

## **CARLO CATTANEO UNIVERSITY – LIUC**

### **Regulations of the Ethics Committee for Research of Carlo Cattaneo University – LIUC**

#### **Art. 1 – Purpose**

1. The Ethics Committee for Research (hereinafter also abbreviated as “Ethics Committee”), established at Carlo Cattaneo University – LIUC, is a body composed according to criteria of competence, interdisciplinarity, integrity, and independence.

#### **Art. 2 – Duties of the Ethics Committee for Research**

1. The Ethics Committee for Research operates with the aim of safeguarding, in compliance with applicable regulations:
  - a) the rights, dignity, integrity, and well-being of persons involved in research activities in any capacity, as well as respect for the environment in all its dimensions and components, from a perspective of sustainability;
  - b) the freedom and promotion of science and research, also through activities producing educational and scientific evidence.
2. Upon request from those responsible for the related activities, the Ethics Committee for Research issues opinions, evaluations, and verifications with reference to research projects, studies, their design, but also to the generation of evidence to be published, and which may concern, by way of example and not exhaustively, the following:
  - the collection of personal information or data deriving from perceptions and opinions;
  - the processing of information relating to an identified or identifiable natural person according to the principles outlined in the General Data Protection Regulation (EU) 2016/679 (GDPR). Processing means any operation such as collection, registration, organization, storage, modification, extraction, consultation, use, communication, dissemination, or deletion of personal data.
3. The Ethics Committee for Research also evaluates the existence of potential conflicts of interest that could affect research activities.
4. Opinions, evaluations, and verifications are provided to the scientific leaders of the research, to the structures directly involved, and to the governing bodies of Carlo Cattaneo University – LIUC, to ensure that research activities are carried out in accordance with the ethical principles defined by international, national, and LIUC’s Code of Ethics and Disciplinary Regulations.
5. Specifically, the Ethics Committee for Research carries out the following tasks:
  - a) provide an ethical analysis of research proposals and protocols submitted to it;
  - b) issue opinions, if necessary, to meet requests from external institutions or for internal university needs;

- c) issue opinions, if necessary, to guarantee research products adequate access to scientific journals.
- 6. The opinions expressed by the Ethics Committee for Research are binding for the applicant. If the Ethics Committee issues an unfavourable opinion, it must provide appropriate justification as well as methodological guidance useful for modifying the subject, so as to enable a revised version to be submitted to the Committee in a subsequent meeting.
- 7. For matters relating to clinical trials on humans, basic research, in vitro or genetic research, functions reserved by law to other Ethics Committees of various private or public entities, particularly hospital-based ones, apply, with specific reference to observational and clinical trial studies.

### **Art. 3 – Composition of the Ethics Committee for Research**

1. The Ethics Committee for Research is composed of 3 voting members, appointed by the Academic Council at the proposal of the Rector, with a three-year renewable mandate. At least 2 voting members are selected from full, associate, adjunct professors, retired faculty, or researchers of Carlo Cattaneo University – LIUC or other universities. To complete the composition, 1 member may be chosen among external individuals with proven experience in ethics or research. The Committee is completed by 2 technical members without voting rights, representing the University's Data Protection Officer or delegate, and the Rector's Delegate for Research or delegate of the Research Office.
2. An alternate member may be appointed to replace a regular member in cases of physical impediment, conflict of interest, or force majeure.
3. A member absent without justification three times forfeits their role. Their replacement will be appointed under the same procedures.
4. The names, qualifications, and curricula vitae of the members are made public.
5. Committee members are required to maintain confidentiality regarding all matters until their disclosure.
6. Where necessary, the Committee may consult external experts without voting rights for specific technical expertise.

### **Art. 4 – Appointment and Duties of the Chairperson**

1. To ensure maximum independence, the Chairperson is elected by a majority of the Committee members during the inaugural meeting.
2. The Chairperson appoints a Vice-Chairperson, who replaces them in case of impediment. In the absence of both, the most senior voting member present assumes the chair.
3. The Chairperson:
  - a) convenes, chairs, and directs the meetings;

- b) ensures compliance with these Regulations, the Code of Ethics, ethical principles, and applicable law;
- c) ensures, with the support of the Committee Secretariat and the Research Office, that decisions are communicated in due time and according to the procedure;
- d) reports on the Committee's activities to the Academic Council and the Rector, upon request.

#### **Art. 5 – Operating Procedures**

1. The Committee establishes and publishes the annual calendar of meetings, held monthly, and must promptly communicate any changes. Extraordinary sessions may be convened by the Chairperson, with the assistance of the Secretariat of the Committee. In the absence of requests for opinions/evaluations by the deadline, scheduled meetings are cancelled.
2. The Research Office acts as Technical Secretariat of the Committee. It receives requests for opinions from research leaders, individual researchers, students, or external bodies, and promptly informs the Chairperson, as well as the Rector's Delegate for Research, who, on request, may attend the meetings.
3. Requests for opinions must be submitted in Italian or English, using the official procedure. Requests must be received at least 15 days before the scheduled meeting to be added to the agenda. Each request receives a protocol number for tracking the documentation.
4. For the evaluation, the Chairperson may appoint one or more rapporteurs with relative competence to introduce the discussion on the subject of the request during the meeting.
5. The University Data Protection Officer or delegate must attend Committee meetings.
6. The Committee's opinion is communicated to the applicant within 15 days of the decision.
7. Opinions do not exempt applicants from their responsibilities.
8. Meetings held via videoconference or telematic means are valid. In such cases, votes and opinions may be expressed electronically.

#### **Art. 6 – Voting and Decision-Making**

1. Meetings are valid if the majority of voting members are present.
2. Votes are cast openly, except as provided in Art. 5(8).
3. The final opinion, like any other decision, even a temporary one, is approved by absolute majority.
4. The official minutes report the opinion on each request and any reasons for requests for further information.

#### **Art. 7 – Request Procedure**

1. Research applicants must complete the request form, and submit it, to the Secretariat by the deadlines.
2. Requests may also be sent electronically, with attachments, to the email: [ricerca@liuc.it](mailto:ricerca@liuc.it).
3. Applicants must ensure receipt of their request by the competent office.
4. The Committee may request additional documentation at any time, which may extend the evaluation period.
5. Opinions are provided free of charge to LIUC researchers.

#### **Art. 8 – Final Provisions**

1. These Regulations enter into force the day after publication of the Rector's Decree on the University's website.
2. For any matters not expressly regulated herein, reference is made to national, EU, and international legislation in force.