APPROVED
By the Council of the Institute of International Relations and Political Science
Vilnius University
Decree No. (1.10 E) 270000-TPN-1, 14 November 2024

REGULATIONS OF THE RESEARCH ETHICS COMPLIANCE COMMITTEE OF THE INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE, VILNIUS UNIVERSITY

CHAPTER I
GENERAL PROVISIONS

1. The Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science of Vilnius University (hereinafter – the Regulations) shall regulate the objectives, the procedure of formation, functions, organisation of work and the procedure of decision-making of the Research Ethics Compliance Committee (hereinafter – the Committee) of the Institute of International Relations and Political Science (hereinafter – the Institute) of Vilnius University (hereinafter – the University).

2. The Regulations are developed based on the Guidelines for the Assessment of Compliance with Research Ethics, approved by order of the Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania No V-60 of December 10 2020[1], and seek to implement the policy of respect for human rights and dignity in research. The assessment of compliance with research ethics of planned research shall aim at ensuring that the research planned (for example, proposals for competitive funding, competitively funded projects, commissioned research) by the Institute's doctoral students, Institute’s employees and investigator groups, where at least one investigator works at the Institute or is a doctoral student, (hereinafter referred to as "Investigators") and in exceptional cases (when the need is assessed and request is made by the supervisor) by undergraduate and postgraduate students complies with the ethical standards of scientific research.

3. The objectives of the Committee are:

3.1. to assess the compliance of planned research with research ethics requirements;

3.2. to help Investigators properly comply with ethical principles when planning their research;

3.3. to increase public confidence in the academic research community.

4. The objectives of the Committee's research ethics review are:

4.1. to ensure the rights, dignity and well-being of research participants;

4.2. to ensure compliance with the principles of research ethics;

4.3. to assist the Investigators in the proper management of data, including personal data;

4.4. to minimise the risk of harm to the participants and the Investigators from participating in the study.

5. The Committee does not assess the quality of the planned research, monitor or evaluate or take responsibility for the research implementation process, or evaluate data protection, and in those cases, when indicated that data protection impact assessment is necessary, does not oversee its implementation.

CHAPTER II
PROCEDURE FOR SETTING UP THE COMMITTEE

6. The Committee shall be composed of at least 5 members, including the Chairperson, all nominated by the Institute's employees and doctoral students and submitted by the Director of the Institute to be approved by the Institute's Council. The Council approves the members of the

[1] https://etikostarnyba.lt/wp-content/uploads/2022/07/Guidelines-for-Ethical-Review-incl-amendments.pdf

Committee for a 3-year term. The members of the Committee may be doctoral students, lecturers, and/or investigators of the Institute. The same person may not be appointed for more than two consecutive terms.

7. When composing the Committee, the Institute's Director shall call the Institute's employees and doctoral students to stand as a candidate or nominate others. In nominating members to the Committee and its Chairperson, the Institute's employees and doctoral students shall take into account the nominees' professional qualifications, competencies, and experience in research conduct, research ethics, data protection, and management and shall seek to maintain a balance of gender and academic career stages among the members.

8. When considering the approval of the members of the Committee including the Chairperson, the Council shall take into account the nominees' professional qualifications, competencies, and experience in the conduct of research, research ethics, data protection, and management, and shall seek to maintain a balance of gender and academic career stages among the members.

9. Before beginning their work, the approved members of the Committee shall sign a pledge of confidentiality (see Annex 1), which must be respected during their term and for a period of 5 years after the end of the term, and a declaration of impartiality (see Annex 2). These documents shall be signed and registered in the University's document management system. In the performance of their duties, members shall also be guided by the principles of respect for human rights and dignity, transparency, and other principles set out in the Code of Academic Ethics of Vilnius University[2], the codes of professional ethics, other documents regulating research ethics, and these Regulations.

10. The mandate of a Committee member shall expire:

10.1. at the end of the member's term of office;

10.2. in the event of the termination of their employment or studies relationship with the University (does not apply when a member of the Committee becomes an employee of the University at the end of their studies);

10.3. in the event of the voluntary resignation of the member, when the request for resignation is submitted to the Chairperson of the Committee;

10.4. when the member is unable to perform their duties due to illness;

10.5. in the event of the death of the member;

10.6. after the expiry of a temporary member's period of substitution of another member, set out when appointing the temporary member of the Committee (paragraph 13 of the Regulations);

10.7. in the event of dismissal from office if the member has breached academic ethics, failed to comply with the requirements of the Committee's Regulations and the principles referred to in paragraph 9 of these Regulations, or has breached the obligations set out in the Pledge of confidentiality and the declaration of impartiality. In the event of dismissal, the member shall be removed by the proposal of the Chairperson of the Committee or, if the member is also the Chairperson of the Committee, by the proposal of a majority of the members of the Committee. The Council shall decide on the dismissal of the member.

11. A new member of the Committee shall be appointed for the remainder of the term of office in the place of the member whose term of office has expired on the grounds set out in subparagraphs 10.2-10.6 of the Regulations, following the procedure laid down in the Regulations.

12. If a member of the Committee is faced with a conflict of interest in the performance of their duties (i.e., having to consider and vote on compliance with research ethics of their research, that of a person close to them, that of their thesis supervisor, that of their doctoral student, or that of a person to whom the member is related by a relationship of subordination, or in any other event when they are not able to perform their duties objectively and impartially), they must immediately recuse themselves from the assessment of the application that constitutes a conflict of interest by informing the Chairperson of the Committee. Failure to declare a conflict of interest in time shall be subject to the actions set out in paragraph 3.2 of the Declaration of Impartiality (see Annex 2).

[2] https://www.vu.lt/site_files/Studies/Study_regulations/Code_of_academic_ethics_VU.pdf

13. Should a member of the Committee be unable to perform their duties for serious reasons for more than 6 calendar months, the Council, on the submission of the Director, shall approve a temporary member of the Committee for a limited period as set out in these Regulations. The temporary member shall have all the rights, duties, and powers and perform all the functions of a member of the Committee as set out in these Regulations.

14. Chairperson of the Committee:

14.1. organises and coordinates the activities of the Committee;

14.2. decides which procedure (standard or simplified) the Committee will use to process the applications (paragraph 24 of the Regulations);

14.3. allocates the processing of applications to the members of the Committee (subparagraphs 27.1 and 28.3 of the Regulations);

14.4. decides if revised and resubmitted forms have to be examined following a standard procedure or directly transferred for the Committee's decision in the upcoming meeting (subparagraph 28.8 of the Regulations);

14.5. convenes and chairs meetings of the Committee;

14.6. initiates the Committee's decision on compliance with research ethics of planned research after members of the Committee processing an application in a simplified procedure come to a positive conclusion;

14.7. decides on the extension of the validity period of the Committee's decision (paragraph 32 of the Regulations);

14.8. appoints temporary members of the Committee (paragraph 13 of the Regulations);

14.9. appoints a substitute Secretary for a meeting from among the members of the Committee (paragraph 18 of the Regulations);

14.10. submits the resignations of Committee members to the Director of the Institute (subparagraph 10.3 of the Regulations);

14.11. submits requests for dismissal of Committee's members to the Council (subparagraph 10.7 of the Regulations);

14.12. carries out other activities related to the functions of the Committee.

15. The performance of the duties of a member shall be renumerated following the procedures laid down by the University's legal documents. The remuneration for Committee members and the material and organisational conditions necessary for the functioning of the Committee shall be provided by the Director of the Institute.

