

Terms of reference for the Research Ethics Committee at Roskilde University¹

Constitution

1. By delegation from Rector, the Pro-rector appoints a committee to manage matters concerning good scientific practice, known as the Research Ethics Committee (hereinafter referred to as the Committee).

(2). The Committee consists of one representative from each of the university's departments, nominated by the respective department councils and finally appointed by the pro-rector for a four-year term of office. For each representative, an alternate is also appointed if possible. Professors or associate professors at Roskilde University may be appointed as members and alternates. If a member resigns during the term of office, the member's alternate assumes the position of member for the remainder of the term of office and a new alternate is nominated by the respective department council for appointment by the pro-rector.

(3). The Committee shall organise itself and elect a chairman amongst its members.

Stk. 4. The Committee may be supplemented on special issues by individuals who provide special insight into a particular area of expertise.

Stk. 5. Any expenses for the Committee's work will be arranged with the pro-rector in each individual case.

Tasks

2. The Committee is tasked with:

- 1) contributing to the clarification of existing norms of good scientific practice,
- 2) initiate discussions on the norms of good scientific practice,
- 3) staying informed and advising on current as well as fundamental ethical and integrity-related challenges in relation to conducting research (such as impartiality, plagiarism, co-authorship, and academic integrity) and following the national and international debate on these issues,
- 4) presenting new initiatives and proposals for new rules and guidelines for good scientific practice to the Pro-rector and the Academic Council,
- 5) clarifying the competence to handle cases of scientific misconduct (handled by The Danish Board on Research Misconduct) and cases of questionable research practices (handled by the Committee) submitted to Roskilde University,
- 6) submit cases of research misconduct to the Danish Board on Scientific Misconduct and assist the Board in its work, cf. the Danish Act on Scientific Misconduct etc,

¹ This document is an English translation of *Kommissorium for Forskningsetisk Udvalg ved Roskilde Universitet*. In case of discrepancy, the Danish version takes precedence.

- 7) handle cases of questionable research practice and make recommendations to the Pro-rector (see also the Committee's guidelines for handling cases of suspected Scientific Misconduct and questionable research practice),
- 8) Make research ethics approvals of experiments and research projects or parts of research projects where this is required, for example, by either the funding body, publication channel or external collaborator as delegated by the pro-rector.

The Committee regularly informs the Pro-rector about its activities via the Committee's meeting minutes and through verbal briefings. On this basis, the Pro-rector submits an annual report to the Academic Council, which is presented for discussion before being forwarded to the Board with the Academic Council's comments.

Meetings

3. The Committee shall conduct its business in meetings. The Committee shall hold at least two meetings a year and otherwise as required at the initiative of the Chairman.

(2). Notice of meetings shall be sent electronically to members as far as possible with 8 days' notice. The invitation is accompanied by an agenda and relevant supporting material.

(3). When circumstances require it or when a matter is particularly urgent, the Chairman may convene extraordinary meetings. A committee member wishing to request an extraordinary meeting must inform the Chairman hereof.

4. Decisions on the handling and decision on individual cases are made by the Committee in meetings. The Chairman executes the Committee's decisions and is authorised to take all necessary steps for the clarification and processing of the cases in general.

(2). Routine matters may be dealt with in writing if approved by the Committee. Similarly, the Chair may, on a case-by-case basis, allow individual cases to be dealt with in writing, e.g. cases of an urgent or factually less complicated nature.

Publicity and confidentiality

5. Committee meetings are held in closed session.

(2). The members of the Committee are bound by professional secrecy regarding information covered by the legal provisions on professional secrecy.

6. The Committee's meeting material, including agendas and minutes of decisions, shall as far as possible (depending on any confidentiality obligations) be accessible on the university's website.

(2). The Chairman of the Committee informs the Pro-rector about ongoing and decided cases as needed.

(3). The Committee informs the university's employees about the Committee's decisions and other activities through publication on the university's website. Mention of any personal matters in the annual report is anonymised.

Quorum

7. The Committee is quorate when more than half of its members are present.

(2). The Committee meeting is chaired by the Chairman. In the absence of the Chairman, one of the Committee members present shall be elected to chair the meeting. The chairperson shall decide on all matters relating to the proceedings of the meetings.

(3). Decisions of the Committee shall be taken by majority vote of those present. In the event of a tie, the vote of the chairman shall be decisive.

Attendance, impartiality, and alternates

8. Members are obliged to attend committee meetings.

(2). If a member is unable to attend a meeting, the member's alternate is convened at the chairman's discretion. Membership is transferred to respective alternates in the event of a member's long-term absence, cf. section 1(2) of the Terms of Reference.

(3). Members, alternates, and others who are disqualified in relation to a case may not participate or otherwise assist in the processing of the case in question, cf. section 2 of the Public Administration Act.

Minutes and execution of the Committee's decisions

9. The Committee's decisions are recorded in the minutes of the meeting, which, as far as possible, are sent electronically within 14 days of the meeting and submitted for approval. Approval of the minutes can be done electronically. Any member may request that their dissenting opinion be recorded in the minutes.

(2). The Chairman shall execute the decisions of the Committee.

10. The Committee describes its activities and case handling on the university's website.

(2). The Committee may determine its rules of procedure.

Roskilde University, March 19th, 2025.

Peter Kjær, Pro-rector.