

# Regulatory guidelines of the Research Committee at the University of Geneva

*Note: The English translation of this document is provided for informational purposes; only the French document shall prevail*

## Preamble

The Research Committee of the University of Geneva (COREC) was established in 2013 to meet the needs of support programs for emerging researchers and mobility offered by the Swiss National Science Foundation (SNSF). In 2021, following the reorganization of these programs by the SNSF, a new regulation was developed, defining the COREC as an independent research committee of the University of Geneva.

The COREC exercises its assigned competencies independently, taking into account the principles of the Charter of Ethics and Deontology of the University of Geneva and the University of Applied Sciences and Arts Western Switzerland (HES-SO), as well as other applicable principles and rules regarding research fund management, scientific integrity, and research ethics.

## Article 1 - Purpose

This regulation establishes the missions and functioning of the Research Committee of the University of Geneva (hereafter, termed the *COREC*).

## Article 2 - Missions

1. The COREC is responsible for providing an opinion to the Rectorate concerning the quality and scientific relevance in the allocation of funds related to research, primarily in relation to emerging researchers.
2. The COREC awards scholarships and grants for emerging researchers in accordance with the principles and procedures outlined in the regulations applicable to each of the programs.
3. The COREC is particularly involved in the allocation of mobility scholarships for PhD candidates in accordance with the rules stipulated in the Regulatory guidelines concerning the “Doc.Mobility” scholarships for PhD candidates.
4. To this end, it has the following competencies:
  - Organize application submissions for Doc.Mobility scholarships.
  - Process and evaluate applications, as well as any subsequent modifications.
  - Make decisions concerning the allocation of scholarships and communicate its decisions.
  - Monitor the progress of applications throughout the duration of the research stays.
  - Evaluate the reports submitted by beneficiaries at the end of their research stay and communicate their assessment.
  - Make decisions concerning any suspension, revocation, and termination of mobility scholarships.

- Adjudicate oppositions filed against its decisions. The conditions and procedures for such disputes are governed by the applicable regulations.

### Article 3 – Composition

1. The COREC is comprised of a minimum of 20 members:
  - a) The vice rector in charge of research, who chairs the COREC.
  - b) At least two faculty members from each faculty of the University of Geneva, appointed by the respective deans. For each of these individuals, a substitute must be designated by the deans in case they are needed (due to unavailability, conflicts of interest, etc.).
  - c) Two representatives from the Graduate Institute of International and Development Studies (IHEID), appointed by the IHEID. For each of these individuals, a substitute must be designated in case needed.
  - d) The person responsible for the Doc.Mobility program designated by the Rectorate.
2. A gender-balanced composition within the COREC should be respected as far as possible.
3. The COREC may call upon external experts outside of the committee to review submitted requests, and in particular, interdisciplinary projects.
4. The COREC chair may invite third parties to consult each session.
5. Members mentioned in points b and d are appointed for a term of four years. These appointments are renewable once.

### Article 4 – The board

1. The COREC is chaired by the vice rector for research. Two vice presidents, representing respectively the Humanities and Social Sciences, and the Natural and/or Life Sciences, are appointed by the chair among the COREC members. The chair, vice presidents, and the person responsible for the Doc.Mobility program together constitute the COREC board.
2. The board has the following competencies:
  - It verifies that the composition of COREC meets the requirements of Article 3.
  - It sets the schedule for scholarship and grant calls.
  - It supervises activities under the authority of the COREC, and in particular activities related to communication.
  - It convenes and presides over plenary sessions.
  - It makes decisions pertaining to requests from the program's beneficiaries, such as changes to the start date of the research stay, research work or place of stay (see Article 2(3) and Article 15(2) of the Doc.Mobility regulation).
  - It prepares the annual report for approval by the COREC.
  - If an opposition is filed against a decision made by the COREC, it conducts the appropriate proceedings.

### Article 5 – Governing principles

1. The COREC is under the responsibility of the vice rector for research.
2. The COREC is informed of the schedule for the scholarship and grant calls.