16. The Secretary of the Committee shall be appointed by the Director of the Institute. The Secretary shall not be a member of the Committee and shall have no rights as a member. The Secretary of the Committee shall be required to sign a pledge of confidentiality, which must be respected during their term and for a period of 5 years after the end of the term (see Annex 1), and a declaration of impartiality (see Annex 2). The Secretary of the Committee shall be reimbursed following the procedures laid down by the University's legal documents.

17. Secretary of the Committee:

17.1. communicates with the Investigators who have submitted applications, facilitates communication between the Investigators who have submitted an application and the Committee;

17.2. registers the documents of the Committee in the University's document management system;

17.3. draws up the minutes of the meetings;

17.4. sends the Committee's decision reports to the Investigators who have submitted applications to the Committee;

17.5. informs the University's Data Protection Officer about planned research involving the processing of personal data to record it in the Register of Personal Data Processing Activities;

17.6. collects and organises data on the Committee's activities;

17.7. publishes information on the activities of the Committee on the Institute's website;

17.8. initiates the coordination of the necessary documents with the University's Data Protection Officer and the responsible University departments;

17.9. Under the authority of the Institute's Director or the Committee's Chairperson, performs other functions related to organising the Committee's work.

18. The Secretary of the Committee must attend the Committee meetings. If they are unable to attend, another member of the Committee appointed by the Chairperson of the Committee shall substitute Secretary of the Committee.

CHAPTER III
COMMITTEE FUNCTIONS

19. Committee functions are:

19.1. to assess the compliance of the planned research of the Investigators with research ethics based on the documents governing professional and research ethics, legal documents relating to the requirements and principles of research ethics and the protection and management of personal data, and decide on compliance with research ethics;

19.2. to advise the Investigators who have submitted applications on the compliance of their research with research ethics;

19.3. to advise, provide guidance and methodological assistance to Investigators on the preparation of documents required for the conduct of research, relating to research ethics, collection, use, protection and management of personal data;

19.4. to make recommendations to the Director of the Institute and the Science and Research Department on the development of the Institute's documentation, training in research ethics, data protection, and management;

19.5. to coordinate the development and updating of templates for documentation of ethical compliance of Investigators' research (research ethics review questionnaire, data management plan, etc.);

19.6. to consider and to take decisions on the provision of publicly available information on the Committee's activities;

19.7. to ensure that conclusions on the compliance of planned research with research ethics are registered in the University's document management system;

19.8. to perform other functions necessary for the achievement of the Committee's objectives.

CHAPTER IV
THE ORDER OF ORGANISING THE WORK AND DECISION-MAKING PROCEDURES OF THE COMMITTEE

20. Institute’s doctoral students, Institute’s employees or Investigator groups where at least one Investigator is employed at the Institute or is a doctoral student at the Institute, whose planned research involves the participation of human subjects and/or uses their personal data (including data such as social media posts) are advised to apply for the assessment of compliance with research ethics to the Committee before submitting their research proposals for competition or before the start of the research.

21. The compliance of undergraduate and postgraduate students’ research with research ethics shall be assessed only in exceptional cases and only at the request of the supervisors. In such cases, the supervisors shall perform all the duties of the Investigator referred to in these Regulations and shall be the ones to whom the reports on the Committee’s decisions referred to in paragraph 31 of the Regulations shall be forwarded.

22. The Committee only assesses compliance with research ethics of research that has not yet started. An exception is made for longitudinal studies that have been initiated before the start of the Committee's work and for research approved by the Committee and already underway in case a

revised application with non-substantial changes to the study is submitted. However, even for these studies, only the future phases of the study are assessed in terms of compliance with research ethics.

23. If there are any pending applications, the Committee shall meet at least once a month. The Committee shall determine its semi-annual schedule, which shall be available on the Institute's website.

24. Investigators seeking an assessment of the compliance of their planned research with research ethics shall submit a shortened application form (see Annex 3) to the Committee through the online application system. Upon receiving a shortened form of this application, the Chairperson conducts an initial review and decides that the Committee will process it in one of two ways: standard or simplified. The Chairperson of the Committee shall decide on the assessment method within a maximum of 5 working days from submitting the form in the electronic application system. Investigators who seek to submit their application for the assessment may apply for the standard procedure by completing the standard application form and submitting it to the email address amtek@tspmi.vu.lt. All applications received will be registered in the University's document management system.

25. Only the applications that meet at least one of the following criteria will be examined under the simplified procedure (paragraph 27 of the Regulations):

25.1. no research on human subjects and their personal data is planned (i.e., no use of social media posts);

25.2. no personal data is intended to be collected in the planned research with human subjects (e.g., anonymous large-scale surveys), and there is no hierarchical relationship between the Investigators and the subjects, the participants are free to decide for themselves whether to take part in the study, there are no plans to investigate vulnerable groups[3] , there are no plans to provide remuneration or compensation for participation, there is no deception (where the true objectives of the study are not stated, etc.), the study does not pose a higher than minimal risk or harm to the participants or Investigators, the study does not use artificial intelligence, the research is not being conducted outside the European Union, there is no potential for abusing the planned research's intended results in a way that violates human rights or dignity or causes negative social or other consequences, and there are no other aspects of the planned research that could raise research ethics concerns.

26. In all other cases, or in the event of any doubt about the adequacy of the simplified process, planned research is assessed in the standard way (paragraph 28 of the Regulations).

27. The assessment of the compliance of the planned research with the principles of research ethics in a simplified way is to be implemented in the following order:

27.1. if the Chairperson decides that the application will be examined in a simplified way, they shall delegate the examination of the application to two members of the Committee;

27.2. the chosen Committee members will assess the application and provide the Chairperson with their individual conclusions on the compliance of the planned research with the principles of research ethics;

27.3. if the Committee members, after reviewing the application, both provide the Chairperson with positive conclusions on the compliance of planned research with research ethics and the Chairperson raises no further substantive issues regarding the compliance of the planned research with research ethics, the Chairperson shall initiate the Committee’s decision on compliance of the planned research with research ethics;

[3] Vulnerable groups: persons who, because of health problems, are considered to be unable to adequately represent their own interests or give informed consent, children and other minors, people with disabilities, the elderly, pregnant women, single parents with minor children, victims of trafficking, persons with seriously illness, persons with mental illness, persons who have suffered torture, rape or other forms of serious psychological, physical or sexual violence, refugees, immigrants, various minorities, students (where the investigation relates to their studies), residents of nursing or care homes, soldiers on active military service, employees under the authority of the Investigator, prisoners, detainees, persons residing in social welfare institutions, etc. There is no exhaustive list of vulnerable groups, different legal documents list different groups. Even for a group of persons not mentioned here, the Investigator planning to investigate them must responsibly assess whether or not they should be considered vulnerable at a similar level as the groups listed here.

27.4. if the conclusions presented to the Chairperson indicate that the members of the Committee who have examined the application have reached the opposite conclusions on the compliance of the planned research with research ethics, or both have reached negative conclusions on the compliance of the planned research with research ethics, the application must be assessed in the standard way (paragraph 28 of the Regulations), with the Investigator being informed of the reasons for this decision;

27.5. the Chairperson may unilaterally decide not to grant the planned research a positive conclusion of the Committee, notwithstanding the positive conclusions of the Committee members who have examined the application, if they have reasonable doubt as to the accuracy of such conclusions. In such a case, the Investigator will be informed, and an assessment will be initiated in the standard way (paragraph 28 of the Regulations);

27.6. the conclusion on the simplified assessment must be made no later than 10 working days after the form is submitted to the Committee.

