

Rector's Directive No. 4/2024

**Rules of Procedure of the Ethics Committee**

**of the Silesian University in Opava**



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**Article 1**

**Basic 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 details of the composition and the manner of proceedings of the University Ethics Committee (hereinafter referred to as "the Committee").
2. The Committee shall consider possible violations of the University's Code of Ethics (hereinafter referred to as the "Code") pursuant to Article 14(1) of the Rules.
3. The Committtee is autonomous in its position and action. The Commission shall have no executive powers.
4. The Committee may suggest possible modifications and improvements to the Code to the Rector.
5. Once a year, the Committee reports in writing to the University's Scientific Council and the Academic Senate of the University.

**Article 2**

**Composition of the Committee**

1. The Committee has five members. At least one member shall not be employed by the University.
2. Only a person who is a recognized scientific, professional or artistic authority, usually with the scientific and pedagogical rank of associate professor or professor, may be appointed as a member of the Committee.
3. Membership in the Committee is incompatible with the office of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Secretary and Director of a university institute.
4. Only a member of the University's Scientific Council may be the chair of the Committee.
5. The Chair and the other members of the Committee are appointed and dismissed by the Rector on the proposal of the University's Scientific Council after prior approval by the University's Academic Senate. The term of office of the Chair and other members of the Committee shall be the same as that of the Rector.
6. Membership is conditional on the appointee agreeing to be a member of the Committee or to be appointed chair of the Committee.
7. The Committee's agenda is handled by an employee of the Rector's Office who is delegated by the Rector.

**Article 3**

**Principles of the Committee's work**

1. The Committee shall meet as necessary, but at least once a year. Meetings shall be convened and chaired by the Chairperson of the Committee or a member of the Committee designated by him. The chair shall be obliged to convene the Committee without undue delay if at least two of its members so request. The Chairperson shall perform acts and act on behalf of the Committee between its meetings.
2. Interested persons or expert advisers may be invited to attend the Committee's deliberations.
3. The Committee shall notify the interested parties of the initiation of the procedure and give them the opportunity to comment on the submissions and, where appropriate, the evidence that has been submitted or taken. The manner of making representations shall be at the discretion of the Committee.
4. If necessary, the Committee shall be entitled to request any additional supporting documents, including opinions and statements.
5. The Committee discusses
6. general and specific questions in the field of ethics of scientific, artistic and pedagogical work,
7. submissions, suggestions and complaints from employees and students of the University (hereinafter referred to as "submission" or "complaint") related to violations of the Code by employees and students of the University,
8. exceptionally, submissions by other parties as referred to in the previous paragraph.
9. Submissions under (b) and (c) of the preceding paragraph shall be made to the Chairperson of the Committee in the manner described in Article 5.
10. The Committee will consider the individual submissions at its next meeting without undue delay and decide whether to deal with them further.
11. The submission shall be dealt with in cooperation with all parties involved, taking particular care to protect the personal data and the personality of all parties involved.
12. The Commitee does not deal with submissions relating to an individual's moral failing unrelated to a breach of the Code, nor does it deal with employment issues.
13. The Committee will comment in writing on each submission under consideration. The Panel's conclusions shall include whether or not there has been a breach of the Code, including a factual justification if the Panel concludes that there has been a breach of the Code. The conclusions of the Panel may include a proposal for remedial action if a breach of the ethical principles is found
14. The Committee's statement shall be sent to the submitter, the persons concerned, the rector, the relevant dean or director of the university institute and the chair of the university's academic senate.
15. With the exception of confidential information, and subject to the relevant provisions of the legislation governing the protection of personal data, the statement of the Committee is published on the University's intranet. The anonymisation of the Committee's statement shall be ensured by the University's legal counsel, who shall forward it for publication.
16. The Committee's statement may be one of the bases for further action by the competent authorities, in particular if the Committee concludes that there has been a breach of the Code.
17. In the event that the Rector, Dean or Director of a higher education institute asks for the provision of documents for the Committee's opinion, the Committee will provide them with such documents.

