

THE UNIVERSITY OF PARDUBICE	
Rector's Measure No. 3/2019	
Subject:	Rules of Procedure of the Ethics Committee of the University of Pardubice
Applicable to:	all departments of the University of Pardubice
Effective from:	November 22, 2019
Reference number:	RPO/0046/19
Prepared and submitted by:	Mgr. Lucie Kašková, Head of Rector's Office
Approved by:	prof. Ing. Miroslav Ludwig, CSc., Vice-Rector for Internal Affairs

Article 1

Introductory Provisions

- 1) The Ethics Committee of the University of Pardubice (the “Committee”) is an independent advisory body of the Rector in matters concerning, in particular, compliance with the ethics rules enshrined in the internal regulations and internal standards of the University of Pardubice.
- 2) The Committee shall consist of at least three members. The members of the Committee are appointed and removed by the Rector from among experts with high moral and social responsibility for a period of 5 years.
- 3) Membership of the Committee is incompatible with the performance of the office of Rector, Vice-Rector, Dean, Vice-Dean or member of the Academic Senate at both university and faculty levels.
- 4) Membership of the Committee expires upon the expiry of the period for which the member was appointed, by the removal or resignation of the member.
- 5) Administrative support to the Committee is carried out by the Committee's secretary appointed by the Rector.

Article 2

Committee Meetings

- 1) Meetings of the Committee shall be convened and chaired by the Chairperson, elected by the members at their first meeting from among their members. In the absence of the Chairperson, the meeting shall be conducted in its entirety by a member of the Committee authorized by him/her (the “Chairperson”).
- 2) The Committee shall meet as necessary, the meetings of the Committee shall not be public and, with the agreement of the Chair, other invited persons may attend them.
- 3) The Committee shall issue resolutions on suggestions submitted by the Rector or on its own decision. The Ethics Committee shall inform the Rector of the University about the opening of meeting on its own decision without undue delay.
- 4) The Chairperson may invite other persons, with high moral and social responsibility who have an advisory vote, to issue a resolution.

- 5) To issue a resolution, the Committee may question any employee or student of the University of Pardubice. Both the employee and the student are obliged to cooperate as much as possible.
- 6) All parties to the meeting are bound by the obligation of confidentiality.
- 7) Only members who have no personal interest in the matter may vote in the matter.
- 8) The Committee has a quorum if an absolute majority of all its members is present.
- 9) The resolution is adopted if at least an absolute majority of the members present approves it.
- 10) The minutes of the Committee meetings shall include:
 - a) a description of the discussed initiative,
 - b) resolution,
 - c) indication whether the rules of ethics laid down in particular in the internal regulations and internal standards of the University of Pardubice and their designation were violated,
 - d) justification,
 - e) recommendations for remedial action, if necessary.
- 11) The minutes of the meeting shall be drawn up by the Secretary of the Committee and approved by the Chairperson. The minutes are then submitted to the Rector without undue delay after its approval.
- 12) The Rector shall inform the Committee of the settlement of the recommended remedial measure specified in the minutes of the meeting.
- 13) The Committee shall issue a resolution not later than 60 days after the initiation of the discussion of the initiative. In particularly complex and justified cases, this period may be extended accordingly.

Article 3

Final Provisions

- 1) This measure shall enter into force and effect on November 22, 2019.

Pardubice, November 22, 2019

prof. Ing. Jiří Málek, DrSc.

Rector