28. The assessment of the compliance of the planned research with the principles of research ethics in the standard process is carried out in the following order:

28.1. if the Chairperson decides that the application will be processed in a standard way, the Investigator will be informed that they must fill out and submit a standard application form (see Annex 4) for the Committee to assess the compatibility of the planned study with the principles of research ethics;

28.2. the Committee shall consider applications in accordance with the deadlines for the receipt of applications set out in the Committee's calendar. If a standard application is submitted later than the submission deadline for the current month, it will be considered at the next meeting of the Committee;

28.3. once the Investigator has submitted a standard research application form, the Chairperson of the Committee shall designate at least two members of the Committee to examine the standard application of the investigation and to present their assessment at the Committee meeting;

28.4. based on the assessment of the chosen members, the Committee meeting votes on whether to declare the planned research in compliance with research ethics requirements. The decision shall be taken by consensus or, when needed, by a simple majority of members participating in the meeting. In the event of a draw, the Chairperson of the Committee or their designated deputy shall have the casting vote. The decision shall be formalised in a document in the form prescribed by the Committee (see Annex 7), which shall be registered in the document management system used by the University;

28.5. a meeting is valid if more than half of the Committee members are present. The Chairperson may decide to organise meetings and other forms of the Committee's activity using electronic communications. The Committee’s meetings are closed;

28.6. at its meeting, the Committee may conclude that the planned research complies with the requirements of research ethics or make comments on the necessary improvements and return the standard application form to the Investigator for revision following the Committee’s comments;

28.7. if the Investigator receives a Committee conclusion that the planned study does not comply with the principles of research ethics and that the standard research application should be revised following the Committee's comments or if the Investigator seeks to make non-substantial changes to Committee-approved research already being implemented, the Investigator shall resubmit a revised standard research application form, highlighting the corrected areas. If a revised standard application is resubmitted with the revisions in accordance with the commentary of the Committee, the reasons why the Committee's comments are rejected shall be provided, or the Committee is informed that the Investigator is abandoning the plans to conduct the research;

28.8. The Chairperson shall decide, based on the nature and extent of the corrections required, whether the Committee’s reevaluation should follow the standard procedure set out in subparagraphs 28.2-28.7 of the Regulations or whether it will be sufficient to vote at the next meeting of the Committee on whether the modifications made resolve all the problems listed in the negative conclusion on compliance with the principles of research ethics, and whether the planned study can

be declared compliant with the principles of research ethics. In the case of a revised application for an already started research that has already been approved by the Committee, the Chairperson shall decide whether the assessment of the revised application should follow the standard procedure set out in the subparagraphs 28.2-28.7 of the Regulations or whether, due to the non-substantial nature of the revisions, it will be sufficient to proceed to a vote at the next Committee meeting on whether the non-substantial revisions are in accordance with the principles of research ethics, and whether the revised ongoing study may be declared to be in compliance with research ethics. In the case of a revised application submitted to make non-substantial changes to an ongoing study that has been approved by the Committee, the Investigator must suspend the implementation of the parts of the study that are linked to the changes, pending the positive conclusion by the Committee. If the Chairperson decides that the planned changes are significant, the revised application must be treated as an application for a newly planned research (paragraph 33 of the Regulations).

29. In assessing the compliance of the planned research with research ethics, the Committee shall be guided by these Regulations, the Guidelines for the Assessment of Compliance with Research Ethics approved by the Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania, the Code of Academic Ethics of Vilnius University, and other legal acts regulating research ethics.

30. In assessing the compliance of the planned research with research ethics in the standard or simplified way, the Committee shall be guided by the following main assessment criteria and principles:

30.1. the proportionality between the risks that the planned research may pose to the participants, the investigators, and the public, the need for the planned research, the meaningfulness of the research, and the potential societal benefits. Evaluation of this proportionality shall also take into account what protective and preventive measures are planned to manage potential risks;

30.2. whether the participation in the research will be voluntary and how it is planned to ensure that;

30.3. whether the participation in the research will be based on informed consent (see the suggested information sheet in Annex 5 and suggested informed consent form in Annex 6) and how it is planned to be implemented. Informed consent may be obtained not only in written form but also, if there is a strong justification for the choice, orally by recording the verbal consent. In certain cases, consent may be given anonymously. If informed consent to participate in the research is not obtained directly from the participants themselves, but from the participants' carers or guardians/caregivers (e.g. due to medical conditions) instead, or it cannot be obtained at all (e.g. in social psychology research under natural conditions), it will be assessed whether and how the safety of the participants and the confidentiality of the information provided by them will be guaranteed. It shall also be assessed whether the informed consent form has been designed taking into account the age, developmental specificities, health status, perceptual abilities, etc., of the prospective research participants;

30.4. whether and how research participants will be informed that they can withdraw from the research at any time with no negative consequences, and whether they have the option to request that their data be removed from the research;

30.5. whether the research participants are allowed to discuss with the Investigator conducting the research any aspect of the research in which they are involved or have been involved, both during and after the research;

30.6. in case the research participants are minors or persons with disabilities, an assessment shall be made on whether the research methods, information about the research and other aspects related to the inclusion of minors or persons with disabilities will be implemented in a way that takes into account the age of the participants and the specific developmental or medical needs of the research participants, to protect their interests. It will also be assessed whether and how parental/guardian/carer consent will be obtained for the participation of their children/foster children in the research;

30.7. if the research participants are persons belonging to socially vulnerable groups or in a situation of vulnerability as a result of the research situation, an assessment shall be made as to whether their rights, dignity and interests as research participants will be adequately safeguarded when including them into the research, informing them about the research and obtaining their consent to participate in the research. It shall also be assessed whether and how the consent of the relevant authorities (if the person is under the supervision or guardianship of an authority) will be obtained for the participation of the persons concerned in the research;

30.8. whether the research and the dissemination of its results will not cause harm to the research subjects. If there is a potential risk of harm, an assessment is made on how it is planned to be mitigated;

30.9. whether and how the safety, interests and dignity of research participants are planned to be ensured when, for methodological reasons, it may be chosen not to disclose to the research participants the true goal of the research, or the procedure of the research may cause discomfort, or when the participation of some participants may not be voluntary (e.g., when the research is commissioned by an organisation's / institution's management, etc.);

30.10. whether and how the personal data of research participants will be stored, managed and kept confidential and secure;

30.11. in case compensations or rewards are planned for research participants, whether this will be a determining factor in their decision to participate in the research and to ignore any potential risks and costs of participation, and whether the compensation will be fair and proportionate to the level of involvement;

30.12. whether the planned research poses any risks or harms to the Investigators who are to carry it out and how the potential risks or harms are to be managed or minimised;

30.13. in case the investigation is carried out outside the European Union (EU), whether and how it will be ensured that the research does not conflict with the EU or local law;

30.14. in case the artificial intelligence is to be used in the planned study, whether its use is clearly communicated to the research participants, whether it is likely to stigmatise or discriminate against certain people, and whether the control of the artificial intelligence will be retained by the human Investigator, whether its use is not likely to lead to adverse social and other consequences, whether it does not pose a threat to the security of the personal data of the research participants, whether it does not pose other risks and harms to the research participants, and how the risks of the use of the AI in research will be managed or minimised;

30.15. whether the results of the planned research are likely to be abused, used in a way that could violate human rights or dignity, or have negative social or other consequences;

30.16. whether the planned research requires a data protection impact assessment based on the March 14, 2019 order No. 1T-35 (1.12.E) of the Director of the State Data Protection Inspectorate "On the approval of the list of data processing operations subject to the requirement to perform data protection impact assessment (DPIA)"[4]. Where a DPIA is identified as necessary, an assessment shall be made as to whether the DPIA previously carried out by the Institute covers the study to be carried out. If the previous DPIAs carried out at the Institute do not cover the planned study, the Investigator shall be informed that they are required to carry out a DPIA. An identified lack of a DPIA for a planned study may not be the basis for assessing the planned study as not complying with the requirements of research ethics;

30.17. whether the planned research is likely to raise any other research ethics issues not mentioned here.

