

## **ETHICS COMMITTEE REGULATIONS**

These regulations define the competencies, composition, and functioning of the Ethics Committee of the Centre for Music Studies (CESEM). The mission of this Ethics Committee is to promote reflection and contribute to the continuous improvement of scientific research by CESEM members, safeguard ethical principles in their areas of intervention, and ensure the general operation of the Research Unit and its relationship with society.

### **1. Competences**

The CESEM Ethics Committee is responsible for:

- 1.1. Ensure access to CESEM's Ethics Charter for all integrated PhD researchers, doctoral students, and collaborators.
- 1.2. Ensuring that the Ethics Charter is applied to the research activities carried out by CESEM members.
- 1.3. To promote reflection, awareness, and training of CESEM members on ethical issues in research, with a view to compliance with the Ethics Charter during all phases of scientific research activities.
- 1.4. Issue opinions on requests for ethical appraisal of projects and other CESEM research activities submitted by its members.
- 1.5. Whenever requested by the President of CESEM, to give an opinion on ethical issues relating to any scientific research activity.
- 1.6. Analyzing situations of non-compliance with the Ethical Charter and carrying out counseling measures.

### **2. Composition**

- 2.1. CESEM's Ethics Committee consists of three to seven integrated PhD researchers appointed by the CESEM Board of Directors.
- 2.2. The Chairman of CESEM's Ethics Committee is appointed by CESEM's Board of Directors.
- 2.3. The Chairman of the Ethics Committee is responsible for convening meetings, defining the agenda, monitoring opinions, communicating with the CESEM Board, writing the annual report, and representing the Ethics Committee externally.
- 2.4. The members are responsible for deciding on requests for ethical consideration and, on a rotating basis, organising the requests submitted to the Ethics Committee, drawing up the minutes of meetings, and collaborating in preparing the annual report.
- 2.5. Any member of the Ethics Committee may resign by submitting a written declaration to the Chairman of CESEM's Board of Directors and must remain in office until a new member is appointed, which must take place within a maximum of sixty days.
- 2.6. The Ethics Committee's term of office coincides with that of the CESEM Board of Directors.

### **3. Functioning**

- 3.1. CESEM's Ethics Committee meets when its chairman decides to do so in the context of analysing and preparing opinions or at the request of another whenever the nature of the requests justifies it.
- 3.2. Notices of meetings must be sent electronically at least eight days in advance, stating the day, time, and place of the meeting, the agenda, and supporting documentation on each subject listed.
- 3.3. CESEM's Ethics Committee can only meet when most of its members, including the President, are present, in person or by videoconference.
- 3.4. CESEM's Ethics Committee takes decisions by a simple majority of the members present, with the Chairman having a casting vote.
- 3.5. For each case being analysed, a dossier is compiled, including all the communications made and documents submitted by the researcher. and the opinion of the Ethics Committee. This dossier is open to the public upon request to the Ethics Committee, unless the author of the request for an opinion makes a reservation or there is a risk to the normal development of the project.
- 3.6. Minutes shall be drawn up for each meeting and signed by the chairman after being submitted to the other members for scrutiny and approval. The minutes shall include the date, time, and place of the meeting, the matters discussed, a summary of what took place, the opinions, recommendations, reports, and other documents subject to deliberation, the decisions taken, and the form and result of the respective votes.
- 3.7. CESEM's Ethics Committee acts with complete independence from CESEM's governing bodies.

### **4. Recommendations**

- 4.1. After receiving a request from a CESEM member, the CESEM Ethics Committee must give its opinion within 30 days. This deadline is counted for research projects when the form is considered complete.
- 4.2. Requests for a statement on research projects should be sent to the Ethics Committee by filling out an online form on the CESEM website.
- 4.3. Questions not covered by the online form or relating to misconduct can be sent to the Ethics Committee's contact email.
- 4.4. If it deems it appropriate, the Ethics Committee may hold hearings and request clarifications and/or additional documents from the researcher.
- 4.5. In cases duly substantiated in writing, the Ethics Committee may consult external experts or refer the request for an opinion and associated documentation to an external Ethics Committee.
- 4.6. The opinions and recommendations of CESEM's Ethics Committee are made in writing.

- 4.7. At least three members of CESEM's Ethics Committee must formulate the opinions and recommendations.
- 4.8. In the case of research projects, the opinion issued may be:
  - 4.8.1. "Positive."
  - 4.8.2. "Positive with recommendations" - the researcher must send a written response to the proposed reformulations within 15 days of receiving the opinion, ticking the option for a change.
  - 4.8.3. "Negative" - in the event of a new submission, the researcher must refer to the opinion issued, ticking the resubmission option.
- 4.9. The documentation analysed by CESEM's Ethics Committee, including all documents analysed and statements, will be kept for a legal period of ten years.

## **5. Impediments**

- 5.1. CESEM's Ethics Committee can intervene in all matters relating to ethical problems in scientific research and can also refuse to do so on matters that it feels do not fall within its remit. It must justify its refusal.
- 5.2. CESEM's Ethics Committee members who find themselves in a conflict of interest concerning the cases under analysis must ask to be excused from evaluating that request.

## **6. Confidentiality**

The members of CESEM's Ethics Committee are subject to a duty of confidentiality concerning matters they consider or become aware of during their mandate and duties. This duty continues even after their mandate has ended.

## **7. Annual Report**

At the end of each calendar year, CESEM's Ethics Committee draws up an activity report, which is sent to CESEM's Board of Directors by 15 February of the following year and must be posted in the Ethics Committee area of CESEM's website.