contact.ethiquescientifique@omneseducation.com

Research Ethics
@ Omnes Education

OMNES Education Research Center

May, 2026

I. Ethical Charter

II. Ethics Committee

I. Ethical Charter
Omnes Education Research Center

I. Purpose

This charter establishes comprehensive ethical principles, governance processes, and a compliance framework for all research across disciplines and topics, conducted at the Omnes Education Research Center, as well as individually within each school's research center. It promotes integrity, quality, transparency and accountability in research. This charter is guided by internationally recognized ethical codes and integrates ethical review and management processes into all stages of research planning and implementation.

II. Ethical Principles

This charter is based on the following core ethical principles aligned with the ALLEA European Code of Conduct for Research Integrity:

A. Reliability - Research will be designed using scientifically sound methods, robust data collection, standardized analysis protocols with quality control checks to ensure scientific validity and minimize bias. Researchers will strive for excellence at all research stages.

B. Honesty - Research processes and findings will be transparently and honestly documented and reported. Fabrication, falsification, or misrepresentation of methods, data, activities, findings, or affiliations are violations of research integrity.

C. Respect - All research participants, team members, stakeholders, ecosystems affected, and cultural heritage will be treated fairly and with dignity. Special procedures must safeguard vulnerable groups.

D. Accountability - Leaders and individual researchers take professional responsibility for the ethical design, conduct and dissemination of research. This spans training, supervision, documentation, consideration of consequences and adherence to policies.

III. Compliance Requirements

The Research Center upholds universal ethical values, international guidelines and complies with all applicable laws and obligations outlined below:

A. Institutional, local, regional and national laws and policies on research ethics, data protection, privacy, intellectual property, sponsorship/donations.

B. Professional association/publisher ethics guidelines.

C. Health, medical safety regulations and environmental protections.

D. Financial management / funding rules, employment/labor laws.

E. Relevant institutional departmental procedures.

IV. Responsible Research Practices

Center researchers responsibly integrate ethical considerations related to processes, methods and potential impacts through activities like:

A. Rigorously develop and validate context-appropriate research methodology.

B. Perform sample size calculations; justify participant selection.

C. Provide clear explanations of research purpose and processes including risks/benefits to participants. Articulate voluntary participation and consent procedures.

D. Have oversight committees frequently review evolving ethical dimensions.

E. Use de-identified data; inform participants of sharing/access plans.

F. Evaluate benefit-harm at all stages; modify to minimize potential harms.

G. Disclose and manage conflicts of interests through reporting to ethics committees.

H. Maintain lab safety norms; obtain biosafety/RAD approvals as applicable.

I. Discuss intellectual property, authorship, and ownership policies with collaborators.

J. Train all project staff, students and faculty on responsible conduct of research.

V. Governance and Oversight

A. The Center leadership appoints an Ethics Committee for policy guidance, reviews/audits, training, investigations.

B. Projects undergo rigorous institutional approval processes from multiple, relevant ethics committees like the Institutional Review Board, Biosafety Committees. Approvals must be renewed through routine follow ups.

C. Committee projects track consent processes, data sharing, secure storage procedures, potential conflicts.

D. The Ethics Committee is composed of senior researchers, university administrators, diverse experts including community representatives and legal advisors. Subcommittees may be formed for specialized areas or complex projects.

E. Should the Ethics Committee be tasked with deliberating on a project proposed by a researcher affiliated with the same institution as one of its members, the latter shall abstain from influencing the votes and will recuse him/herself from the voting process. Nevertheless, the case file, discussions, and deliberations will be duly brought to his/her attention.

E bis. Should one or more members of the Ethics Committee be authors or co-authors of a research project or publication submitted for review, they shall withdraw from the procedure. The member or members concerned shall not take part in the instruction, deliberation, or vote relating to the file. Should this situation concern the Chair of the Committee, an acting Chair shall be designated in session for the duration of the procedure.

E ter. To prevent any conflict of interest, the rapporteur[1] appointed to instruct a referral may not be the research supervisor (doctoral supervisor, mentor, or hierarchical research superior) of any of the faculty-researchers submitting the referral, nor of any researcher named in the research project under review. Where this is the case, another rapporteur shall be designated from among the members of the Committee.

F. Center leadership makes decisions on policy updates, incentives or penalties based on Committees' evidence-based recommendations.