31. The minutes of the decision adopted by the Committee (see Annex 7) with an accompanying document (see Annex 8) shall be transmitted electronically to the Investigator or, in the case of Bachelor's and Master's students, to the thesis supervisor no later than within three working days of the adoption of the decision by means of the University's document management system or

[4] https://www.edpb.europa.eu/sites/default/files/decisions/lt-dpia_list_en_20190314.pdf

by email (in cases where the Investigator does not have access to the document management system used by the University).

32. The Committee's decision that the planned research is in accordance with research ethics is valid for a certain period of time, which is decided on a case-by-case basis, taking into account the duration of the planned research and adding an additional period of validity beyond the expected end of the planned study. This time limit may be extended at the request of the Investigator, upon the submission of a reasoned request to the Committee (see Annex 9), provided that the continued or planned study would be carried out in exactly the same way as described in the previous application on the basis of which the Committee has made a decision on the compliance of the planned study with research ethics. The decision to extend the validity of the Committee's decision shall be taken by the Chairperson of the Committee.

33. In the event of significant changes to the research design (e.g., regarding research stages, instruments, target population, additional funding) for which the Committee has concluded that it is in accordance with research ethics, the Investigators shall re-apply to the Committee in accordance with the procedures set out in these Regulations.

34. If the Investigator of the planned research refuses to take into account the comments and recommendations of the Committee and plans to carry out research that the Committee has found to be contrary to research ethics, the Committee may inform the immediate superior of the Investigator, warning them of the potential risks to the research participants and the University's reputation.

35. The Committee examines applications submitted in Lithuanian or English. Direct communication with the Investigators shall be in the language of their choice, either Lithuanian or English. A record of the Committee's conclusion shall be provided to the Investigators, and public communication about the Committee's activities shall be made in both English and Lithuanian.

36. The Committee's services to the Investigators are provided free of charge.

CHAPTER V
FINAL REGULATIONS

37. The results of the Committee's activities shall be presented each year in the Institute's annual activity report. The presentation shall be the responsibility of the Science and Research Department and the Secretary of the Committee. On the basis of the information provided in the Institute's annual report, the Council shall, at least once a year, consider the activities of the Committee, review and, if necessary, amend these Regulations.

Annex 1 of Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science, Vilnius University

RESEARCH ETHICS COMPLIANCE COMMITTEE OF THE INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE, VILNIUS UNIVERSITY MEMBER'S

_____

(*name, surname*)

PLEDGE OF CONFIDENTIALITY

_____ ___, 20__
Vilnius

As a member/secretary of the Research Ethics Compliance Committee (hereinafter – the Committee) of the Institute of International Relations and Political Science (hereinafter – the Institute) of Vilnius University (hereinafter - the University),

1. I promise:
   1.1. to protect and use only for the purposes and in the manner prescribed by laws and regulations all confidential information that comes to my knowledge during my term of office as a member/secretary of the Committee, and not to disclose, communicate or allow access to confidential information to any person who is not authorised to use it, both inside and outside the University;
   1.2. to keep the documents entrusted to me in connection with the work of the Committee in such a way that third parties do not have access to them;
   1.3. not to retain any copies of documents provided to me after they are no longer required for the performance of my functions as a member/secretary of the Committee.
2. It has been explained to me that:
   2.1. confidential information is all information which has come to the knowledge of a member/secretary of the Committee as a result of their participation in the activities of the Committee and which belongs to the University or which the University is under an obligation to protect, and which has value because it is not known to, and is not freely accessible by third parties (including, but not limited to, any information about the University's intellectual property, research being conducted or the results thereof, existing or potential customers, suppliers or contractors, salaries and working conditions of employees, and the terms of this Pledge);
   2.2. information which, at the time of its publication, was in the public domain or which was brought into the public domain through no fault of the member/secretary of the Committee, as well as information which must be disclosed in accordance with the requirements of the law, shall not be considered confidential.
3. I am informed that in case of uncertainty as to whether information is confidential, I must contact the Chairperson of the Committee.
4. I am warned that any breach of this undertaking will render me liable to legal action.

_____ _____

(*signature*) (*name, surname*)

Annex 2 of Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science, Vilnius University

RESEARCH ETHICS COMPLIANCE COMMITTEE OF THE INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE, VILNIUS UNIVERSITY MEMBER'S

_____

(*name, surname*)

DECLARATION OF IMPARTIALITY

_____ ___, 20__
Vilnius

As a member/secretary of the Research Ethics Compliance Committee (hereinafter – the Committee) of the Institute of International Relations and Political Science (hereinafter – the Institute) of Vilnius University (hereinafter - the University), I promise:

1. To perform the duties (tasks) entrusted to me objectively, constructively, without prejudice, in accordance with the principles of non-discrimination, equality, proportionality, transparency, respect for human rights and dignity and other principles of compliance with the ethics of scientific research, as laid down in the legal documents of the Republic of Lithuania and the University.

2. To immediately notify in writing the Chairperson of the Committee of a potential conflict of interest in the event of any of the following circumstances:

2.1. the request to the Committee has been made by me or by a person close to me, by my thesis supervisor or my PhD student, or by a person with whom I have a relationship of subordination;

2.2. I am unable to comply with the principles set out in paragraph 1 for any other reasons.

3. It has been explained to me that:

3.1. persons considered close to me are my spouse, my and my spouse's parents (adoptive parents), children (adopted children), brothers (step-brothers), sisters (step-sisters), grandparents, grandchildren and their spouses;

3.2. if the Chairperson of the Committee receives any reasonable information that I may have a conflict of interest and have not recused myself from the decision-making process related to the examination of a specific application, the Chairperson of the Committee shall suspend my participation in the decision-making process related to the examination of the specific application and shall carry out a review of my activities related to the examination of the specific application. The Chairperson of the Committee shall exclude me from the decision-making process relating to the examination of the specific request if they find that I have a conflict of interest.

_____ _____

(*signature*) (*name, surname*)

Annex 3 of Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science, Vilnius University

SHORTENED APPLICATION FORM TO THE RESEARCH ETHICS COMPLIANCE COMMITTEE THE INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE, VILNIUS UNIVERSITY[5]

Please use the form below to provide basic information about the planned study.

If the Committee decides that your proposed study meets the requirements for a simplified assessment of the application (paragraph 25 of the Regulations) and that the information provided in this form is sufficient to assess the compatibility of the planned study with research ethics, the evaluation will be carried out in a simplified procedure. In such case, no further documentation will be required, and you will receive the Committee's conclusion on the planned study's compliance with research ethics within 10 working days of the submission of the shortened form.

If the Committee decides that your study does not meet the requirements of the simplified assessment procedure and that additional information is needed to assess the planned study's compliance with research ethics, you will be contacted and asked to submit a standard application. If you are convinced that your planned study will not be eligible for the simplified review procedure, you may submit a standard application to the Committee without first submitting the shortened application.

You will be informed of the progress of your application assessment by email. More information about the procedure and documents for assessing compliance with research ethics can be found on the Institute's website: www.tspmi.vu.lt/en/amtek.

If you have any questions, please contact the Institute's Research Ethics Compliance Committee using the following email address: amtek@tspmi.vu.lt.

