



HÖGSKOLAN
DALARNA

Procedures for the Research Ethics Committee at Dalarna University

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A. Mission of the Research Ethics Committee (FEN) in the area of research ethics

The Research Ethics Committee (FEN) is the body that assures that undergraduate and graduate level essay work is pursued in an ethically adequate manner. It also examines research projects which are not accounted for in the *Act on ethical examination of research involving humans*, but which requires a consultative utterance. The mission of the Committee is, furthermore, to inform and further educate employees at Högskolan Dalarna on research ethic issues concerning research and education. The mission of the Committee, moreover, includes following national developments in the area, and increasing the occurrence and knowledge of research ethics in university education by initiating and assisting in education on research ethics.

1. The Research Ethics Committee at Högskolan Dalarna is assigned in the area of research ethics to

- examine essay work at undergraduate and graduate level which the supervisor and/or student judges to be ethically problematic and which comes to the attention of the Committee via a research ethics application,
- examine research projects which are not accounted for in the *Act on ethical examination of research involving humans*, but which requires a consultative utterance and which comes to the attention of the Committee via a research ethics application,
- make sure that essay work at undergraduate and graduate level is pursued in accordance with the four basic research ethical principles; *the principle of autonomy, the principle of beneficence, the principle of nonmaleficence and the principle of justice* as well as the adherent research ethical *demand for information, the demand for consent, the demand for confidentiality and the demand for the right of use*,
- increase the occurrence of and knowledge about research ethics in university education by initiating seminars and lectures on research ethics,
- follow up national developments in the area,
- inform and further educate employees within education at undergraduate and graduate level at Högskolan Dalarna on issues concerning Research Ethics,
- suggest guidelines and other material to be used in undergraduate and graduate level at Högskolan Dalarna,
- be referred to on such issues which may arise if a student at Högskolan Dalarna displays a lack of ethical consideration in the implementation of research, and essay work at undergraduate or graduate level.
- act as advisory body on research similar elements in other education on basic and advanced level that a teacher or student find ethically problematic

2. FEN's area of liability includes essay work at undergraduate and graduate level within Högskolan Dalarna.

3. As the base for its judgments FEN shall proceed from the Act concerning the Ethical Review of Research Involving Humans.

4. FEN handles these issues in accordance with the document "Procedures for the Research Ethics Committee at Högskolan Dalarna in questions regarding research ethics". See appendix 1.

B. Mission of the Research Ethics Committee in the area of professional ethics

FEN is the body which handles reported allegations of scientific misconduct and carries out preparatory investigations in order to establish whether an accusation or a possible case of scientific misconduct gives cause to initiate a full scale investigation. The Committee's mission is, moreover, to prevent and to counteract scientific misconduct through giving information and holding seminars.

1. The Research Ethics Committee at Högskolan Dalarna is assigned in the area of professional ethics to

- handle submitted allegations of scientific misconduct and carry out preliminary inquiries
- prevent and counteract scientific misconduct by giving information and holding seminars
- stipulate principles and requirements which shall be valid at Högskolan Dalarna in the area of professional ethics
- follow national developments in the area
- suggest guidelines and other material to be used at Högskolan Dalarna, and which deals with professional ethics
- continuously consider whether there are special aspects which should be considered regarding the filing of research material and other questions dealing with the recording of research activities

2. FEN's area of responsibility includes research projects carried out by personnel employed at Högskolan Dalarna.

3. FEN handles these issues in accordance with the document "Handling of Scientific misconduct at Högskolan Dalarna". See app. 2.

C. FEN s constitution

FEN is made up of five fellows with personal deputies. One of the fellows and one deputy are student representatives.

The scientific fellows and deputies, who must hold a PhD, are appointed for a period of three years at a time by the Rector, and are recommended by the Heads of schools.

The Heads of schools shall suggest one fellow and one deputy from each of the following competence areas: Ethics, Care Sciences/Medical Sciences, Natural Sciences/Engineering, and Humanities/Social Sciences.

Student representatives are appointed by the Student Union.

The chair of the Committee is appointed by the Rector, from among the fellows as suggested by the Committee with a term of office of three years or to the elected persons term of office expires.

The Rector appoints the secretary of the Committee.

The Committee can, if necessary, appoint external experts.

In the Committee ethical competence shall be represented as well as subject competence with a wide knowledge of research ethics. Moreover, the following competence areas at Högskolan Dalarna shall be represented on the Committee: Ethics, Care Sciences/Medical Sciences, Natural Sciences/Engineering, and Humanities/Social Sciences.

D. Distribution of Work

A chairperson manages the work of the Committee. It is the duty of the chairperson to prepare applications received together with the secretary; handle chairperson's issues; to offer research ethical guidance and advice; and to assist in questions regarding scientific misconduct. It is, moreover, the duty of the chairperson to draw up the annual report; to handle questions of economy and budget; to inform and arrange seminars for the employees at Högskolan Dalarna on matters concerning research ethics and professional ethics; and to prepare and suggest policy documents and other material which is to be used at Högskolan Dalarna and which deals with research ethics and professional ethics. Furthermore, it is the duty of the chairperson to follow national developments within the area of research ethics.