VI. Non-Compliance Management

The framework for reporting and investigating alleged cases of misconduct aligned with institutional policies is:

[1] **Rapporteur (referral rapporteur)** — A member of the Ethics Committee designated to conduct the instruction of a referral file. The rapporteur carries out a detailed examination of the documents submitted, verifies the compliance of the project or publication with the ethical principles set out in this charter and with the ALLEA European Code of Conduct for Research Integrity, requests additional information from the submitting researcher where appropriate, and presents conclusions and a recommendation to the Committee at the decision meeting. The rapporteur is designated from among the voting members of the Committee, in accordance with the conflict-of-interest prevention rules set out in points V.E, V.E bis, and V.E ter.

A. Confidential reporting to initiator, ombudsperson or outside agencies.

B. Preliminary assessment of allegations by Expert Committee.

C. In-depth investigation maintaining confidentiality by separate Investigation Committee - can co-opt external experts.

D. Evidence-based final report with impact analysis and disciplinary recommendations to leadership.

E. Leadership implements decisions - aims to prevent recurrence; penalties where necessary after due process (includes retractions, fines, suspension).

F. Whistleblowers/witnesses protected from retaliation.

G. False allegations may result in penalties.

H. Center annual reports will include metrics like compliance, trainings completed, ethics approvals processed, cases reported/investigated while preserving anonymity.

Composition du Comité Ethique

- Hachmi Ben Ameur, Directeur de la Recherche – Centre de Recherche Inseec, membre à part entière avec droit de vote.
- Caroline Gans-Combe, Directrice des Projets Structurés – Centre de Recherche Omnes Education, présidente.
- Catherine Kuszla, Doyen Recherche – Centre de Recherche Omnes Education, membre à part entière avec droit de vote.
- Kirsten Ralf, Directrice de la Recherche – Centre de Recherche ESCE, membre à part entière avec droit de vote.
- Assia Soukane, Directrice de la Recherche – LyRIDS – ECE, membre à part entière avec droit de vote.
- Mariateresa Torchia, Directrice de la Recherche – IUM, membre à part entière avec droit de vote.
- Un expert invité, si nécessaire, pour des domaines spécialisés ou des projets complexes, pour avis consultatif.

II. Establishment of an Ethics Committee for Research Oversight at Omnes Education

OMNES Education Research Center

Un impératif légal et opérationnel

Une exigenceeuropéenneen adéquationavec les standards internationaux

Une exigence
L'évaluation éthique s'impose dans les financements de la recherche et la publication

Des standards
Des attentes en matière d'analyse des projets de recherche normées.

Un focus
Sur la collecte et le traitement des données & les consentements

Une organisation agile

Ne pas surcharger leschercheurs tout en étant en conformité avec les attentes actuelles en termes de qualité de la recherche.

Une notice d'information
Claire, simple, téléchargeable

Des documents
Normés, à compleder, classifiés en function de la discipline concernée.

Des saisines simples et une temporalité rapide.

Deux procédures :

(1)/ projets de recherche ;
(2)/ publications

Un maximum de délai de traitement de 120 jours pouvant être accéléré à 30 (procédure d'urgence) ou même 7 (procédure de grande urgence).

Why a Group Ethics Committee?

In the realm of academic research, the pursuit of knowledge and understanding constitutes a fundamental objective. However, this quest must be balanced with the necessity of ensuring that all research is conducted ethically, respecting the rights and well-being of participants, as well as adhering to the guidelines and best practices of the current scientific community. The establishment of a Group Ethics Committee (EC) responsible for overseeing the proper conduct of research is, in this context, a central element in achieving this balance and maintaining the integrity of all proposed protocols.

One of the primary reasons for this ethics committee is to protect the rights and well-being of potential research participants. Indeed, human subjects involved in any research have the right to be treated with dignity, respect, and fairness. The ethics committee will play an essential role in reviewing research proposals to ensure they respect ethical principles such as informed consent, data confidentiality, and the minimisation of both data collection and risks. By carefully examining research protocols, the ethics committee can identify potential ethical issues and recommend necessary modifications to preserve the balance between research objectives and expectations, and good practices for implementing these operations.

Moreover, an ethics committee will help maintain public trust in the research process. Research misconduct, such as fabrication, falsification, or plagiarism, can undermine the credibility of scientific results and erode public confidence in the research community. The presence of an ethics committee serves as a safeguard against such issues by ensuring oversight and guaranteeing that researchers adhere to current ethical standards. By promoting transparency and accountability, the ethics committee will contribute to the overall integrity and reliability of research results conducted within our schools and will play a central role in guiding research practices in full service of our research community.

