



Faculty
of Science

INTERNAL PROVISION OF FACULTY OF SCIENCE UP

PrF-B-19/08

Constitution of the Ethics Committee of Faculty of Science, UP

Content: This internal provision establishes Ethics Committee and defines its constitution

Drafted by: Dean of the Faculty of Science

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Constitution of the Ethics Committee of Faculty of Science UP

Dean of PrF UP with consent of Academic Senate of PrF UP hereby establishes Ethics Committee of Faculty of Science UP and issues its constitution

Article 1

Ethics Committee of the Faculty of Science UP and its powers

1. The Ethics Committee of the Faculty of Science UP, abbreviated as EtK PrF UP (hereinafter referred to as the "Committee") is established as another body of the Faculty of Science UP.
2. The Committee shall be responsible for the following:
 - a) issue opinions on ethical issues, especially when assessing compliance with ethical standards for experiments conducted by employees of the Faculty of Science or students studying in study programs conducted at the Faculty of Science,
 - b) to assess suspected violations of the UP Code of Ethics by employees of PrF UP or by students studying in degree programs at PrF UP,
 - c) to comment on other ethical issues related to educational and creative activities of PrF UP submitted to it by the Academic Senate of the Faculty of Science (hereinafter referred to as the "Senate") or the Dean of the Faculty of Science (hereinafter referred to as the Dean).
3. The Committee shall act on the basis of written complaints, if the documents for the deliberations of the Committee are incomplete, the chairman of the Committee shall ask the petitioner for their completion.
4. According to sec. 2 letter b) the Dean, the Chairman of the Senate, the Chairman or members of the Committee are entitled to submit cases to the committee.
5. Requests for opinions pursuant to sec. 2 letter a) are submitted by the Dean.
6. The Committee does not assess the compliance of staff or student conduct with legal standards; if within the scope of its competence it suspects a violation of any law, internal regulation or UP provision or its part, it shall refer the matter to the relevant bodies of PrF UP or UP.

Article 2

Membership in the Ethics Committee

1. The members of the Committee shall under all circumstances act with the utmost effort to objectively assess the matter. In making decisions, they are bound only by established facts and their conscience.
2. The members of the Committee are elected by

the Senate in a secret ballot from among members of the academic community of the Faculty of Science and emeritus professors of the Faculty of Science. Proposals for members of the Committee are submitted through the chairman of the Senate; the proposal can be submitted by any member of the academic community of the Faculty of Science; the proposal must include the consent of the proposed. Proposals may be submitted from the moment of announcement of the Committee members' election.

3. There are five members of the Committee from the academic staff, one for each field of study, and two students.
4. Students participate in Committee meetings only if the case according to Art. 1 sec. 2 letter b) in any way affects the rights of students. They are called by the chairman of the Committee.
5. Membership in the Committee is incompatible with the positions of the Rector, Vice-Rector and Bursar of UP, Deans, Vice-Deans and Secretaries of UP Faculties, Heads of UP University Institutes, Heads of Organizational Units of PrF UP and Senate members.
6. The term of office of academic staff Committee members shall be six years.
7. The term of office of a member elected to a vacant position before the expiry of the term of office shall run only for the remainder of the term of office of the member he/she shall replace.
8. An academic may be re-elected as a member of the Committee, but not earlier than in year at least two years since his/her previous membership has elapsed. In the case of a person who has been elected to a vacant position before the expiry of the term of office of another Committee member may be re-elected immediately after the end of his term of office.
9. The term of office of student members shall be two years.
10. Before the term of office membership in Committee terminates:
 - a) resignation,
 - b) by accepting the function referred to in section 5
 - c) upon termination of membership in the academic community of the Faculty of Science, UP or
 - d) the date of the final conviction for an intentional crime.
11. Election to vacant positions shall be announced

by the Chairman of the Senate at least 60 days before the expiry of the term of office of the member; in other cases elections are announced without delay.

12. Membership of the Committee is honorary.
13. The costs of the Committee's activities (expertise, travel expenses of persons summoned to meetings as experts or witnesses, etc.) are covered from the budget of the Dean's Office.

