

## **GUIDELINES FOR SUBMITTING A REQUEST FOR AN OPINION TO THE CESEM ETHICS COMMITTEE**

Within the scope of CESEM's activities, including applications for projects funded by FCT or another national or international organisation, researchers who intend to carry out any research involving living human beings or records about them, including sensitive data (e.g., name, identification number, location data, economic, cultural identity, racial or ethnic origin, philosophical or religious beliefs, health data, among others) must request an opinion on their projects and procedures.

Masters / doctoral / post-doctoral students who are supervised by integrated CESEM members and are enrolled in these study cycles at any of the organisational units associated with CESEM [NOVA FCSH, University of Évora, ESML - IPL, ESMAE-P.PORTO] must submit a request for an opinion on their projects to the ethics committees of the respective organisational units. However, whenever the work carried out to obtain the degree is part of a project covered by CESEM's basic or programme funding, they may submit this request for an opinion to the Ethics Committee of this research unit.

The following documents must accompany the request for an opinion:

- Form available on the CESEM's website.
- The project information leaflet to be given to participants (see template in **Appendix A**).
- Informed consent, duly adjusted linguistically and culturally to the populations/groups to which it is addressed, where applicable (see model in **Appendix B**).
- Copies of interview scripts, observations, questionnaires, or forms for collecting and recording information, where applicable.
- Copy of notification to national (e.g., Directorate-General for Education - <http://mime.dgeec.mec.pt> - in the case of studies taking place in a school environment), European or international authorities, where applicable.

Once the form has been completed and signed and the documents have been collected, email them to [eticacesem@fcsch.unl.pt](mailto:eticacesem@fcsch.unl.pt).

After receiving the opinion of the Ethics Committee, the researcher should:

- Observe the recommendations issued, which will consider the guidelines of CESEM's Ethics Chart.
- Ensure that the inquiry request is approved by national (e.g., Directorate-General for Education) and European and international authorities, where applicable, before starting the project.
- If doubts are raised regarding compliance with the GDPR\*, contact the Data Protection Officer of Universidade NOVA de Lisboa, Universidade de Évora, or the Polytechnic Institutes of Lisbon and Porto, depending on the host institution.

\*

The General Data Protection Regulation (GDPR) came into force on 25 May 2018 and was established by Regulation (EU) 2016/679 of the European Parliament and of the Council, dated 27 April 2016. It protects the rights of natural persons regarding the processing of their personal data and the free movement of such data. This regulation replaces Directive 95/46/EC (General Data Protection Regulation).

## Appendix A. Information leaflet template

Note: The model presented should be adapted to the specific nature of each project. The language should be as clear as possible and suitable for potential participants.

### Research project title

### The researcher responsible for the investigation

### Research objective

*This study is part of XXX (research project/master's thesis/doctoral dissertation), being carried out at the Faculty of Social Sciences and Humanities of the NOVA University Lisbon (or other), funded by XXX (if applicable).*

### Implications of participation

**What are the procedures for this investigation?**

**Is participation in this research voluntary?**

**What are the possible benefits and risks of volunteering?**

**How is data confidentiality ensured?**

**How will the study results be publicised, and for what purposes?**

*A detailed description of the procedures involved, including information on registering, the duration and voluntary nature of participation, and the possibility of withdrawal and/or non-response without any consequences. The compensation offered should also be mentioned, as well as possible risks arising from participation and the expected solution, if any. Explain the conditions of confidentiality and anonymity of the information provided, the destination of the data at the end of the study, how the participant will have access to the results, how the results will be publicised and disseminated, and for what purposes.*

### Favourable recommendation from the Ethics Committee

*Indicate that the study has received a favourable recommendation from CESEM's Ethics Committee and other entities, if applicable.*

### Who should I contact if I have any questions?

*For any questions regarding your participation in this study, please get in touch with XXX [email].*

### Researcher's signature

### Date

## Appendix B. Informed Consent Form

### Note 1:

The following text was written based on a suggestion provided by the Data Protection Officer at NOVA University Lisbon.

### Note 2:

Informed consent should be printed in two copies, one for the researcher and one for the participant. If the data is collected online, the end of the information section about the project should include a mandatory box, with the following text “If you agree to participate, please click on the XX button and proceed to the next page. Completing this questionnaire implies that you have understood and accepted the conditions of the study and consent to participate”. If the person does not click on the box, the questionnaire should not let them move on.

Project title:

Researcher's name:

Researcher contact:

### Processing of your personal data

(adapt according to context) The researcher (indicate name) and the supervisor (Master's, Doctorate, Post-Doctorate) OR Principal Investigator (indicate name of the Professor or Researcher) are responsible for processing your personal data, under the terms of the General Data Protection Regulation (GDPR).

Your contribution is very important to this research, but it is voluntary and strictly confidential, based on your consent.

This research will collect some of your personal data, namely [indicate what applies... gender, age, nationality, level of education, profession, musical experience, etc.], and, if you wish, your e-mail address for future contact. Personal data is pseudonymised and processed in aggregate form. This data is intended solely for academic research work in the field mentioned above and will be disseminated in scientific papers and academic events in an anonymised form.

The personal data processed will be kept for a period of [indicate period], corresponding to the end of the investigation.

You can revoke your consent at any time and, within the legal limitations, exercise your rights to access, update, rectify, and delete your personal data and the right to object to

the use of the data provided for the purposes described above. To do so, please send a request to the following e-mail address: [insert your email address].

You also have the right to complain to a supervisory authority regarding processing your personal data in connection with this questionnaire. In Portugal, please contact the National Data Protection Commission at [www.cnpd.pt](http://www.cnpd.pt).

#### **DECLARATION OF INFORMED CONSENT**

1. I declare that I am informed about the objectives and nature of the research.
2. I understand that participating in this questionnaire is completely voluntary and that I can withdraw my consent anytime.
3. I agree to the processing of my personal data for the purposes explained, namely for the purpose of [explain again], disseminating the results, and its storage by the data responsible for the period informed.
4. I have learned about the possibility of exercising my rights granted by the GDPR.