The Group ethics committee is also there to help researchers resolve complex ethical dilemmas that may arise during the research process. For example, in the fields of management and economics, where the question of treating moral persons often arises, or in artificial intelligence, ethical considerations require in-depth reflection. The committee will provide advice and recommendations to researchers, helping them make informed decisions that prioritise the well-being of participating individuals and the integrity of research practices.

In addition to its role in supporting and monitoring research operations, the ethics committee will also contribute to the development of ethical guidelines and best practices. The European Code of Conduct for Research Integrity, developed by all European academies (ALLEA), serves as a framework for promoting research integrity throughout Europe (ALLEA, 2023). The ethics committee will use these guidelines as a point of reference when evaluating research proposals and their compliance with ethical standards.

Reference : : https://allea.org/code-of-conduct/)

The ALLEA code is also available on the intranet under the Research & Faculty section.

The ethics committee also plays a crucial role in reviewing and approving publications resulting from research projects. The ethics committee will assess, if necessary, at the request of researchers, whether planned publications comply with ethical guidelines and will address any potential ethical concerns. For example, in the field of social sciences, ethical considerations related to data protection and privacy are paramount. The Group ethics committee may review publications to ensure that sensitive data is handled appropriately, and that individuals' privacy rights are protected.

Furthermore, the ethics committee will assist researchers in addressing ethical challenges related to conflicts of interest, intellectual property rights, and the dissemination of research results. By providing a space for exchange and deliberation, the ethics committee will help researchers make informed decisions that respect ethical principles while advancing knowledge in their field.

BEWARE:

The Ethics Committee does not judge the science; it does not substitute for the researcher in any way. Its role is strictly to ensure the rights and well-being of participants and compliance with the best practices of the profession (cf. ALLEA code).

In any case, this committee must not:

- Approve research protocols that endanger participants or violate their fundamental rights.

- Ignore established ethical standards or current regulations.

- Have undisclosed conflicts of interest that could influence its decisions.

- Excessively delay the review of research protocols without valid reason.

- Disclose confidential information about research projects or participants.

- Impose unjustified restrictions that unnecessarily hinder the progression of legitimate scientific research.

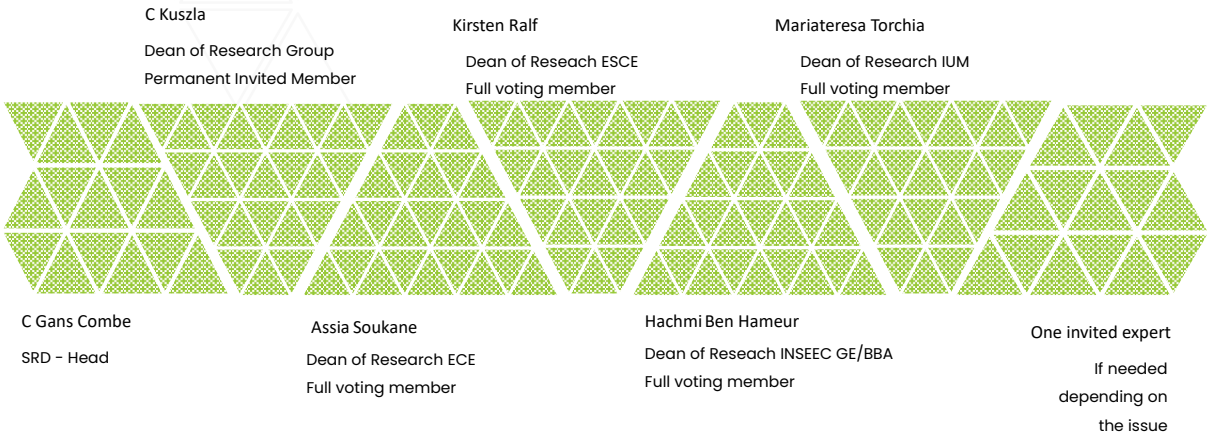
- Neglect the monitoring of approved projects to ensure they continue to comply with ethical standards.

- Discriminate against certain researchers or projects on non-ethical grounds.

- Overstep its mandate by interfering with aspects of research that do not fall under ethical considerations.

- Provide opinions without having thoroughly examined all ethical aspects of the research project.

Composition du Comité Ethique Groupe



Referral to the Ethics Committee

The ethics committee can be called upon:

- Either to validate that any planned research process complies with the rules and good research practices expected in the academic field,
- Or to analyse the compliance of planned publications with these good practices prior to their submission.

