



**SLEZSKÁ
UNIVERZITA
V OPAVĚ**

Rector's Directive No. 7/2022

Rules of Procedure of the Ethics Committee of the Silesian University in Opava



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Article 1

Introductory provisions

- 1) Pursuant to Article 14(3) of the Rules for Quality Assurance of Educational, Creative and Related Activities and Internal Evaluation of Educational, Creative and Related Activities of the Silesian University in Opava (hereinafter referred to as “the Rules” and “the University”), this Directive regulates the composition and manner of proceedings of the University Ethics Committee (hereinafter referred to as “the Committee”).
- 2) The Committee shall consider possible violations of the University Code of Ethics (hereinafter referred to as “the Code”) pursuant to Article 14(1) of the Rules.
- 3) The Committee operates autonomously and is devoid of executive powers.
- 4) The Committee is entitled to propose suggestions for modifications and improvements to the Code to the rector.
- 5) Once a year, the Committee submits a written report to the University Scientific Council and the Academic Senate of the University.

Article 2

Composition of the Committee

- 1) The Committee consists of five members, with the requirement that at least one member is not employed by the University.
- 2) Eligibility for committee membership is limited to individuals recognized as authorities in the fields of science, profession, or art, typically holding the scientific and pedagogical rank of associate professor or professor.

- 3) Membership in the Committee is incompatible with the office of rector, vice-rector, bursar, dean, vice-dean, secretary and director of an institute of higher education.
- 4) Only a member of the University Scientific Council may become the chair of the Committee.
- 5) The appointment and dismissal of the chair and other committee members are carried out by the rector, upon the proposal of the University Scientific Council, with prior approval from the University Academic Senate. The duration of the chair and other members' terms coincide with that of the rector.
- 6) Accepting membership or appointment as the chair is contingent upon the individual's willingness to serve in such a capacity.
- 7) The committee's agenda is handled by an employee of the Rectorate who is delegated by the rector.

Article 3

Principles of the Committee's work

- 1) The Committee convenes as necessary, with a minimum requirement of at least one meeting per year. Meetings are arranged and chaired by the committee's chair or a designated member. The chair must promptly convene a meeting if requested by at least two committee members. The chair assumes responsibility and acts on behalf of the Committee between meetings.
- 2) Interested individuals or expert advisers may be invited to attend the committee's deliberations. If necessary, the Committee has the right to request any other supporting documents, including opinions and statements.
- 3) The Committee engages in discussions on:
 - a) general and specific ethical matters related to scientific, artistic and pedagogical work,
 - b) motions, suggestions and complaints from employees and students of the University (hereinafter referred to as "motion" or "complaint") regarding violations of the Code by employees and students of the University,
 - c) in exceptional cases, motions from external parties as referred to in the previous paragraph.
- 4) Motions falling under (b) and (c) of the preceding paragraph must be delivered to the chair of the Committee in the manner described in Article 5.
- 5) The Committee will consider the individual motions at its next meeting without undue delay and decide whether further action is necessary.
- 6) The Committee does not address a motion concerning an individual's moral failing unrelated to a breach of the Code, nor does it handle employment-related issues.
- 7) The Committee provides a written comment on each motion under consideration. The conclusions of the Committee must include information on whether a breach of the Code has occurred, along with an explanation.
- 8) The committee's statement shall be sent to the notifier, the individuals concerned, the rector, the relevant dean or director of the university institute and the chair of the University Academic Senate. The Committee may also consider appropriate means to publicize the case.

Article 4

Committee's deliberations

- 1) The Committee has a quorum when at least three of its members are in attendance.
- 2) Resolutions shall be voted on by acclamation. On the motion of any member of the Committee, the Committee may decide to vote on a case by secret ballot.
- 3) A resolution requires the approval of at least three members of the Committee for adoption.
- 4) Detailed minutes shall be taken during meetings of the Committee.
- 5) In cases of urgency or when it is impractical to convene a meeting, the chair, with the unanimous consent of all committee members, may allow for correspondence discussions (per rollam). The outcomes of these per rollam deliberations shall be reviewed and verified at the next Committee meeting.
- 6) Committee meetings are not open to the public. Members of the Committee are obligated to maintain the confidentiality of restricted matters, sensitive issues, ongoing motions under discussion and personal information.

Article 5

Filing a motion with the Committee

- 1) Motions with the Committee can be filed:
 - a) via the electronic portal <https://www.slu.cz/slu/cz/oznameni>;
 - b) via e-mail to etickakomise@slu.cz;
 - c) in writing in accordance with the rector's directive on the handling of complaints, motions and suggestions received by the Silesian University in Opava.
- 2) The motions should include the following information:
 - a) identification and contact details of the filer, unless the motion is anonymous;
 - b) clear identification of the specific points of the Code that have allegedly been violated;
 - c) a detailed description of the facts believed to have violated the Code;
 - d) any sources or materials that provide evidence supporting the facts in point (c);
 - e) if employees or students other than the person filing the motion have been affected by the Code violation, the consent of those employees or students must be provided.
- 3) If the motion is missing any of the elements mentioned in points (b) to (e) of paragraph 2, the chair will request the filer to provide the missing information. If consent from affected employees or students is missing as mentioned in point (e) of paragraph 2, the chair will invite the relevant employees or students to give their consent. Failure to provide the missing information within a reasonable timeframe will result in the motion being treated as if it had not been filed. The filer, unless anonymous, will be notified of this fact, and it will also be recorded in accordance with paragraph 5.
- 4) For non-anonymous motions, the person responsible for handling the agenda of the Committee shall inform the notifier that their motion has been received without undue delay.

- 5) All incoming motions, their consideration and the outcome of the consideration shall be recorded by the employee responsible for handling the agenda of the Committee. Information on the consideration or non-consideration of motions will be included in the report on the Committee's activities pursuant to Article 1(5).

Article 6

Special provisions

- 1) Motions concerning possible violations of the Code by a member or members of the Committee shall be promptly passed on by the chair of the Committee to the rector, who will appoint an ad hoc committee to consider these motions. The ad hoc committee differs only in that alternate members are appointed in place of the member or members referred to in the preceding sentence.
- 2) Article 2(2), (3), (4) and (6) shall apply to the appointment of alternate members referred to in paragraph 1.
- 3) Articles 3 and 4 shall apply mutatis mutandis to the proceedings of the ad hoc committee.
- 4) In cases where there is a potential conflict of interests regarding a committee member, the chair of the Committee and the rector follow the procedure outlined in paragraph 1.

Article 7

Final provisions

- 1) Rector's Directive No. 10/2017 Rules of Procedure of the Ethics Committee of the Silesian University in Opava is hereby repealed.
- 2) This Directive was discussed by the Academic Senate of the University on 20 September 2022.
- 3) This Directive shall enter into force on the date of its publication in the public section of the university website.
- 4) This Directive takes effect on the date of its entry into force.

In Opava on

doc. Ing. Pavel Tuleja, Ph.D.
Rector

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