

Regulations of the Faculty of Economic Sciences Ethics Commission

The Ethics Commission (hereinafter referred to as the Commission) of the Faculty of Economic Sciences at the University of Warsaw (hereinafter referred to as WNE) is a body to assist employees, colleagues and students of WNE in resolving ethical dilemmas related to designing and conducting scientific research in the field of economics as well as determining ethical norms of cooperation.

1. The Ethics Commission is appointed by the WNE Faculty Council for the Dean's term of office.
2. The Commission consists of 7 members; the members of the Commission shall be employees or doctoral students of WNE.
3. The Chairperson and other members of the Commission shall be appointed by the Faculty Council.
4. If necessary, the Chairperson of the Commission may request the views of a non-member of the Commission.
5. The Chairperson, at his/her own request, or at a request from a person claiming a conflict of interest, may temporarily exclude from the work of the Commission those members who are personally involved in the ethical issue under review (for example, the head and/or contractors of the research currently being reviewed by the Commission, etc.).
6. The main task of the Commission is to provide an opinion on studies involving human aspects, carried out by or under the scientific supervision of employees and associates and students of WNE. The Commission may also resolve other ethical issues, including those related to copyright infringement, of employees and associates of WNE arising from research or teaching work.
7. The author of the study specified in Section 6 of these Regulations shall be required to obtain the opinion of the Commission if at least one of the following conditions is met:
 - a. the study uses a technique to mislead participants,
 - b. the study is conducted without obtaining informed consent for participation by the persons who are subjected to it,
 - c. participation in the study may result in a decrease in the well-being of the persons taking part in it,
 - d. participants do not have the opportunity to opt out of the study at any time,
 - e. participants of the study are students attending classes conducted by the study manager or contractors of the research, and participation in the study is unpaid or the average remuneration is drastically low in relation to the participants' time input. This does not apply to studies that require only a few minutes. It also does not apply to research conducted as part of a class teaching, solely used for teaching purposes.
8. If none of the above conditions are met, the author of the study may also consult the Commission, particularly if the study is related to cooperation with other departments or units of the University of Warsaw or with other universities.
9. The Commission shall issue an opinion at the request of the author of the study or his/her supervisor, and in special situations, at the request of the Dean or the Faculty Council, or other interested parties.

10. Abstracts of the study on which it is necessary to issue an opinion (in accordance with Section 7, and/or for the purposes of publication, or obtaining a research grant, etc.) should be prepared according to points listed in Section 16, in a volume of not more than 5 pages of standardised text.

11. An opinion on study is issued in writing and may be:

- a.** positive - means that the study presented in the application meets the ethical requirements,
- b.** positive conditional (with justification) - means that the study presented in the application should be modified to the extent indicated by the Commission,
- c.** negative (with justification) - means that the study presented in the application may not be reconsidered.

12. The Commission shall get its opinion in secret voting with a simple majority. It is also allowed to vote via e-mail, subject to consent of all members of the Commission.

13. In the event of an inconclusive vote, it is necessary to repeat the voting procedure.

14. Until the Commission gives its opinion, Applicants may not start the study.

15. A negative or a positive conditional decision may be appealed to the Faculty Council.

16. The request for an opinion from the Commission should contain information on the study, in particular:

- a.** the title of the study and the information on the research leader and the members of the research team,
- b.** information on the participants and how they would be recruited for the purpose of the survey,
- c.** a clear statement of the theoretical and practical purpose of the research,
- d.** a description of the study design, including the research methods and techniques used in the study as well as information related to remuneration of the participants,
- e.** a template of instructions and other materials to be distributed among the participants,
- f.** an assessment of risks for the participants of the survey, especially the risks of discomfort and lowering of self-esteem. Other costs incurred by those participating in the survey should also be considered (e.g., input of time, physical effort),
- g.** information on plans for publishing of the study results and ways to ensure anonymity of participation in the survey,
- h.** a statement that the study is not for commercial purposes in nature,
- i.** if the research procedure involves deviation from the recommended standards (e.g., failure to seek consent from participants), a justification for selecting such a procedure should be provided and the project of actions aimed at minimizing the possible adverse effects of participation in a survey conducted in this manner should also be presented.

It should also be noted whether or not, once the study is over, participants will be guided out of the error.

17. The Commission may request an Applicant to deliver further clarifications or additional material to the description of the study.

18. The Commission may also issue opinions in cases of any ethical problems arising in the course of the research work (for example, controversies related to the determination of authorship or protection of intellectual property).

19. Meetings of the Commission are convened by the Chairperson to give an opinion on the previously submitted proposals. The dates of the meetings are set up depending on incoming requirements. The Commission makes every effort to ensure that applications are considered on an ongoing basis (within 4 weeks from the date of application).

20. The meeting of the Commission shall be chaired by the Chairperson or another person designated by him/her. The meeting shall be attended by at least 5 members of the Commission.