1. Name and surname of the person submitting this form.
2. Email address of the person submitting this form.
3. Title of the research in Lithuanian and English.
4. Names, surnames, titles and institutions of the principal investigator and other investigators.
5. Possible/available sources of funding or sponsors of the research.
6. Research description.
   Briefly describe the idea of the study, the aim of the study, objectives, etc. (up to 300 words).
7. Research methods.
   Briefly describe all the methods planned to be used in the research.

[5] The shortened application form is filled out electronically here: https://forms.office.com/e/Y436vykWnF.

8. Would your planned research involve human subjects (informants, respondents, observees, etc.) **OR** human-generated content as data (letters, social media posts, etc.)?
   YES / NO

9. Would your planned research with human subjects collect personal data?
   Personal data in this context means name, surname, contact details, residential address, signature or other details that can indirectly identify a specific individual (specific workplace, specific work title, distinctive personal characteristics, etc.).
   YES / NO, THE RESEARCH DATA WILL BE COMPLETELY ANONYMOUS FROM THE MOMENT OF ITS RECEIPT OR COLLECTION

10. Would there be a hierarchical relationship between investigators and research subjects?
    Examples of such a relationship are a lecturer researching their students, a manager researching their staff, etc.
    YES / NO

11. Would individuals be free to decide whether to take part in the study?
    YES / NO (E.G., WHERE THE COMMISSIONED STUDY WOULD SURVEY THE ENTIRE STAFF OF A PARTICULAR ORGANISATION)

12. Would the research subjects be subjected to deception?
    An example of deception is when the investigator does not disclose the true objectives of the research to the subjects for methodological reasons.
    YES / NO

13. Do you plan to research vulnerable groups?
    Vulnerable groups: persons who, because of health problems, are considered to be unable to adequately represent their interests or give informed consent, children and other minors, people with disabilities, the elderly, pregnant women, single parents with minor children, victims of trafficking, persons with serious illness, persons with mental illness, persons who have suffered torture, rape or other forms of serious psychological, physical or sexual violence, refugees, immigrants, various minorities, students (where the investigation relates to their studies), residents of nursing or care homes, soldiers on active military service, employees under the authority of the Investigator, prisoners, detainees, persons residing in social welfare institutions, etc. There is no exhaustive list of vulnerable groups, the different legal documents list different groups. Even for a group of persons not mentioned here, the Investigator planning to investigate them must responsibly assess whether they are not considered to be vulnerable at a similar level as the groups listed here.
    YES / NO

14. Is any remuneration or compensation planned for the research participants?
    YES / NO

15. Would the research be likely to cause more than minimal risk or harm to the subjects?
    Minimal risk or harm is defined as a risk or harm that does not exceed the likelihood and magnitude of occurrence experienced in regular everyday life.
    YES / NO

16. Would artificial intelligence be used or developed in the research?
    YES / NO

17. Would the research be conducted outside the European Union?
    YES / NO

18. Is there a likelihood that the published results of the planned research could be used maliciously, in violation of human rights or dignity, with negative social or other consequences?
    YES / NO

19. If there are any other aspects of your planned research that you believe could raise ethical issues and on which you would like to consult the Committee, please specify them and identify the perceived risks.

20. I confirm that the investigation will be carried out in the manner I have indicated on this form and in accordance with the relevant legal documents (Vilnius University Code of Academic Ethics, Guidelines for the Assessment of Compliance with Research Ethics, approved by order of the Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania No V-60 of December 10 2020, General Data Protection Regulation and other legal documents)
    ☐ **CONFIRMED**

21. I confirm that I have read and understood the Procedures for Processing of Personal Data at Vilnius University, which sets out the requirements for the processing and protection of personal data, the rights of data subjects and the procedure for their implementation at Vilnius University, and which is publicly available and accessible at www.vu.lt/en/privacy-policy.
    ☐ **CONFIRMED**

Annex 4 of Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science, Vilnius University

STANDARD APPLICATION FORM TO THE RESEARCH ETHICS COMPLIANCE COMMITTEE OF THE INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE, VILNIUS UNIVERSITY[6]

1. Title of the research in Lithuanian and English. *(Please highlight changes if resubmitting)*
2. Principal investigator and investigators. Please list all investigators involved in the research and the scientific fields they represent (please find the classification of research fields here). *(Please highlight changes if resubmitting)*
3. Description of the research (up to 300 words) (*state the aim and objectives of the study, etc.).* *(Please highlight changes if resubmitting)*
4. Research methods, instruments, subjects/participants, location *(describe the research methods and instruments, who the subjects/participants will be in the study, and where the study will be carried out; attach the research instruments to the application).* *(Please highlight changes if resubmitting)*
5. Stages and timeline for the implementation of the research *(briefly indicate the stages, start and end of the research).* *(Please highlight changes if resubmitting)*
6. Indicate the (potential) sources or sponsors of the research funding (if the research is commissioned, attach a copy of the research contract). *(Please highlight changes if resubmitting)*
7. Will vulnerable persons be involved in the study? Vulnerable persons are those whose consent to participate in this research may be influenced by external circumstances or who are partially or totally unable to defend their interests: **a) persons who, because of a medical condition, cannot be considered able to assess their own interests properly** ☐ Yes ☐ No

[6] The standard application form is to be completed in a separate document and sent to the Committee by email.

b) persons under 18 years of age ☐ Yes ☐ No

c) students, if their participation in the study is related to their studies ☐ Yes ☐ No

d) people living in social care institutions ☐ Yes ☐ No

e) soldiers during their active military service ☐ Yes ☐ No

f) staff members under the authority of the investigator in the establishments where the research is carried out ☐ Yes ☐ No

g) people in prisons or other places of detention ☐ Yes ☐ No

h) other vulnerable persons or groups (please specify)[7]

☐ Yes ☐ No

.....

If vulnerable persons will be involved in the investigation, explain how the interests of vulnerable persons will be protected.

(Please highlight changes if resubmitting)

8. Indicate whether the research may involve any risks or harms to the research participants and how these risks or harms are planned to be mitigated.

(Please highlight changes if resubmitting)

9. Please indicate whether the participation in the study will be voluntary and how it is planned to ensure such voluntary participation.

(Please highlight changes if resubmitting)

10. Please indicate whether the consent of the study participants to participate in the study will be based on informed consent. Please submit the prepared informed consent forms with your application. Informed consent may be obtained not only in written form but also, if there is a strong justification for the choice, orally by recording the verbal consent. In certain cases, consent may be given anonymously.

(Please highlight changes if resubmitting)

11. If informed consent cannot be obtained from the research participants themselves, indicate how their safety, rights and dignity will be ensured.

(Please highlight changes if resubmitting)

[7] Vulnerable groups: persons who, because of health problems, are considered to be unable to adequately represent their interests or give informed consent, children and other minors, people with disabilities, the elderly, pregnant women, single parents with minor children, victims of trafficking, persons with serious illness, persons with mental illness, persons who have suffered torture, rape or other forms of serious psychological, physical or sexual violence, refugees, immigrants, various minorities, students (where the investigation relates to their studies), residents of nursing or care homes, soldiers on active military service, employees under the authority of the Investigator, prisoners, detainees, persons residing in social welfare institutions, etc. There is no exhaustive list of vulnerable groups, the different legal documents list different groups. Even for a group of persons not mentioned here, the Investigator planning to investigate them must responsibly assess whether they are not considered to be vulnerable at a similar level as the groups listed here.

