



**RULES OF PROCEDURE OF THE ETHICS
COMMITTEE
OF THE UNIVERSITY OF HRADEC
KRÁLOVÉ**

Article 1

Powers of the Ethics Committee of the University of Hradec Králové

1. The Ethics Committee of the University of Hradec Králové (hereinafter the Committee) is established by the Rector on the basis of the Code of Ethics and in accordance with the Rules for the Internal Governance of the University of Hradec Králové.
2. The Committee forms an integral part of the quality assurance system and compliance with ethic research standards at the University of Hradec Králové (hereinafter the UHK).
3. The Committee assesses, on the basis of received initiatives, individual breaches of the UHK Code of Ethics principles.

Article 2

Committee Membership

1. The Committee members become members by appointment. The Committee members are appointed by the Rector. Their term of office is four years.
2. The Committee has five members out of employees of the individual faculties and the Rectorate and two student members.
3. The Chair of the faculty Academic Senate submits to the Rector two employee candidates to membership of the Committee approved by the respective faculty Academic Senate. The Chair of the UHK Academic Senate (hereinafter the UHK AS) submits to the Rector four student candidates approved by the UHK AS on a proposal of the Chair of the UHK AS Student Chamber.
4. Based on the nominations according to Article 2 (3), the Rector appoints one Committee member and one alternate Committee member from each faculty and two Committee student members and two alternate Committee student members. The Rector further appoints one Committee member and one alternate Committee member out of the Rectorate employees who are Category II UHK employees according to the Wages Regulation of the University of Hradec Králové.
5. The Committee Chair is appointed by the Rector out of the Committee employee members upon the proposal of the majority of all Committee members. The term of office of the Committee Chair is identical to his/her term of office as the Committee member. The Committee composition allows comprehensive ethics assessment of initiatives submitted.
6. Such person may become the Committee member who:

- a) Agrees with his/her Committee membership and with the publication of his/her Committee membership and other facts resulting from his/her activities and Committee membership;
 - b) Undertakes to observe confidentiality concerning the content of assessed initiatives to prevent any misuse of information contained in such initiatives and any leak of information that could harm persons affected; the confidentiality duty survives even the termination of the Committee member's term of office;
 - c) Undertakes to declare any conflict of interests in advance if such conflict of interest could arise from his/her Committee membership.
7. The Committee member may be appointed repeatedly. The list of the Committee members is published on the UHK website.
 8. The Committee membership is terminated by the member's resignation, expiry of the member's term of office, or by removal from the office by the Rector following a discussion by the body who approved the respective member as a member or alternate member candidate. The Committee student members' term of office is also terminated by completion of their studies at the UHK (except for students mentioned in Article 2 (9) below) and the Committee employee members' term of office is terminated by termination of their employment contract with the UHK.
 9. If a student graduated from a Bachelor's study programme and applies for a Master's study programme at the UHK, or if he/she graduated from a Master's study programme and applies for a doctoral study programme at the UHK, he/she notifies the Committee Chair of it in writing within seven days from the day of proper completion of studies. If such student is not enrolled in further study within 4 months from the day of proper completion of his/her studies, his/her membership is terminated at the end of this period.
 10. If a membership is terminated according to Article 2 (8) and (9), the Rector appoints an alternate Committee member to be the Committee member for the remaining term of office of that Committee member whose alternate he/she has been appointed. In such case, a new alternate member must be appointed. Article 2 (3) of these Rules is used accordingly.

Article 3

Committee Secretary

1. Administrative and technical activities necessary for the Committee work are provided for by a secretary who is an employee of the Rector's Office and is not a member of the Committee and thus does not have voting rights.

2. Duties imposed by these Rules on the Committee members apply to the secretary accordingly; in particular, the secretary is obliged to keep the confidentiality duty within the meaning of Article 2 (6) (b) of these Rules.

Article 4

Initiative

1. An initiative to investigate a breach of the UHK Code of Ethics (hereinafter the Initiative) can be sent in an electronic form to the e-mail address etickakomise@uhk.cz, or in a documentary form filed at the UHK post room. If the Initiative is submitted via the UHK post room, the text “Ethics Committee – do not open” must be written on the envelope.
2. The Initiative may be submitted by the UHK employee or student only. For the purposes of these Rules, participants in the UHK lifelong learning programmes and Advanced Master’s (Rigorosum) procedure at the UHK are also considered students.
3. The Initiative should in particular contain:
 - Information about the individual who submits the Initiative, i.e. name and surname, and his/her e-mail or telephonic contact;
 - Description of the breach that happened according to the submitter, including the specification of the respective provision of the UHK Code of Ethics;
 - Appropriate evidence proving the described breach of the UHK Code of Ethics and allowing its review;
 - Date and the submitter’s signature.
4. If any of the essentials are missing in the Initiative, the submitter will be asked by the Committee secretary to supplement them. After that, the Committee secretary submits the Initiative to the Committee Chair.
5. If the submitter cannot be asked due to missing submitter's identification information, the Initiative will not be submitted to the Committee Chair.

