



Rules of Procedure

Ethics Commission of EBS Universität

Preamble

The rules of procedure of the local Ethics Committee specify the order of the Ethics Committee and regulate the procedures.

§ 1 Tasks

The commission shall act upon the request of a researcher of EBS Business School, EBS Law School or EBS Executive School. The chairperson of the commission shall comment on the proposals on behalf of the faculties of EBS Universität. The assessment is based on the ethical guidelines of the German Psychological Society (DGPs).

The Ethics Committee examines and, if necessary, issues an opinion on ethical aspects of planned research projects involving humans. The responsibility of the respective scientist remains unaffected.

The Ethics Committee examines in particular whether

1. all precautions have been taken to minimize the risk of the study participants,
2. there is an appropriate balance between the benefits and risks of the research project,
3. the consent of the study participants or their legal representatives is sufficiently documented,
4. the implementation of the project complies with the relevant statutory provisions, in particular the provisions on data protection,
5. whether the requests to the commission contain information on:
 - ✓ goal and schedule of the project,
 - ✓ the type and number of subjects and criteria for their selection,
 - ✓ all steps of the examination process,
 - ✓ burdens and risks for study participants including possible consequential effects and precautions to avert negative consequences,



- ✓ regulations for informing the study participants about the test procedure, which completely, truthfully and comprehensibly inform the participants about the objectives and test procedure (in writing),
- ✓ regulations on the participants' consent to engage in the study (in writing),
- ✓ possibilities for participants to refuse participation or to withdraw from participation; in the case of participants with limited decision-making powers (e.g. children, legally incompetent persons): regulation of consent to participation in the trial by custodians
- ✓ data registration (especially for audio and video recordings and computer protocols) and data storage under the aspect of data anonymization.

The Ethics Committee and its members are independent in executing their duties and are not bound by instructions. They are only responsible to their conscience.

§ 2 Application

- (1) The assessment of a research project shall be carried out at the request of the person responsible for the research project.
- (2) The processing of proposals is subject to the condition that the proposal has not yet been submitted to any other Ethics Committee for review. A corresponding declaration by the applicant must be enclosed with the documents.
- (3) The documents relevant for the opinion shall be sent to all members of the commission by the applicant(s).
- (4) The commission shall decide on the rejection of applications on a case-by-case basis.

§ 3 Review procedure

- (1) The Ethics Committee shall draw up opinions on the basis of the votes of at least three members.
- (2) Members who participate in the research project or whose interests are affected in such a way that there is concern of bias are excluded from the discussion of the passing of resolutions.
- (3) In principle, the Ethics Committee shall decide after oral discussion. Resolutions may be passed in writing by circulation, provided that no member objects.



- (4) The commission may request the applicant(s) to provide an oral explanation of the research project or supplementary documents, information or justifications.
- (5) If there are substantial objections to an application, the applicant(s) may be requested to submit a revised application.

§ 4 Confidentiality of the ethics assessment

- (1) Subject of the proceedings and opinions of the Ethics Committee shall be kept confidential. The members of the commission shall be bound to secrecy. The same applies to experts consulted. Individual votes shall be treated as confidential.
- (2) The members of the Ethics Committee shall, at the beginning of their activities, be informed about their duty of confidentiality.
- (3) Commission votes, application documents, minutes of meetings, amendments, Interim and final reports, correspondence etc. are archived.
- (4) Data protection shall be considered when archiving the application documents.