12. Specify how participants will be informed that they can withdraw from the study at any time and that they can request to withdraw their data. *(Please highlight changes if resubmitting)*
13. Please indicate how the participants will be informed about the possibility of discussing aspects of the study with the investigator(s) and contacting them both during and after the study. *(Please highlight changes if resubmitting)*
14. Please indicate the planned dissemination of the research results, whether the dissemination of the results of the study might cause harm to the subjects, and if so, how the potential harm is planned to be minimised. *(Please highlight changes if resubmitting)*
15. Specify how the participants' safety, dignity and rights will be ensured if, for methodological reasons, the purpose of the study cannot be disclosed to them or if the study is likely to cause discomfort. *(Please highlight changes if resubmitting)*
16. Specify how the personal data of research participants will be stored, managed and kept confidential. *(Please highlight changes if resubmitting)*
17. Please indicate whether the participants are to be compensated for their participation in the study. If yes, in what way? Indicate whether compensation or rewards for participation in the study will be a determining motivation for subjects to participate in the study. Please justify the fairness and proportionality of the compensation to the extent of the involvement in the study. *(Please highlight changes if resubmitting)*
18. Please indicate whether the planned research poses any risks or harms to the investigators who are expected to carry it out, and how potential risks or harms are to be managed or minimised. *(Please highlight changes if resubmitting)*
19. If the research is planned outside the European Union (EU), please indicate whether and how it will be ensured that the research does not conflict with the EU and local law. *(Please highlight changes if resubmitting)*
20. If artificial intelligence (AI) is to be used in the planned research, please indicate whether its use is clearly communicated to the participants, whether it may stigmatise or discriminate against certain people, and whether the human investigator will maintain control of the artificial intelligence, whether its use is likely to lead to negative social and other consequences, whether it poses any

threats to the security of the personal data of the research participants, whether it poses any other risks and harms to the research participants, and how the risks posed by the use of AI in the research will be managed or minimised.

(Please highlight changes if resubmitting)

21. Indicate whether/how the results of the planned research are likely to be misused or used in a way that could violate human rights or dignity or have negative social or other consequences.

(Please highlight changes if resubmitting)

22. Indicate whether the planned research is likely to raise any other research ethics issues not mentioned here, and describe the means to address these issues.

(Please highlight changes if resubmitting)

23. Questions to determine the need for data protection impact assessment (DPIA) in accordance with Annex 1 of the Procedures for Data Protection Impact Assessment of Vilnius University prepared by the Data Protection Officer of Vilnius University.

If you intend to process personal data and answer yes to one or more of the questions in the questionnaire below, your planned research will require DPIA[ii]. If DPIA has already been carried out at the Institute for this type of research, a new DPIA will not be required. If the Committee determines that a new DPIA is necessary for your planned study, this <u>does not mean</u> that your planned study cannot be granted a positive conclusion on compliance with research ethics on this basis alone.

a) Without the subject's consent ☐ Yes ☒ No

b) Data of people from vulnerable[iii] groups ☒ Yes ☐ No

c) Personal identification numbers ☐ Yes ☒ No

d) Data from a population larger than 1% of the Lithuanian population ☐ Yes ☒ No

e) Biometric or genetic data ☐ Yes ☐ No

f) Video surveillance recordings in premises or areas not under the control of Vilnius University ☒ Yes ☐ No

g) Video recordings with sound or recordings of conversations (by telephone or similar) ☐ Yes ☐ No

h) Processing of data using technologies not previously used by the investigator ☐ Yes ☐ No

i) Assessment of personal aspects of minors (ethnicity, academic performance, health, attitudes, etc.) ☐ Yes ☐ No

j) Video surveillance of employees for control purposes ☐ Yes ☐ No

k) Automated decision-making (by technological means, without any human intervention) ☐ Yes ☐ No

l) Subjects' location data ☐ Yes ☐ No

m) Private correspondence, letters, emails, social networks ☐ Yes ☐ No

n) Transfers to third countries[iv] ☐ Yes ☐ No

This simplified questionnaire was prepared in accordance with the list of data processing operations subject to the requirement of a data protection impact assessment approved by March 14, 2019, order No. 1T-35 (1.12.E) of the Director of the State Data Protection Inspectorate. The final decision on the need for a formal DPIA procedure will be made by the University administration after consultation.

[i] Personal data means any information relating to an identified or identifiable natural person (data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name and surname, a personal identification number, location data and an online identifier, or to one or more factors specific to the natural person's physical, physiological, genetic, mental, economic, cultural or social identity.

[ii] Data Protection Impact Assessment (DPIA) is an accountability tool set out in Article 35 of the April 27 2016 Regulation (EU) 2016/679 of the European Parliament and of the European Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the "GDPR") (Article 5 of Regulation (EU) 2016/679).) to describe the processing operation and to assess the necessity and proportionality of such processing operation, helping to manage the risks to the rights and freedoms of natural persons arising from the processing of personal data, including by assessing the risks and identifying measures to address those risks.

[iii] According to the EU Directive 2013/33/EU, vulnerable persons are defined as minors, people with disabilities, the elderly, pregnant women, single parents with minor children, victims of human trafficking, persons with serious illnesses, persons with mental disorders, and persons who have been subjected to torture, rape, or other serious forms of psychological, physical, or sexual violence. Other legal documents identify other groups of vulnerable persons. For example, see Article 6 of the Law on the Ethics of Biomedical Research of the Republic of Lithuania.
Vulnerable persons and the protection of their interests
1. Vulnerable persons whose consent to participate in biomedical research may be influenced by external circumstances or who are partially or totally unable to protect their interests are:
1) persons who, owing to their state of health, cannot be regarded as capable of making a reasonable assessment of their own interests;
2) children;
3) students, if their participation in biomedical research is related to their studies;
4) persons residing in social care institutions;
5) soldiers during their actual military service;
6) staff under the authority of the investigator in health care institutions where the biomedical research is carried out;
7) persons in custody and temporary detention.

[iv] Third countries in the context of the GDPR are countries that do not belong to the European Union or the European Economic Area. There is also a list of other countries for which the European Commission has adopted separate adequacy decisions, where no authorisation is required for the transfer of data to that country

24. I,....., *(name, surname)* **confirm that the study will be carried out in accordance with this application and the relevant legal documents (Vilnius University Code of Academic Ethics, Guidelines for the**

assessment of compliance with research ethics, approved by the Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania by Order No V-60 of December 10 2020, General Data Protection Regulation and other legal documents).

☐ Confirmed

Annex 5 of Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science, Vilnius University

INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE OF VILNIUS UNIVERSITY

Name of participant:
Participant's email address:
Participant's telephone number:

[Title of research]
RESEARCH INFORMATION SHEET FOR THE PARTICIPANT[8]

The Research Ethics Compliance Committee Minutes of the Meeting No. *[xx]* approved on *[date]*.

1. **Why is this research being conducted?**

[State the aims and objectives of the study]

2. **Why have I been invited to take part in this study?**

You have been invited to take part in this study because *[specify age group and/or other inclusion criteria]*.

3. **Am I obliged to participate in the study?**

No. You can ask questions about the research before deciding whether or not to participate. If you agree to participate, you can withdraw from the study at any time by informing us of your decision without giving a reason and without facing any negative consequences. You may withdraw from the study and take back any information you have shared within 30 days from the date of participation in the study. *[Specify how the data collected will be treated until a decision to withdraw from the study]*.

4. **What will the course of the study be if I agree to participate?**

[Describe in detail the steps involved in the study and the general steps that will be followed in the study. The following is only an example.]

You will be invited to attend *[x]* sessions in *[insert location]* / OR you will be asked to attend *[x]* sessions online.