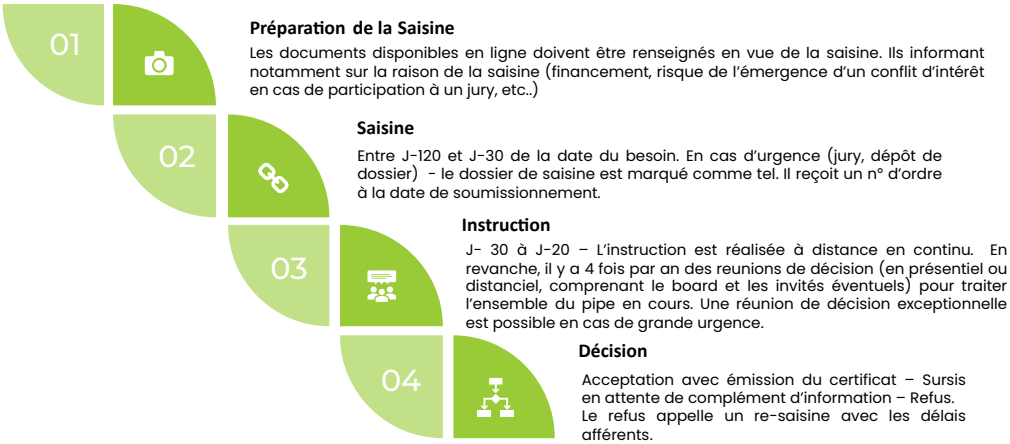
Referral is in no way mandatory, but it is advised, particularly with regard to the expectations of funders and also publishers who may require this type of validation as a prerequisite for any submission.

Each referral will result in the issuance of a decision and, at the end of the process, a numbered and dated certificate validating the compliance of the deployed research processes. No research will be left pending under this process; the objective is 100% compliance.

Referrals should be sent to the following address

saisines.ethiquescientifique@omneseducation.com

Rétroplanning type de la saisine



Phase 3 : Details :

Instruction. D-30 to D-20. A rapporteur is designated from among the voting members of the Committee for each referral, in accordance with the conflict-of-interest prevention rules (see V.E, V.E bis, V.E ter). Instruction is carried out remotely on a continuous basis under the responsibility of the rapporteur. Four decision meetings are held each year (in person or remotely, including the board and any invited experts) to process the full pipeline. An exceptional decision meeting may be convened in cases of high urgency.

Sont détaillés ci-après les deux formulaires de saisine :

- Evaluation de projet de recherche,
- Evaluation du respect de l'éthique pour les publications de recherche.

Contact pour toute question hors saisines :
contact.ethiquescientifique@omneseducation.com

OMNES EDUCATION RESEARCH CENTER ETHICS BOARD

contact.ethiquescientifique@omneseducation.com

Publication Ethical Review Request

V3 – 12/25

Ethics compliance evaluation form for research publications

(available on the intranet – Research and Faculty Section)

Urgency and Submission Status

Urgency level: ☐ Low ☐ Important ☐ Priority

Response requested: ☐ Within one month ☐ Within two weeks ☐ Within 5 working days

Submission type: ☐ Initial submission ☐ Resubmission

If resubmission, initial reference no.: _____ *Date:* _____

1. General Information

a. Title of the research publication:

_____

b. Author(s): _____

c. Affiliation(s): _____

d. Journal : _____

c. Submission date: _____

2. Ethics Committee (EC) Approval

a. Was the study subject of the publication approved by an EC or equivalent body?

☐ Yes ☐ No

b. If yes, EC name and approval number: _____

c. If no, please explain why:

_____

3. Informed Consent

a. Was informed consent obtained from all participants?

☐ Yes ☐ No

b. If yes, describe the informed consent process:

c. If no, please explain why:

4. Participant Protection

a. Were participants' rights, privacy, and confidentiality protected?

☐ Yes ☐ No

b. Describe the measures taken to ensure participant protection:

5. Risk Assessment

a. Were potential risks to participants identified and minimised?

☐ Yes ☐ No

b. Describe the risks identified and measures taken to mitigate them:

6. Vulnerable Populations

a. Did the study involve vulnerable populations (children, prisoners, mentally disabled)?

