

# STATUTE

*(updated on December 9, 2021)*

The Scientific Research Ethics Committee at the Institute of Psychology of the Jagiellonian University is an advisory body that helps staff, undergraduate students and PhD students at the Institute supervised by the Institute's research staff, to resolve ethical dilemmas related to designing and conducting scientific research in the field of psychology. The Committee issues opinions on research for the purpose of its implementation and publication.

1. The Research Ethics Committee (hereinafter referred to as the Committee) is appointed by the Council of the Institute of Psychology of the Jagiellonian University for a period of 4 years.
2. The chairman of the Committee is an independent researcher, elected by the Institute's Council. The Council, on the motion of the Chairman, appoints members of the Committee amongst the staff of the Institute who hold at least a doctorate degree. The composition of the Committee should reflect all areas of psychology. If necessary, the Chairman of the Committee may request a review of the draft from a person who is not a member of the Committee.
3. During the first meeting, the members of the Committee elect a Deputy Chairman and a Secretary from the Committee members. Further work of the Committee is coordinated by the Chairman or - in his absence - by the Deputy Chairman. The secretary takes minutes of the meetings of the Committee.
4. The Committee gives opinions only on research projects involving human subjects, at the request of the Principal Investigator, and in special situations, at the request of the Head of the Institute or the Council of the Institute of Psychology. Where justified, the Committee considers applications concerning past (completed) studies.

The application should be submitted in an electronic form, by completing on the website:

[ETHICAL OPINION APPLICATION FORM](#)

Only complete applications submitted by staff members, undergraduate or doctoral students at the Institute of Psychology from an account in the domain of the Institute of Psychology will be processed. The chairman of the Committee forwards the application for review.

5. After examining the application and the review, the Committee assesses the application in an open vote, the presence of the majority of the Committee members, including its chairman or Deputy, is required. Voting is done with use of remote voting techniques, an online poll. In both cases, the decision is made by a simple majority of votes.
6. The Committee reserves the right to a 45-day period for issuing an opinion. The opinion may be positive or negative, and the Committee may also refrain from issuing an opinion until requested changes are introduced to the draft. The opinion is issued in writing, and in the case of a negative opinion or refraining from issuing an opinion until changes are made to the draft - it also includes the justification of the decision. At the request of the applicant, the opinion may be issued in English.

7. The positive opinion issued by the Committee is tantamount to the statement that the submitted project meets the ethical requirements for scientific research in the field of psychology, with the documents listed in point 10.

8. The requests for an opinion by the Committee may be submitted in Polish or English.

9. A researcher planning to introduce a significant change in the research procedure of the project, after obtaining a positive opinion from the Committee, should request the Committee to issue an amendment to this opinion. A change including:

- introducing a new manipulation to the procedure, significantly affecting the potential risk related to the test and/or the well-being of the subjects,

- introduction of a new tool to the procedure, of a different nature than the measures reported at the application submission stage,

- introduction of an unpublished tool into the procedure.

The above examples do not exhaust the list of significant change criteria and are only examples of situations requiring an amendment to the previously issued Committee opinion. The researcher applying for an amendment to the opinion should submit an application that includes the previous description of the project with marked changes to the document.

10. The Committee operates based on ethical standards recognised by the professional field. Until the entry into force of the required legal regulations (Act on the Profession of Psychologists), the Committee will be guided by the Psychologist's Professional Code of Ethics of the Polish Psychological Association, referring also to the European Federation of Psychology Associations Meta-Code of Ethics and the Universal Declaration of Ethical Principles for Psychologists. It will also refer to the document "Dobre Obyczaje w Nauce [Good Habits in Science]" and the Code of Ethics for Researchers of the Polish Academy of Sciences.