Article 3

Ethics committee proceedings

1. The Committee shall elect a Chairperson and a Vice-Chairperson from its academic staff for a three-year term. Elections require an absolute majority of the members present; student members are also involved in the election.
2. The Chairperson of the Committee shall chair its meetings and organize its activities. The Vice-Chairperson shall represent the Chairperson.
3. The Chairperson shall ensure that the members of the Committee, the Dean event. other persons receive an invitation to the meeting together with the agenda and relevant documents at least 10 days in advance. In exceptional and justified cases, the Chairperson is entitled to do so within a shorter period.
4. The Committee shall appoint a rapporteur from among its members for hearing of each case.
5. The Committee is in quorum in the presence of an absolute majority of the members entitled to participate in the proceedings pursuant to Article 2.
6. The Committee shall issue a resolution whose adoption requires an absolute majority of the members entitled under Article 2 to participate in the hearing.
7. If a member of the Committee is in conflict of interest or feels biased in dealing with a particular case, he or she shall be disqualified from the hearing, of which he shall inform the chairperson in advance. Should the number of committee members attending the hearing fall below the number required for quorum, the Senate shall, at the request of the chairperson of the Committee, elect an alternate for hearing the case. The alternates for academic staff members are elected from among the academic staff, the alternates for student members are elected from students.
8. The Committee is entitled to address natural persons for testimony; these are entitled to refuse to give testimony. In addition, the committee may contact members of the academic community, other employees and bodies of the Faculty of Science and UP to request information and documents that may contribute to an objective assessment of the matter. The staff and bodies of the Faculty of Science of Palacký University shall provide maximum assistance to the Committee. The Committee may also seek expert opinions, also outside the UP, and take further steps to objectively assess the matter.
9. The Committee may also invite experts on the subject who take part in the hearing without the right to vote.
10. The meetings of the Committee are not be public. Other persons may attend meetings upon invitation by the Committee; deliberations and voting of the Committee are always attended by Committee members only.
11. An agreement on confidentiality of information which they have learned in relation to the membership in the Committee and its activities is negotiated with the members of the Committee, invited experts as well as persons drawing expert reports. In exceptional cases, the Dean is entitled to release the person from confidentiality at the request of the Chairperson.
12. Any person who has lodged a complaint with the Committee through the persons referred to in Article 1 (4), as well as any person who has provided evidence or information to the Committee, shall have the right to ask the Committee to conceal his identity. In such case, the persons through whom the complaint was transmitted as well as the Committee are obliged to provide such protection and to modify all published documents so that the person is not identifiable.
13. The person suspected of violating the UP Code of Ethics referred to in Article 1 (2) (b) by the Commission is entitled to:
 - (a) be informed, in advance, in writing of all documents relating to the case;
 - b) comment in writing on all aspects of the case,
 - (c) attend part of the meeting related to the case and to express their opinion;
 - (d) use any means which may be used to clarify the case, including expert opinions; he/she may also propose other witnesses to the Committee.
14. The findings of the Commission shall be made public, including the reasoning. The published documents shall be presented in a form that complies with the legal provisions protecting the personal data of the persons concerned.

Article 4**Procedure in case of found violation of UP Code of Ethics**

1. In the event that EtK PrF UP has found a violation of the UP Code of Ethics, the Dean will propose further steps or measures.
2. Should the Dean not carry out further procedure or measures of EtK PrF UP pursuant to the previous paragraph within 60 days, unless a longer time limit is set by the Committee, he shall submit explanation at the nearest Senate meeting for not doing so.
3. A person found to be in breach of the Ethics Code of UP, or the person who filed the petition, has the right to ask the Rector for the finding of the EtK PrF UP to be reviewed by the Ethics Committee of UP. The Ethics Committee of UP can decide on the matter or return the matter to the EtK PrF UP for reconsideration.
4. The request for review shall be submitted to the Rector through the Chairperson of EtK PrF UP.
5. Request for review by the Ethics Committee of UP has suspensive effect.
6. If EtK PrF UP does not receive notification from the Rector about the outcome of consideration of the request for review pursuant to sec. 3 within

90 days since filing the request by the Chairman of the Committee, provision in sec. 5 is no longer effective, should the EtK PrF UP not decide on the extension of this period. This shall be without prejudice to the second sentence of sec. 3.

Article 5**Transitional and final provisions**

1. The Committee shall be deemed to have been established on the date this Constitution takes effect.
2. Prior to the first election of academic members, two study fields for which their first representative's term of office shall be six years shall be determined by lot, two study fields for which their first representative's term of office shall be four years; the term of office of the first representative of the remaining field of study shall be two years.
3. The election of the members of the Committee may take place before this Constitution takes effect.
4. This Constitution was approved by the AS of the Faculty of Science UP and hereby entered into force on 23.10.2019; it becomes effective on 1.1.2020.

In Olomouc in October 24, 2019

doc. RNDr. Martin Kubala, Ph.D.
Dean of PrF UP

prof. RNDr. Tomáš Opatrný, Dr.
Chairman of AS PrF UP