

Rules of Procedure of the Ethics Committee for the Master of Science "Exercise Science & Training" at the Faculty of Human Sciences of the Julius-Maximilians-Universität Würzburg

Preamble

Ethically responsible research as part of the master's degree programme in Exercise Science and Training, which is based at the Chair of Integrative and Experimental Training and Exercise Science and the Sports Centre of the Faculty of Human Sciences at Julius-Maximilians-Universität Würzburg, is characterised by respectful and responsible treatment of people who take part in studies and research projects in the service of science. The ethics committee assesses the ethical responsibility of a research project. However, the vote of the ethics committee does not release the scientists from their responsibility to ensure that the research project is conducted in an ethically acceptable manner. The ethics committee can only assume responsibility where it is appropriately well and fully informed about the planned research procedure and its potential ethical risks. More in-depth details and the realisation of the actual research process are in the hands of the scientists responsible. A positive vote by the ethics committee does not release the researcher from the responsibility to ensure compliance with the relevant ethical regulations at all times.

The procedure of the Ethics Committee of the master's degree programme in Exercise Science and Training at the Faculty of Human Sciences of the Julius-Maximilians-Universität Würzburg is based on the professional ethical principles for sports scientists of the German Association for Sports Science (dvs) and the rules of procedure of the German Society for Psychology (DGPs).

The rules of procedure of the Ethics Committee of the master's degree programme Exercise Science and Training at the Faculty of Human Sciences of the Julius-Maximilians-Universität Würzburg specify the rules of the Ethics Committee and regulate the procedures.

§ 1 Tasks of the Ethics Committee

The Ethics Committee becomes active when a scientist from the Sports Centre and/or the Chair of Integrative and Experimental Training and Exercise Science at Julius-Maximilians-Universität Würzburg wishes to have a research project that is primarily part of the master's degree

programme in Exercise Science and Training ethically assessed. The Ethics Committee examines and, if necessary, issues an opinion on the ethical aspects of planned research projects on humans. The responsibility of the scientists conducting the research remains unaffected, so that all consequences under civil law and liability law must be borne by the applicant.

The Ethics Committee is an independent body that examines and assesses the ethical admissibility of sports science research projects before they are carried out, insofar as this is not regulated by other mandatory provisions. The subject of the assessment are applications for sports science research projects from the master's degree programme Exercise Science and Training, which are carried out at the Sports Centre and/or at the Chair of Integrative and Experimental Training and Exercise Science or applications involving at least one member of these same facilities/institutes in the research project. The basis for the assessment of ethical responsibility are the ethical guidelines of the relevant professional associations, such as the professional ethical principles for sports scientists of the German Association for Sports Science (dvs) and the rules of procedure of the German Society for Psychology (DGPs).

The Ethics Committee examines in particular whether

1. all precautions have been taken to minimise the risk for test subjects,
2. there is an appropriate balance between the risks and benefits of the project,
3. the consent to participate of the subjects or their legal representatives is sufficiently documented,
4. the implementation of the project complies with the relevant legal provisions, in particular the provisions on data protection,
5. the applications to the Ethics Committee contain information on:
 - the aim and schedule of the project,
 - the type and number of test subjects and the criteria for their selection,
 - all steps of the study procedure,
 - Burdens and risks for test subjects, including possible side effects and precautions to avert negative consequences,
 - Regulations for informing the test subjects about the experimental procedure, which provide complete, truthful and comprehensible

information for the test subjects about the objectives and experimental procedure (in written form),

- Regulations on the subjects' consent to participate in the study (in writing),
- Possibilities for subjects to refuse or withdraw from participation in the case of subjects with limited decision-making capacity (e.g. children, legally incompetent persons): Regulation of consent to participation in the trial by authorised persons, insurance cover provided, if necessary,
- Data registration (especially for audio and video recordings and computer logs) and data storage with regard to data anonymisation.

The Ethics Committee and its members as well as the reviewers appointed by it are independent in the fulfilment of their duties and are not bound by instructions. They are responsible only to their conscience.