[If applicable:] When you arrive, I/we will discuss the study procedures and allow you to ask any questions you may have regarding the study. I/we will then ask you to fill out an informed consent form.

If you agree to take part in the study, you will be surveyed/interviewed/I will ask you to attend one / several repeated meeting(s) at *[delete irrelevant], [insert intended meeting place]*.

[8] The format of the participant information sheet provided in this Annex is for guidance only. The investigator should adapt the form to their own research by deleting irrelevant items and adding the necessary information. If signed physical forms of the information sheet are collected, they should be signed in two copies. One copy must be retained by the participant, and the other must be collected by the Investigator.

The interview/session should last approximately *[xx]* minutes/hours. *[For longer sessions: You will be offered [number] breaks after [xx] minutes]* You can also ask to withdraw your consent to participate in the study or to stop the interview at any time.

[Please provide details of any follow-up appointments, including duration and frequency].

[If applicable:] With your consent, I/we would like to make an audio recording/video recording/photograph of you *[delete not relevant]* because... *[please state the reasons why this is necessary, e.g., the audio recording will be necessary to enable us to accurately reproduce your thoughts. Please indicate where and how the audio/video recordings and/or photographs will be stored; when and how the audio/video recordings and/or photographs will be destroyed; what transcription programme will be used; and any other relevant circumstances set out in Article 13 of the GDPR.]*

5. Are there any risks to taking part in the study?

Participation in the study carries the following risks: *[please describe the potential risks of the study, including the smallest risks, e.g., breach of confidentiality, etc.].*

To mitigate any potential risks, *[state what you will do, including that personal data will be pseudonymised or anonymised].*

6. *[Optional]* Is there any benefit to participating in the study?

[Either:] The benefits of participation are...

[Or:] You will not receive any direct or personal benefit from participating in this study.

7. *[Optional]* Expenses and payments

[Either:] You will receive *[x amount/voucher/gift]* for *[attendance / reasonable travel costs/meals / other]*.

[Or:] No payment will be made for participation in this study.

8. How will the collected data be managed?

The information you provide in the course of the research is research data. Any research data that may help identify you *[here indicate the personal data you collect from participants, e.g. name, date of birth, audio recording, etc.]* is treated as personal data.

[If applicable when collecting special categories of personal data:] The data collected for the study fall within the categories of special categories of personal data, such as your racial or ethnic origin, your health, personal data revealing your political opinions, religious or philosophical beliefs, trade union membership, data concerning the sex life of a natural person and your sexual orientation *[delete not relevant]*.

Personal/sensitive data will be stored in *[insert location, security measures and for how long the collected data will be stored] [the time limits depend on the information system chosen by the institution/publisher and on the procedures established by the data repository]* / will not be kept.

Other personal data collected during the study (including the consent form and your contact details) will only be kept until the end of the project / for at least five years after the end of the project / until non-anonymised audio recordings of the interviews are stored *[select the appropriate]*.

The anonymised transcripts of the interviews will be stored in the MIDAS system and will be open to other investigators / Access to the audio recordings and transcripts of the non-anonymised interviews would be made available to other investigators who would respect the conditions for the use of the interviews as specified in your consent form. / Access to audio recordings and transcripts of interviews would not be made available for re-use by other investigators *[select the appropriate]*.

[Subject] has the right to withdraw consent to the processing of personal data *[specify the time period when the personal data can be withdrawn]*.

[If applicable:] Your personal data is transferred to and stored at a destination outside the European Union. *[Inform the subject of the possibility of transferring their personal data to third countries (transfer includes remote access to personal data) and the safeguards and means of obtaining a copy of the data or of having access to it.]*

[The Investigator and/or their team, supervisor, collaborator/translator/transcriber, other authorised person...] will have access to the investigation data as well as responsible authorised persons outside the research team (e.g. Data Protection Officer of Vilnius University, Office of the Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania, State Data Protection Inspectorate, court) who may also gain access to the investigation data.

[If applicable:] I / We would like to obtain your consent to use direct quotations, *with the commitment that your name will be encrypted, the quotations used will be anonymised, etc*., at any stage of the research.

[If applicable:] I / We would like your consent to use anonymised/pseudonymised data in future studies and to share the data with other investigators (e.g. online databases) so that they can also use the data in their own studies. Any personal information from which you could be identified would be removed/altered/Interviews would be submitted with your personal information in them.

9. Will the study be published?

The summarised results of the study may be published in *[specify format, e.g., publications, web pages, etc.]*.

[Note on online publication of students' final theses (relevant only if you are a student whose thesis will be included in the Lithuanian Academic Electronic Library and/or the institution's electronic document database / the electronic catalogue of the Martynas Mažvydas National Library of Lithuania of master's theses, doctoral dissertations and their abstracts]:

[Name of the institution] is committed to disseminating its research to the public and has therefore created an institutional research register, which is published on the institution's website at *[link]*, and the research material/collected data is published at *[database and link]*. The online information is necessary to allow investigators to easily access the full text of freely available theses, thereby increasing the potential impact of that research and reducing the waste of scientific resources.

10. *[Applicable if the research is externally funded]*: Who is funding the research?

[Please provide details of the organisation funding the study.]

11. Who can I contact if I want to report the study?

If you have concerns about certain aspects of this study, please contact *[insert name and university phone number/email address of principal investigator]* or *[insert name and university phone number/email address of supervisor]*. A decision on your application will be made, and you will be informed within *[xx]* working days.

[Only for applications reviewed by the institutions] Chairperson of the Committee on Compliance with Research Ethics; email: *[xx]*; address: *[xx]*.

12. Data protection

Vilnius University (email address infor@cr.vu.lt) is the controller of data of this study, therefore, your personal data submitted for the study will be managed at Vilnius University in accordance with the Law on Legal Protection of Personal Data of the Republic of Lithuania, the General Data Protection Regulation (GDPR), the Procedures for Processing of Personal Data at Vilnius University, and other applicable national and European legal documents.

Vilnius University will process your personal data for the purposes of the above-mentioned research. The institution will process your data for the purpose of *[specify the purpose of the processing of personal data]*. *[It should be noted that the purposes of the processing of personal data must be clearly and specifically formulated in order to identify the type of processing involved and to assess whether the specific purpose is compatible with the requirements of the legal documents. Purposes of processing personal data such as 'for scientific research' or 'for research in the public interest' are too abstract and do not allow for an assessment of the scope of the personal data concerned.]*

Information about the rights to your personal data *[to be explained by the authorities and inserted here]*.

Vilnius University Data Protection Officer; email address: dap@vu.lt; tel. +370 5 236 6200; address for correspondence: Universiteto st. 3, LT-01513 Vilnius.

Complaints regarding the processing of personal data may be submitted to *[name and email address of the institution], [email address and correspondence address of the institution's personal data officer],* the Office of the Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania (email address info@etikostarnyba.lt), the State Data Protection Inspectorate (email address ada@ada.lt).

13. Contact and/or other information.

If you would like to discuss the research in advance (or if you have any questions after the study), please contact:

[Name of Principal Investigator/Study or Project Manager]

Phone number.:

Email address:

Institute of International Relations and Political Science, Vilnius University

Address: Vokiečių g. 10, LT-01130, Vilnius

Email address: tspmi@tspmi.vu.lt

Tel. (+370) (5) 251 41 30

Received

Signature

Date

Annex 6 of Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science, Vilnius University

INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE OF VILNIUS UNIVERSITY

Name and surname of participant:
Participant's telephone number:
Participant's email address:

Name and surname, position of investigator:
Investigator's institution:
Investigator's telephone number:
Investigator's email address:

FORM OF INFORMED CONSENT[9]

The Research Ethics Compliance Committee Minutes No. *[xx]* approved on *[date]*.

