

Faculty of Education and Rehabilitation Sciences
of the University of Zagreb
Ethics Committee

PROTOCOL FOR THE PROVISION OF OPINIONS ON THE COMPLIANCE OF WRITTEN MATERIALS WITH THE PROVISIONS OF THE CODE OF ETHICS OF THE ETHICS COMMITTEE IN SCIENCE AND HIGHER EDUCATION, THE CODE OF ETHICS OF THE UNIVERSITY OF ZAGREB AND THE RULES OF PROCEDURE OF THE ETHICS COMMITTEE OF THE FACULTY OF EDUCATION AND REHABILITATION IN THE CONTEXT OF APPLICATION PROCEDURES FOR SCIENTIFIC PROJECTS, DOCTORAL DISSERTATIONS, SPECIALIST THESES, GRADUATE THESES AND SEMINAR PAPERS IN THE SCIENTIFIC FIELDS OF EDUCATIONAL REHABILITATION AND SPEECH AND LANGUAGE PATHOLOGY

The Ethics Committee of the Faculty of Education and Rehabilitation Sciences, University of Zagreb (hereinafter: Ethics Committee), shall provide an opinion on the compliance of written materials with the provisions of the Code of Ethics of the Ethics Committee in science and higher education¹, the Code of Ethics of the University of Zagreb² and the Rules of Procedure of the Ethics Committee of the Faculty of Education and Rehabilitation³ in the context of the application procedures for scientific projects, doctoral dissertations, specialist theses, graduate theses and seminar papers in the scientific fields of educational rehabilitation and speech and language pathology.

The role of the Ethics Committee is to promote ethics in research through the protection of the rights, dignity and well-being of participants in scientific research.

Respecting ethical principles in research conducted by undergraduate and graduate students is the responsibility of mentors, who, if necessary, shall consult with the member of the Ethics Committee who represents the relevant study program or may seek the written opinion of the Ethics Committee.

The request for the opinion of the Ethics Committee on the compliance of written materials with the Code of Ethics for the purpose of submitting scientific projects and other papers shall be addressed to the president of the Ethics Committee. The written copy of the request shall be sent by regular mail or shall be filed (to the Dean's Secretary), while the electronic version of the request shall be sent to the e-mail address of the Ethics Committee (eticko.povjerenstvo@erf.hr).

The Ethics Committee shall provide an opinion within 30 days of receiving the filed version of the request.

¹ Available at <https://www.azvo.hr/hr/odbor-za-etiku>

² Available at:
http://www.unizg.hr/fileadmin/rektorat/O_Sveucilistu/Dokumenti_javnost/Propisi/Pravilnici/Eticki_kodeks.pdf

³ Available at: <http://www.erf.unizg.hr/images/dokumenti/ERF-PoslovnikiEtickoPovjerenstvo.pdf>

Research must not be initiated before receiving a positive opinion from the Ethics Committee.

The planned research/project shall be described briefly in the request (up to one page of text): name of the research/project, name and surname of the main researcher and the associate, type of the research, time and location of the research, sample of respondents and purpose of the research/project.

The following shall be submitted with the request:

- research/project draft,
- instruments and protocols to be used,
- approvals/consents/letters of intent from collaborating institutions.

The request shall be signed by the applicant and (when necessary) co-signed by the main researcher, mentor, etc.

The following ethical requirements prescribed by Article 17 of the Rules of Procedure of the Ethics Committee of the Faculty of Education and Rehabilitation Sciences, University of Zagreb, shall be evident from the research draft:

- It shall be planned with the aim of creating new knowledge important for the well-being of the individual, community and science.
- It shall be planned to be carried out with due regard for the principle of conscious and written consent of the participants given on the basis of information about the aim, goals and procedures of the research; regard for the mode of data protection and privacy; and regard for the possibility of a respondent to withdraw from the research at any stage.
- It shall be planned to be carried out with due regard for the rights and dignity of all respondents and other participant in scientific research and professional work.
- When children under the age of 14 or persons with intellectual disabilities participate in the research, the informed consent of their parents or guardians shall be ensured.
- The possible risks to which respondents may be exposed as a result of participating in the research shall be considered and described.
- Procedures to maintain the confidentiality of the data collected during the research shall be planned and described.
- Procedures to inform participants about the obtained results, as well as about the purpose and how the research results will be used, shall be planned and described.
- If the research is conducted in collaboration with other institutions, the permission (of the head or the ethics committee) of the competent institution or ministry shall be collected and attached.

PROJECT/RESEARCH DRAFT FORM
(to be filled out with relevant data about the planned research/project)

DATA ON THE RESEARCHER/PROJECT MANAGER	
Researcher (name and surname, institution/department)/ project manager	
Researchers contact details (e-mail, phone)	
Associates	
Type of the research	quantitative/qualitative
GENERAL DATA ON THE PROPOSED RESEARCH/PROJECT	
Research/project name	
RESEARCH/PROJECT DESCRIPTION	
Objective of the research	
Aim of the research/ practical value and contribution	
Research problems	
Relevance of the research	

METHOD	
Sample/participants in the research (sampling)	
Awards to participants (compensation for participation)	
Instruments/ Protocols	
Methods of conducting research	
Additional permissions/ consents for conducting research	
Research time	
Manner of compliance with the principle of informed consent of the participants	
Protection of specific groups of participants (e.g. children, people with intellectual disabilities)	
Procedures for respecting the rights and dignity of participants and researchers	

METHOD	
Procedures for respecting the anonymity and confidentiality of data	
Procedures for informing participants about the obtained results (feedback)	
Potential risks for participants and ways to deal with the risks	
Procedures for maintaining the confidentiality of data collected during the research	
Use of data	Doctoral dissertation, specialist thesis, graduate thesis, seminar paper, scientific monograph, paper published in journals, presentations at conferences, congresses, etc.

I am aware of all legal and ethical norms for conducting scientific research in the scientific fields of educational rehabilitation and speech and language pathology, which include the persons who are respondents/participants. I am aware of the obligation to receive a positive opinion from the FERS Ethics Committee before beginning with the research. I undertake to make corrections proposed by the FERS Ethics Committee.

Place and date:

Signature of the researcher:

Signature of the mentor:

Signature of the research/project coordinator