

RULES OF PROCEDURE

(17 January 2020)

The Jagiellonian University Institute of Psychology Research Ethics Committee is an advisory body that assists the Institute's staff and students, as well as doctoral students, whose scientific supervisor is an Institute researcher, in resolving ethical dilemmas related to the design and conduct of scientific research in the field of psychology. The Committee formulates opinions on research for the purposes of their implementation and publication.

1. The Research Ethics Committee (hereinafter referred to as the Committee) shall be appointed by the Board of the Jagiellonian University Institute of Psychology for a period of 4 years.
2. The President of the Committee shall be an independent researcher, elected by the Board of the Institute. The Board, upon a motion of the President, shall appoint the members of the Committee from among the Institute's staff at least holding a Ph.D. degree. The composition of the Committee should take into account different areas of psychology. If necessary, the Committee President may request a project to be reviewed by a person who is not a member of the Committee.
3. At the first meeting, the Committee members shall elect a Deputy President and a Secretary from among themselves. The Committee's further work shall be coordinated by the President or, in his absence, by the Deputy President. The Secretary shall keep minutes of the Committee meetings.
4. The Committee shall issue opinions only on research projects involving human beings, at the request of the project manager and, in special cases, at the request of the Management or the Board of the Institute of Psychology. The request should be submitted in electronic form, by completing the form on the website:

[ETHICAL OPINION APPLICATION FORM](#)

Only complete applications, submitted by a researcher, PhD student or student of the Institute of Psychology UJ from an account in the domain of the UJ, will be processed. The President of the Committee shall send the application for review.

5. Having examined the application and a review thereof, the Committee shall evaluate the application by open vote, requiring the presence of a majority of the members of the Committee, including its President or Deputy President. Voting may also take place using remote voting techniques, through an Internet survey. In both cases, the decision shall be taken by a simple majority.
6. The Committee reserves the right to deliver its opinion within 45 days. The opinion may take either a positive or negative form, and the Committee may abstain from delivering its opinion until the proposed changes to the project have been made. The opinion shall be issued in writing and, in the case of an unfavourable opinion or abstention from issuing an opinion until the proposed changes to the project have been introduced, it shall also contain the substantiation of the decision. At the Applicant's request, the opinion may be issued in English.

7. A favourable opinion issued by the Commission is equivalent to the conclusion that the submitted project meets the ethical requirements for research in the field of psychology, the point of reference being the documents listed in point 10.

8. An application for issuing an opinion by the Committee may be submitted in Polish or English.

9. A researcher planning to introduce a material change in the project research procedure after obtaining a positive opinion of the Committee should request the Committee to issue an annex to that opinion. A change including the following should be regarded as material:

- introducing a new manipulation into the procedure, significantly affecting the potential risks associated with the study and/or the well-being of the subjects,

- introducing a new tool into the procedure, of a nature different from the measures reported at the application stage,

- introducing an unpublished tool into the procedure.

The examples above do not exhaust the list of criteria for a material change and are only examples of situations requiring a request for an annex to a previously issued Committee opinion. The researcher requesting an annex to the opinion should submit an application containing the previous description of the project with changes marked in the document.

10. The Committee operates on the basis of ethical standards recognised within the professional community. Until the entry into force of the required legal regulations (Act on the Profession of a Psychologist), the Committee will be guided by the Polish Psychological Association Professional Code of Ethics, also referring 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 "Good Practice in Science" and the Code of Ethics of the Polish Academy of Sciences Research Personnel.