The secretary, together with chairperson, prepares documents received; sends out summons to attend meetings; sends out documents to the fellows and deputies; and sends out the Committee's decisions. The secretary, moreover, takes written minutes at every meeting and makes sure that the documents are officially recorded and archived.

E. Competence to make Decisions

The Committee forms a quorum if four of its fellows, including one student representative, are present. The Committee tries to achieve unanimous agreement on decisions.

F. Number of Meetings

FEN meets eight times a year, generally four times per semester. If needed, however, additional meetings may occur. A list of persons attending the meeting is added to the minutes.

G. Organization of the Committee

FEN is organizationally subordinate to the Rector, for whom the Committee presents an annual report.

H. Annual Report

It is the duty of FEN to present an annual report. The report shall include the following: list of fellows; number of meetings; the number of applications received and dealt with; numbers of allegations of scientific misconduct received and dealt with; a statement of decisions made; more important standpoints that the Committee has agreed upon; and a statement of efforts made to increase the knowledge of research ethics and professional ethics.

App. 1 Procedures for the Research Ethics Committee at Högskolan Dalarna in questions regarding research ethics

A. Handling of applications

1. Complete applications must be handed in no later than one week prior to the meeting. Applications handed in late are normally not handled before the next meeting. Memoranda with information on number of copies, meeting times, etc. are distributed at the start of every semester to all heads of subject at Högskolan Dalarna. The information is also published on Högskolan Dalarna's web page.
2. The chairperson, together with the secretary, prepares applications handed in. Complementary information is requested in cases when incomplete documents are handed in.
3. The secretary, together with the chairperson, appoints the rapporteur for every case when the period of application has expired, and distributes a complete set of documents on the cases to all fellows of the Committee.
4. The secretary officially records applications handed in.
5. Secretary writes summons to attend meetings, and suggestions for an agenda and distributes this together with the applications no later than one week before the meeting.
6. Fellows of the Committee unable to attend at the meeting may, prior to appointed time of the meeting, present a written statement to the chairperson. This statement is presented to all fellows of the Committee. Opinions of a fellow absent from the meeting are taken into account in the decision of the Committee.
7. It is the duty of an ordinary fellow unable to attend a meeting to notify his/her personal deputy. If the deputy is unable to attend, this is reported to the secretary of the Committee.
8. The secretary takes the minutes during the meeting. It is to be clear from the minutes which projects have been scrutinized and what have been decided by the Committee on each application. It shall also be clear from the minutes what other decisions have been taken by the Committee.
9. The secretary transcribes the minutes after the meeting. This is then signed by the chairperson, and in cases where the chairperson is challengeable, by the chairperson pro tempore appointed during the meeting.
10. Changes and additions may be made after they have been reported to, and approved by, the Committee.

11. When the minutes have been approved they are to be published on Högskolan Dalarna's web page.
12. The chairperson must see to it that decisions are officially recorded and sent out to the applicants. Certain cases need complementary information, which has to be handed in prior to final approval. Sometimes a new application is requested, which is treated anew at a meeting by the Committee. In such cases where an application has been treated two times, and is still not approved, the applicant is invited to a meeting to present the project and answer questions.
13. The chairperson, who must then see to it that the decision is sent out to the applicant, decides upon cases in need of complementary information.
14. All completions received, and decisions by the chairperson, which are sent to the applicants, are officially recorded.
15. The Committee may, if needed, invite the applicant and supervisor to the meeting for clarification and discussion.
16. The Committee's mission is not supervise, but it may demand a report on the outcome of the study if, for instance, problems which are important in principle have been up for discussion.
17. An application approved by the Committee is no longer valid if the work has not yet begun two years after the Committee decided on it.

B. Other tasks

The mission of the Research Ethics Committee is not to supervise but to work in preparation for those cases when a person informs Högskolan Dalarna that a student displays inadequate ethical judgment in realizing essay work at undergraduate or graduate level. In such cases the project description and other material is requested from the student. If required, the supervisor and the student are invited to a meeting to present the project and answer questions. After the Committee has discussed the case, a formal report is presented and handed over to the Rector.

C. Challenges

The applicant, or signatory supervisor, may not take part in making the decision. If the chairperson is challengeable, the chairperson pro tempore appointed during the meeting handles this issue. It is the duty of fellows and deputies to report the existence of any challenge. Other than that rules of challenge in the law on management 11 § and 12 § are referred to.

D. Information

Planned meeting times of the Committee, and the last date for handing in applications are to be presented on Högskolan Dalarna's web-page. This information is to be sent out in the beginning of every semester to all heads of subject at Högskolan Dalarna.

An applicant shall be able to obtain documents and instructions for Research Ethical Examination from Högskolan Dalarnas's web page.

Heads of subject and supervisors shall be continuously informed of applied/valid research ethical principles and rules. They shall, furthermore, be informed of materials on research ethics, which are to be employed in undergraduate and graduate level, when such material is updated.