☐ Yes ☐ No

b. If yes, describe the additional protective measures implemented:

7. Artificial Intelligence Specific Section

☐ Applicable ☐ Not applicable

To be completed ONLY if the publication deals with the use or development of AI systems

7.1 Nature of the AI System

1. What type of AI system is involved in the publication?

☐ Generative AI (LLM, image generation) ☐ Supervised learning ☐ Reinforcement learning

☐ Expert systems / rule-based ☐ Other: _____

2. Is the described AI system used to make or influence decisions affecting individuals?

☐ Yes ☐ No ☐ Partially — Please specify:

_____

7.2 Data and Privacy (AI-specific)

a. Are the data used to train/use the AI system documented?

☐ Yes ☐ Partially ☐ No

b. Were personal data as defined by GDPR used?

☐ Yes ☐ No ☐ Anonymised data ☐ Pseudonymised data

7.3 Algorithmic Risks and Impacts

a. Were algorithmic bias risks identified or analysed?

☐ Yes ☐ No ☐ Measures taken: _____

b. Are transparency/explainability issues addressed in the publication?

☐ Yes ☐ No

c. Were environmental impacts assessed or mentioned?

☐ Yes ☐ No ☐ Not applicable

8. Conflicts of Interest

a. Were potential conflicts of interest disclosed?

☐ Yes ☐ No

b. If yes, describe the conflicts of interest and how they were managed:

_____
___

9. Data Management

a. Were appropriate data management practices followed (secure storage, anonymisation)?

☐ Yes ☐ No

b. Describe the data management practices used:

_____
___

10. Animal Research (if applicable)

a. Did the study involve animal subjects?

☐ Yes ☐ No ☐ Not applicable

b. If yes, was the study approved by an IACUC or equivalent?

☐ Yes ☐ No — Name and approval number:

_____

11. Other Ethical Considerations

a. Were there any other ethical issues or concerns not addressed above?

☐ Yes ☐ No

b. If yes, describe these issues and how they were addressed:

_____

___

Declaration

By submitting this form, the authors declare that the information provided is accurate and complete to the best of their knowledge. The authors also affirm that the research was conducted in accordance with ethical principles and the guidelines of the field and Omnes Education Group.

Date: _____

Author signature(s):

_____

___

For Ethics Committee Use Only

Decision reference number: _____

Decision:

☐ Approved ☐ Approved with modifications ☐ Deferred for further review ☐ Rejected

Comments:

_____

___

Signature of Ethics Committee Chair: _____

Date: _____

APPENDIX

Criteria Triggering Mandatory Review for AI Projects

Ethics Committee review is recommended or mandatory when a project or publication involving artificial intelligence meets at least one of the following criteria:

- Use of personal or sensitive data for training or using the AI system
- High-risk AI system as defined by the EU AI Act
- Potential impact on vulnerable populations
- Automated or semi-automated decision-making affecting individuals
- Identified or suspected discriminatory bias risks
- Significant explainability or transparency issues
- Intellectual property issues related to training data
- Substantial environmental impact (carbon footprint, energy consumption)
- Use of generative AI for content creation within research
- Development, training, or fine-tuning of AI models

Cover Letter Templates (AI)

Standard Request – Research Project Involving AI

To be adapted according to institutional context.

> Dear Chair of the Ethics Committee,
>
> I, the undersigned [Surname, First name], [position], hereby request the opinion and approval of the Ethics Committee regarding the project entitled "[Project title]".
>
> This project, which involves the use/development of an artificial intelligence system of type [specify], raises the following ethical issues: [briefly list the points identified in the questionnaire].
>
> Please find attached the completed self-assessment questionnaire as well as [list of attachments].
>
> I remain at your disposal for any further information.
>
> Yours sincerely,
>
> [Signature]

Request for Publication Involving AI

For articles, conference papers, or books involving AI.

> Subject: Ethics Review Request – AI Publication
>
> Dear Sir/Madam,
>
> In connection with the submission of the article/paper "[Title]" to [journal/conference], I hereby request the opinion and approval of the Ethics Committee.

This publication addresses [brief description] and involves AI systems/data as described in the attached questionnaire.

Ethical points of attention identified: [list].

Kind regards,

[Signature]

Simplified / Urgent Request

For cases requiring a rapid response or low ethical risk projects.

Subject: Simplified Ethics Review Request – [Title]

Project type: [Research / Publication / Other]

AI type involved: [Specify]

Personal data: ☐ Yes ☐ No

Risks identified: [None / Low / Moderate]

Justification for simplified procedure: [Reason]

[Signature and date]