

**REGULATION FOR THE INSTITUTION AND FUNCTIONING OF THE UNIVERSITY  
RESEARCH ETHICS COMMITTEE  
(Issued by Rector's Decree No. 361 dated 30th October 2020)**

**ART. 1 OBJECT**

1. The University Research Ethics Committee is hereby established at the University of Macerata.
2. The purpose of the Regulation is that of determining its tasks, composition and functioning.

**ART. 2  
CRITERIA AND GUIDING PRINCIPLES**

1. The Research Ethics Committee is established according to the criteria of impartiality and transparency.
2. The Committee ensures compliance with the research, the ethical principles expressed in the Community and National Law as well as in the University Code of Conduct.
3. The Committee acts in compliance with the National, International and Community Law and is guided by the principles laid down in the international conventions, the Charter of Fundamental Rights of the European Union and other documents issued within Europe, and within the Italian Constitution.

**ART. 3 COMMITTEE TASKS**

1. The Committee assesses the ethical profiles when necessary to satisfy the requests of the national, international or EU institutions, or those of the scientific journals.
2. The Committee assesses, as referred to in para. 1, upon request of the University professors and researchers as scientific directors of the research projects, that is authors or coauthors of scientific publications.
3. The Committee has no competence on the functions that are legally reserved to the ethics committee of other institutions, hospitals in particular.

**ART. 4 COMMITTEE COMPOSITION**

1. The Committee is composed of five members nominated by the Academic Senate, at the proposal of the Rector, from a shortlist made by the departments based on the self-nominations of University professors and researchers who have proven experience within the ethical standards concerning research activities.
2. Committee members are nominated by a Rector's Decree.
3. Committee members are nominated for a three-year mandate which can be renewed only twice in succession.
4. Committee members perform their duties for free.
5. The names, position and *curriculum vitae* of the Committee members will be made public on the University website.
6. The unexcused absence for three consecutive times and the termination of employment with the University are cause for loss of the mandate.
7. The resignation of a Committee member will be approved by the Rector.
8. As referred to in para. 6 and 7, as well as each time the replacement of a member is necessary, the new member is nominated by the Academic Senate by consulting the shortlist referred to in para. 1 and will remain in office until the end of the mandate of the other Committee members.
9. Committee members are required to keep their records confidential up until their disclosure.
10. Each member is directly responsible for his or her own work and cannot delegate to others.
11. Committee members are required to abstain from taking part in sessions, voting and judging of controversial issues that could cause a direct or indirect conflict of interest as well as research projects submitted to the Committee in which they are directly or indirectly involved.

**ART. 5**

## **PRESIDENT OF THE COMMITTEE**

1. The Committee members elect the President internally.
2. The President nominates a vice president among the Committee members. In case of absence or impediment of the President, the vice president takes his or her place and assists him or her in the performance of his or her duties.
3. The President:
  - a) convenes and chairs the sessions, setting the agenda;
  - b) promotes and coordinates the activities of the Committee, ensuring compliance with the rules of the present Regulation and of the applicable relative legislation;
  - c) ensures that the Committee will communicate the decisions in accordance with the acts of the internal organization of the Committee.

## **ART. 6**

### **MODE OF OPERATION**

1. The Committee is summoned by the President upon request as referred to in art. 3 para. 2 and whenever necessary.
2. The convocation is sent by email to each member at least one week before the session date, specifying the date, hour, place and agenda and providing the documentation relative to the items to be discussed.
3. Meetings may also be held electronically.
4. The Committee shall proceed effectively if at least three members are present.
5. In case of inability to participate, the Committee members are required to send a written notification to the President.
6. Votes may be taken by open ballot. In the case of a telematic meeting, members may vote by means of an electronic device.
7. A full majority is required for the deliberations of the Committee to be approved.
8. The President may nominate one or more Rapporteurs among the Committee members, based on their competence, delegating to them the duty of opening the discussion on the topics to be discussed.
9. In case of necessity and upon request of at least two members, a consultation of external experts selected by the Committee and nominated with the provision of the Rector may be granted. The external consultant shall not have the right to vote and is obliged to keep the discussion and its outcome highly confidential. The names, position and *curriculum vitae* of the external experts will be made public on the University website. Participating in the meetings gives the external experts the right to reimbursement of expenses.
10. The Committee may invite the professor or researcher requesting the consultation to the meeting however, invitees will not have the right to vote.
11. The Committee may request integrations or modifications to the claimant, giving an appropriate motivation and analyzing the documentation prior to the deliberation.
12. The Committee shall deliberate and include a proper motivation in the relative document, which is an integral part of the report. Potential conflicting opinions will be reported.
13. The Committee shall communicate the decision to the claimant in accordance with the acts of the internal organization of the Committee.
14. If the Committee does not approve a request, the claimant has the right to request a second opinion, upon appropriate integration.

## **ART. 7**

### **FINAL PROVISIONS**

1. All the issues not expressly envisaged in the present Regulation are covered by the applicable relative legislation as well as by the internal regulation of the University.