Cases whose assessment exceeds the competences of the Ethics Committee will be rejected.

§ 2 Application

(1) The review of a research project is carried out at the request of the person(s) responsible for the project.

(2) Applications are processed on the condition that the application has not previously been submitted to any other ethics committee for review. A corresponding declaration by the applicant must be enclosed with the documents.

(3) The documents relevant to the ethics opinion must be sent by the applicant to all committee members in electronic form.

(4) Applications are generally submitted in a two-stage procedure.

- In the first stage, the applicant must submit a brief application. This consists of the "Application form for the assessment of a sports science research project by the Ethics Committee of the master's degree programme in Exercise Science and Training", as well as sample copies of the informed consent form. Brief applications are reviewed by a selected member of the committee to determine whether ethically problematic aspects may require closer scrutiny. If the short application is classified as unobjectionable, the certificate of ethical harmlessness is issued on the basis of the short application.

- If the research project described in the short application is not classified as unobjectionable, the applicant will be invited to submit a full application. The review procedure for full proposals is regulated in §3.
- If the submission of a full application appears necessary for factual reasons (e.g. testing of underage subjects, clinical or vulnerable samples, use of deception regarding the purpose of the study), a full application can be submitted directly.

(1) The committee shall decide on the rejection of applications on a case-by-case basis.

(2) Applications can be submitted to the Ethics Committee that can be assigned to the entire spectrum of sports science subjects.

§ 3 Review process for full proposals

(1) The Ethics Committee shall draw up opinions for full proposals on the basis of the votes of at least three members.

(2) Members who are involved in the research project or whose interests are affected in such a way that there is concern of bias are excluded from the discussion of the resolution.

(3) The Ethics Committee shall generally adopt its opinion following an oral discussion. Written discussion by circulation is permissible, provided no member objects.

(4) As a rule, decisions are made on the basis of votes submitted in writing and, if applicable, the corresponding statements. Decisions may be made after oral discussion, provided that no member objects. Voting rights may be transferred in accordance with Section 3 (4) of the "Regulations of the Ethics Committee of the master's degree programme in Exercise Science and Training".

(5) The committee may request the applicant to provide an oral explanation of the research project or to submit additional documents, information or justifications.

(6) If there are substantial objections to an application, the applicant may be requested to submit a revised application.

(7) The applicant may be heard by the Ethics Committee before it issues its opinion. He/she shall be heard at his/her request.

(8) The applicant must be informed of the ethics committee's opinion in writing. A negative assessment or a recommendation to amend the research project must be justified in writing.

(9) If an application is assessed negatively for ethical reasons, the applicant may present counterarguments and request a new opinion from the committee.

(10) Resolutions of the Ethics Committee require a simple majority of the members. If a resolution is passed, it is generally a resolution of the Ethics Committee as a whole.

(11) The committee may authorise the chairperson to decide alone in cases to be specified. He/she must inform the Commission as soon as possible.

(12) Multicentre studies that have already been assessed by another commission may be dealt with by the chairperson. The committee must be informed and consulted in cases of doubt.

(13) Meetings of the Ethics Committee are not public. Their results are to be recorded in minutes.

(14) An application must be submitted before the reviewed research project is carried out.

(15) If costs are incurred during an assessment, these shall be borne by the applicant. The applicant will be informed in advance of the expected costs and may withdraw his/her application if necessary.

§ 4 Confidentiality of the ethics review

(1) The subject matter of the proceedings and the opinions of the Ethics Committee shall be treated confidentially. The members of the committee are bound to secrecy. The same applies to any experts consulted. Individual votes shall be treated confidentially.

(2) The members of the Ethics Committee shall be instructed about their duty of confidentiality at the beginning of their work.

(3) Committee votes, application documents, minutes of meetings, amendments, interim and final reports, correspondence, etc. shall be archived for 5 years. Archiving may also take place in electronic format.

(4) When archiving the application documents, data protection in accordance with the General Data Protection Regulation of the European Union must be observed.