Article 5

Committee Meeting

1. The Committee meets as needed, however, within three months from the Initiative submission at the latest.

2. The Committee meeting is convened by its Chair through the Committee secretary. The meeting is chaired by the Chair. In the Chair's absence, the Committee meeting is chaired by a Committee member authorized by the Chair.
3. After the Chair receives the Initiative from the secretary, he/she notifies all members of the Initiative submission and sends the Initiative, accompanying documents and the invitation to the meeting to the Committee members at least 14 days before the scheduled date of meeting.
4. Several Initiatives may be solved during one meeting; in such case, the Chair sends the meeting agenda together with documents specified in Article 5 (3) above.
5. The Committee has a quorum if the absolute majority of employee members are present.
6. Committee student members participate in the Committee meeting only if the UHK students' rights are affected by the Initiative (i.e. in particular if the submitter is a student, or if a breach of the UHK Code of Ethics by a student is to be discussed). The Committee Chair decides whether or not the Committee student members are to be invited to a particular Initiative discussion; the Chair makes the decision when he/she notifies the Committee members of the Initiative as per Article 5 (3) above. In such case, the Committee has a quorum if the absolute majority of employee members are present and, at the same time, if at least one student member is present.
7. If the Committee does not have a quorum within the meaning of Article 5 (5) or (6) above, the meeting is postponed. If so many Committee members are in a conflict of interests that the meeting does not have a quorum, the Rector appoints members out of the alternate members. Such alternate members are appointed Committee members for the purpose of discussion of the respective Initiative only. After it is discussed, their office of the Committee member ceases.
8. The Committee meeting is held in private unless the Chair decides otherwise. The meeting may also be attended by persons who provide the Committee with opinions to the discussed Initiatives, or other persons provided that they will be bound by the same confidentiality duty with respect to the discussed Initiative as the Committee members.
9. The Committee meeting is also attended by the secretary who draws minutes about the meeting. The minutes are used in particular to elaborate the Committee resolution and include the attendance list, overview of the discussed Initiatives, result of voting and the resolution, if any was adopted.

10. If there is danger in delay, or if important circumstances justify so, the Committee Chair may convene the Committee meeting according to this Article using the distance communication means.

Article 6

Committee Voting

1. The Committee issues a resolution on the given Initiative discussion. Such resolution specifies whether or not the UHK Code of Ethics was breached and specifies reasons for such conclusion.
2. The Committee votes the resolution by acclamation. Where justified, the Chair may decide on secret ballot.
3. If the Committee is to vote by secret ballot at the meeting held via distance communication means, technical means ensuring the voting secrecy are used. Detailed conditions on both the secret and open ballot at the Committee meeting using the distance communication means are determined by the Committee Chair.
4. Absolute majority of all present members is required to adopt a resolution.
5. If the Committee comes to a conclusion that the discussed conduct could have infringed the disciplinary rules, the Committee asks the Dean or the Rector to propose the respective Disciplinary Board to start disciplinary procedure in accordance with the faculty or UHK Disciplinary Code.
6. The Committee resolution is published on the UHK web site while preserving the requirements of the respective legal regulations on personal data protection. At the same time, the resolution is sent to the Rector, the submitter, the Dean of the respective faculty, and the person concerned with the Initiative.
7. All materials resulting from the Committee activity are archived and registered both in digital and documentary form in accordance with the UHK Filing and Shredding Regulations.

Article 7

Conflict of Interests

1. The Committee member is in a conflict of interest if he/she:
 - a) Is the person who submitted the Initiative on the basis of which the Committee is to meet;

- b) Has such personal or professional relation to the person affected by the Initiative directly or indirectly that could influence his/her independence at the Initiative consideration;
 - c) In other cases when the Committee member feels, at his/her discretion, to be in conflict of interest.
2. The Committee members are obliged to declare any potential conflict of interest before the Committee meeting. The Committee member who declared conflict of interests in relation to the discussed Initiative does not attend the meeting and thus cannot vote on the given Initiative.
 3. Persons asked for a professional opinion as per Article 5 (8) of these Rules are also obliged to declare any potential conflict of interests.

Article 8

Final Provisions

These UHK Rules of Procedure of The Ethics Committee that were discussed by the UHK AS become valid and effective on the day of their signing and are issued in form of Rector's Rules in accordance with the UHK Constitution.

In Hradec Králové on 8 November 2021

Prof. Ing. Kamil Kuča, Ph.D., m.p.
Rector