of the request or deficiencies in the documentation attached to the request, the Requestor shall be obliged to rectify them within 30 days from the date of delivery of the Committee's call on the Requestor to rectify the deficiencies. If the deficiencies specified in the Committee's call are not rectified within the above time-frame or are rectified after it elapses, the request shall be returned without consideration.
5. If necessary, the Committee shall be entitled to seek advice from external experts when examining requests or identifying deficiencies referred to in sec. 4.
6. In the event the Requestor is one of the members of the Committee, they shall be excluded from the part of the Committee meeting dedicated to the examination of and voting on their request.
7. The Committee's meeting shall be confidential and minuted. The minutes shall state the validity of the convening of the meeting, the agenda adopted, the names of the persons present, a description of the discussions, the content of the resolutions adopted, the results of the votes, as well as any dissenting opinions. The minutes shall be signed by the Chairperson of the Committee, or the Vice-Chairperson if the Chairperson is absent.
8. The administrative services for the Committee are provided by the Science Department of Wrocław University of Science and Technology.

§ 6

1. Immediately upon receipt of a request, the Chairperson of the Committee shall appoint 2 members of the Committee to verify the formal correctness of the request and prepare a draft opinion assessing the compliance of the research project with the ethical principles specified in § 2.
2. The Chairperson of the Committee may ask the Requestor to submit additional information or provide clarifications regarding the research project.
3. Meetings of the Committee shall be convened by its Chairperson or, in their absence, by the Vice-Chairperson, and may be held either face-to-face or via remote electronic means of communication, ensuring, in particular

- a) live streaming of the meeting between its participants;
- b) multilateral real-time communication whereby the participants can express themselves during the meeting in compliance with the indispensable confidentiality and safety rules.
- 4. The opinions of the Committee shall be issued in writing, in accordance with the specimen constituting Appendix no. 2 to these Regulations, within 10 working days of the date on which the Committee receives a complete request.
- 5. The Committee shall draw up its opinion in two identical copies as an appendix to the resolution referred to in sec. 6, one of which shall be forwarded to the Requestor and the other shall remain in the Committee's documentation file.
- 6. The opinion of the Committee referred to in § 7 sec. 1 shall be adopted by way of resolution in an open vote. For an opinion to be adopted, a simple majority of votes shall be required if at least half of the members of the Committee, including the Chairperson or Vice-Chairperson, are present. In the event of an equal number of votes, the Chairperson's or Vice-Chairperson's vote shall be decisive.
- 7. The resolution referred to in sec. 6 shall be signed by the Chairperson of the Committee, or the Vice-Chairperson if the Chairperson is absent.

§ 7

- 1. Having considered the request, the Committee shall issue an opinion in accordance with the procedure set out in § 6 sections 4 – 7:
 - 1) positive opinion – confirming that the procedures comply with accepted ethical standards (such an opinion shall not require justification);
 - 2) negative opinion – if the planned research is found to be incompliant with ethical standards (such an opinion shall require a brief written justification);
 - 3) conditional positive opinion – if it is found necessary to make changes to the research project in order to ensure compliance with ethical standards (such an opinion requires a brief written justification).
- 2. A conditional positive opinion means that the planned research project will be possible after the implementation of the modifications indicated by the Committee with a view to ensuring more complete compliance with ethical standards. The changes made should be submitted to the Committee for a final opinion (positive or negative) as part of the request examination procedure.
- 3. Any modification to the research plan or the manner of its conduct after a positive opinion has been issued by the Committee, in particular such that might affect its compliance with ethical standards, safety, or the interests or rights of participants, shall require a second opinion from the Committee. The requestor whose request has received a positive opinion of the Committee shall be obliged to immediately inform the Committee of any changes that have been introduced or are expected to be introduced during the execution of the project in relation to the request that has received a positive opinion.
- 4. The Committee may refuse to issue an opinion where:
 - 1) the project is not of a research nature;
 - 2) the planned research does not concern the aspects specified in § 4.

§ 8

The documentation produced by the Committee shall be kept in the Science Department.

Appendices:

- 1. Appendix no. 1 – Request for an opinion form.

2. Appendix no. 2 – Committee opinion form.