**Article 4**

**Method of the Committee's deliberations**

1. The Committee shall have a quorum if at least three of its members are present.
2. The resolution 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. The approval of at least three members of the Committee is required for the adoption of a resolution.
4. Minutes shall be taken of the meetings of the Committee.
5. Urgent matters and proposals for the discussion of which it is not possible or expedient to convene a meeting of the Committee may be discussed by correspondence (per rollam) at the discretion of the Chairperson of the Committee and with the consent of all members of the Committee. The Committee shall verify the results of its per rollam deliberations at its next meeting.
6. The proceedings of the Committee shall not be public unless the Committee decides otherwise on a particular matter.
7. The members of the Committee, other participants in the Committee's deliberations and persons who will be informed of the Committee's statement shall be bound by confidentiality of all facts and information of which they become aware in connection with the Committee's deliberations, whether or not such information is communicated to them in writing or orally, and whether or not it contains personal information or is expressly marked as confidential, sensitive or otherwise material.

**Article 5**

**Submission to the Committee**

1. Submissions to the Committee may be made in accordance with Article 6(2)(b) of the Code:
2. via the electronic portal
3. by sending it to the email address etickakomise@slu.cz;
4. in writing in accordance with the Rector's valid directive on the handling of complaints, notifications and suggestions received by the Silesian University in Opava.
5. The elements of the submission are:
6. identification and contact details of the submitter, unless the submission is anonymous;
7. specifying the specific points of the Code that should have been breached;
8. a detailed description of the facts alleged to have violated the Code;
9. any sources or materials evidencing the facts under (c);
10. If employees or students other than the person making the complaint have been affected by the Code violation, the consent of those employees or students to the Board's consideration of the complaint must be documented.
11. If the submission does not contain any of the elements referred to in points (b) to (e) of paragraph 2, the Chair shall invite the submitter to complete them without undue delay; in the absence of the consent referred to in point (e) of paragraph 2, the Chair shall invite the relevant staff or students instead of the submitter. If the missing particulars are not completed within a reasonable time, the submission shall be treated as if it had not been made. This fact shall be notified to the submitter, unless the submission is anonymous, and shall also be recorded in accordance with paragraph 5.
12. If the submission is not anonymous, the employee in charge of the Committee's agenda shall acknowledge receipt of the submission to the notifier without undue delay.
13. All incoming submissions, their consideration and the outcome of the consideration shall be recorded by the staff member responsible for the Committee's agenda. Information on the consideration or non-consideration of submissions shall be included in the report on the Committee's activities pursuant to Article 1(5).

**Article 6**

**Special provisions**

1. Submissions concerning possible violations of the Code by a member or members of the Committee shall be forwarded without undue delay by the Chair of the Committee to the Rector, who shall appoint an ad hoc committee to consider them. The composition of 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. The Chair of the Committee and the Rector shall also proceed in accordance with paragraph 1 in other cases where there is a risk of a conflict of interest for a member of the Committee.

**Article 7**

**Final provisions**

1. Rector's Directive No. 7/2022 Rules of Procedure of the Ethics Committee of the Silesian University in Opava are hereby repealed.
2. This directive was discussed by the Academic Senate of the University on 10 December 2024.
3. This Directive shall enter into force on the date of its publication in the public section of the University's website.
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In Opava on

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|  | doc. Mgr. Tomáš Gongol, Ph.D. |
|  | Rector |

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| Part of the university: | Rectorate | |
| Designation: | **Rector's Directive** | |
| Number: | **4/2024** | |
| Name of the standard: | **Rules of Procedure of the Ethics Committee of the Silesian University in Opava** | |
| Approves: | doc. Mgr. Tomáš Gongol, Ph.D. | |
| Derogation: | Rector's Directive No. 7/2022 Rules of Procedure of the Ethics Committee of the Silesian University in Opava | |
| Validity from: | On the date of announcement (publication | |
| Effectiveness from: | On the date of announcement (publication) | |
| Release Date: |  | |
| Published by: | Rector | |
| Elaborated by: | doc. Mgr. Tomáš Gongol, Ph.D. | |
| He collaborated: | Mgr. Sabina Březinová | |
| Number of pages: | 5 | |
| Number of attachments: | --- | |
| Method of publication | Intranet, the public part of the university's website | |
| Translation into AJ | YES | |
| Area of adjustment |  | |
| Adaptation minimum | All employees | |