3. The decisions made by the COREC are based on the information provided by the applicant for a scholarship or grant (hereafter, termed *applicant*), who is responsible for the completeness and accuracy of this information.
4. The information provided by the applicant is examined based on the evaluation criteria identified in the regulation applicable to the granting of the respective scholarship and/or grant.
5. COREC members are committed to enrich the COREC with their scientific knowledge and evaluator experience to rigorously, diligently, and benevolently assess an applicant for which a decision must be made.
6. COREC members are committed to regularly review, wholly or partially, the projects submitted to the COREC, contributing to the evaluations for which they are designated, and make themselves available to participate in COREC sessions.
7. If it is deemed necessary, COREC members may make proposals to the board regarding the names of external experts in a specific field for a particular case.
8. The COREC is convened by the chair whenever circumstances require or upon justified request signed by at least two members of the COREC.
9. In principle, invitations to COREC sessions must be sent at least 10 days in advance and include the meeting's agenda.
10. The COREC receives, modifies if necessary, and approves the final version of the annual report prepared by the board for submission to the Rectorate and other funding bodies.

## Article 6 - Deliberations

1. During plenary sessions, decisions made by the COREC can only be made if a minimum of 10 members are present and representing at least 6 university faculties.
2. Applications are discussed during plenary sessions and decisions are made by consensus.
3. If no consensus is reached or there is a dispute, a simple majority vote must be conducted. In the event of a tie, the chair's vote counts as double.
4. The decisions made during plenary sessions are recorded as minutes and approved by the members via email.
5. If necessary, the COREC can make a decision through a circulation process, in particular for cases where an applicant is not considered (see Article 6(1) of the Doc.Mobility Regulation), provided that a period of 4 working days is given to its members to express their opinion. At least 10 members, representing at least 6 faculties, must express their opinion regarding the proposed decision for it to be valid. Failure to respond within the specified timeframe is treated as non-participation in the decision.

## Article 7 – The secretariat

1. The COREC secretariat is provided by the individuals in charge of the Doc.Mobility program as appointed by the Rectorate.
2. The COREC secretariat informs the applicants and collects submission requests.
3. The secretariat sends out meeting invitations and drafts the meeting minutes.
4. Prior to the plenary session, the secretariat collects evaluations from reviewers and external experts, if applicable.
5. The secretariat manages the follow-up of decisions made during the sessions and notifies the applicants of the decisions concerning them. It informs the awardees about procedures related to the use of scholarships and grants, as well as the administrative resources available from the

University of Geneva for their stays abroad. In case of difficulties, the individuals in charge of the Doc.Mobility program and the Academic Exchange Office at the University of Geneva are available to awardees throughout the duration of their scholarship or grant.

## Article 8 – Conflicts of interest and confidentiality

1. Members of the COREC and appointed experts are obligated to disclose to the members of the board any conflict of interest as outlined in the guideline, [Ref. 0358](#) “*Gestion des conflits d'intérêts dans le cadre des commissions universitaires*” (Management of conflicts of interest within university committees), regarding the projects being discussed or the researchers they are required to evaluate.
2. Members of the COREC and external experts must recuse themselves when:
  - a) They are involved in the project, directly or indirectly, or have a personal interest in the project.
  - b) They have a hierarchical relationship with the researchers involved in the project, whether it is an authoritative or subordinate relationship.
  - c) They have a personal relationship with the researchers involved in the project (family, cohabitation, etc.).
  - d) They are involved in the project for any other reason.
3. In other cases, the board may decide to impose a recusal, taking into account all circumstances.
4. Recused members cannot participate in the deliberations or decision-making process regarding the case for which they have been recused.
5. In addition to the obligation of confidentiality and/or other confidential information to which they may be bound by their profession or role, the members of the COREC, experts appointed by it, program managers under the authority of the COREC, and any other person participating in the evaluation process are required to maintain confidentiality regarding the submitted research projects, session deliberations, and any other information exchanged during their mandate. This obligation persists after the end of their mandate or role.

## Article 9 – Entry into force

This regulation was adopted by the Rectorate of the University of Geneva on June 5, 2023, and by IHEID on May 19, 2023, and comes into effect on June 12, 2023. It revokes and replaces the regulation of July 5, 2021.