[Project and/or research title]

Description of the project and the research: *[short paragraph outlining the aims of the project, methods, investigators involved and other relevant information]*

[9] The format of the participant consent form provided in this Annex is for guidance only. The investigator should adapt the form to their own research by deleting irrelevant items and adding the necessary information. If signed physical forms of the information sheet are collected, they should be signed in two copies. The participant must retain one copy, and the other must be collected by the Investigator.

		Tick the box if you **agree**	Tick the box if you **do not agree**
1.	I confirm that I have read and understood the information sheet for the above-mentioned project/research *["title"]*. I have had the opportunity to read the information, ask questions and receive answers to my questions.	□	□
2.	I am informed that my participation is voluntary and that I may withdraw from the study at any time without giving any reason and without incurring any negative consequences or penalties.	□	□
3.	I have been informed about the process of the study.	□	□
4.	I have been informed of the risks associated with participation in the study *[if applicable]*.	□	□
5.	I am aware of the benefits or compensation that I will receive as a result of participating in the study *[if applicable]*.	□	□
6.	I am aware that the data collected during the research may be reviewed by authorised persons outside the research team (e.g. the Data Protection Officer of Vilnius University, the Office of the Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania, the State Data Protection Inspectorate, court).	□	□
7.	I am informed that the design of this study has been reviewed by the Research Ethics Compliance Committee of the Institute of International Relations and Political Science of Vilnius University and that this study has been approved.	□	□
8.	I have been informed about who will have access to the personal data I have provided, how the data will be stored and what will happen to the data after the end of the project.	□	□
9.	I have been informed that the results of the research will be made public.	□	□
10.	I have been informed about who is funding this research.	□	□

11.	I am informed who to contact if I have any questions about the research and my data protection.	□	□
12.	I agree to participate in the research.	□	□
13.	*[If applicable]* I agree to an audio recording.	□	□
14.	*[If applicable]* I agree to a video recording.	□	□
15.	*[If applicable]* I agree to photos being taken.	□	□
16.	*[If applicable]* I have been informed how the audio recordings/videos/transcriptions/photographs will be stored and used to summarise the results of the research *[delete not relevant]*.	□	□
16.1.	*[If applicable]* I agree to the use of direct quotations attributed to me when summarising research results OR	□	□
16. 2.	*[If applicable]* I agree to the pseudonymisation of my interview and its quotations used to summarise the research findings[1] OR	□	□
16. 3.	*[If applicable]* I agree to the anonymisation of my interview and its quotations used to summarise the research findings[2] OR	□	□
16. 4.	*[If applicable]* I agree that my statements/quotes may only be quoted *[not mentioning my name and surname/ disclosing my name and surname]*.	□	□
16.5.	*[If applicable]* I would like the information listed on the right and contained in my interview to be removed from the storage and not to be quoted:		
17.	*[If applicable]* I grant the Investigator full intellectual property rights to the data I provide for use in all work related to this and future projects.	□	□

18.	*[Optional – edit the statement to match what you will be doing]* I agree that the data collected in this study shall be made available to investigators, even those working outside the EU, for use in other research. I understand that all data will be fully anonymised and that it will not be possible to identify me.	□	□
19.	*[Optional]* I agree that my personal contact information (name, surname, phone number, email address) may be kept in a secure database for five years after the end of the project so that investigators can contact me for further future research.	□	□

Name and surname of research participant Data Signature

Name and surname of the responsible person Data Signature

[1] It is a type of processing of personal data where certain personal data are replaced by identifiers so that personal data cannot be linked to a specific data subject without the use of additional information. However, it is possible to restore the personal data to a specific data subject if necessary.

[2] It is a type of processing of personal data where any personal data that could identify a person is deleted so that the data from the investigation can no longer be linked to a specific person.

Annex 7 of Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science, Vilnius University

INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE, VILNIUS UNIVERSITY
THE RESEARCH ETHICS COMPLIANCE COMMITTEE

MINUTES OF THE MEETING

Month Day, Year, No. .... (*the registration number of the minutes of the meeting*)

Meeting date: ..... …, 20..., from …:.. a.m. to …:.. p.m. (*the exact time of the meeting*)
Chairman - (*the full name of the chairperson of the meeting*).
Secretary - (*the full name of the secretary of the meeting*).
Attendees: (*the full names of the participants in the meeting*).
Only the relevant part of the text is indicated below, followed by the sequence number of the question under discussion, e.g.:
DISCUSSED the compliance with the research ethics of the research "…….." *(the title of the study in English)* planned to be carried out by the investigator *(the degree and the full name of the research supervisor)* of …….. (*The Institute of International Relations and Political Science, Vilnius University OR insert other institution*).

OR

DISCUSSED. The request for an extension of the validity of the decision approving the compliance with research ethics of the research "……." *(the title of the study in English)* planned to be carried out by the investigator (*the degree and the full name of the research supervisor)* of …….. (*The Institute of International Relations and Political Science, Vilnius University OR insert other institution*).

DECISION: *(the following conclusions shall be drawn in accordance with the decision taken)*
1. The proposed research "……." (*the title of the study in English*) meets the standards of research ethics.
2. The Committee's decision on compliance with the research ethics is valid for the research conducting period from ..... to .....
3. Approve the request to extend the validity of the decision approving the compliance with research ethics of the research "……." *(the title of the study in English)* until ..... (*the date*)
4. The proposed research "……." (*the title of the study in English*) does not meet the research ethics.

Chairperson (Name, surname)

Secretary (Name, surname)

The extract is genuine.
(Position title)
(Signature)
(Name of secretary)
(Date)

Annex 8 of Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science, Vilnius University

INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE, VILNIUS UNIVERSITY

To ..... (*recipient (applicant)*)

CONCERNING THE DISPATCH OF AN EXTRACT OF THE MINUTES OF THE MEETING OF THE RESEARCH ETHICS COMPLIANCE COMMITTEE

We are sending you the extract of minutes of the Research Ethics Compliance Committee meeting that took place on..... ..., 20.... (*insert date of preparation of minutes (meeting)*) No. ..... (*insert registration number of the minutes*) extract of the minutes of the meeting.

ATTACHED. ... sheets *(indicate the number of sheets; always attached are two extracts (in Lithuanian and English))*

Name Surname, tel. (8 5) 123 4567, email. name.surname@tspmi.vu.lt (*person preparing the dispatch*)

Annex 9 of Regulations of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science, Vilnius University

REQUEST TO
THE RESEARCH ETHICS COMPLIANCE COMMITTEE OF
THE INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCE,
VILNIUS UNIVERSITY

I request an extension of the validity period of the decision of the Research Ethics Compliance Committee of the Institute of International Relations and Political Science regarding the compliance with research ethics of the study ..... (*insert the name of the study*) by ..... (*insert the degree, name and surname of the principal investigator of the study*).

The minutes of the decision for which an extension is requested: ..... (*enter the date of the minutes of the meeting when the previous decision was made and its registration number*).

I am requesting an extension of the period of validity of the research ethics decision because .....
.....
.....
(*state the reasons for extending the period of validity of the decision*)

Please extend the decision on the compliance of the study with research ethics until ..... (*specify the date until which the extended decision should be valid*).

By signing this document, I confirm that the study will be conducted in exactly the same way as described in the application previously considered by the Committee on the basis of which the decision on the approval of the planned study's compliance with research ethics was made.

Name, Surname

Signature

Date