

<b>University of Chemistry and Technology, Prague</b>	
<b>Title</b>	<b>INTERNAL STANDARD No. A/N/961/9/2018</b>
Subject	Rules of Procedure of the Ethics Committee of the University of Chemistry and Technology, Prague
Applicability	All school
Effective from	November 2, 2018
Effective to	Not specified
Revision	As required
Cancelled	-
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Issued by	Prof. Ing. Karel Melzoch, CSc., Rector of UCT Prague

### **Introductory provisions**

The Rules of Procedure (hereinafter the "Rules") of the Ethics Committee of the University of Chemistry and Technology, Prague (hereinafter the "Committee") regulate the composition and internal organization of the Committee as well as the rules of proceedings and voting of the Committee.

#### **Article 1 Ethics Committee**

1. Important members of the academic community or respected employees of the University of Chemistry and Technology, Prague (hereinafter "UCT Prague") or external experts enjoying extraordinary and generally shared trust in their moral qualities and exemplary personal relation to the academic community and the whole UCT Prague may be appointed members of the Committee.

2. The Academic Senate of UCT Prague proposes one member of the Committee, and the Academic Senates of the faculties propose one member each. The members of the Committee are appointed and removed by the Rector, the term of the Committee members is three years. In case of resignation, the Committee member hands in the resignation notice to the Rector. In case of removal or resignation of a Committee member, the respective Academic Senate shall propose a new member of the Committee without unnecessary delay.

3. The Committee consists of 5 members, the membership being incompatible with the position of the Dean, Rector, Vice-Rector and Registrar of UCT Prague, Director of Technopark Kralupy of UCT Prague and Director of the Administration of University Facilities of UCT Prague. The list of Committee members is published in the public part of the websites of UCT Prague.

4. The Committee elect one of its members to be the Chair of the Committee.
5. Committee members are not entitled to remuneration for their work. Committee members are subject to confidentiality. Information for meetings is distributed among the members in writing.

## **Article 2**

### **Meetings of the Ethics Committee**

1. Meetings of the Committee are called by the Chair of the Committee at least 7 calendar days before the date of the meeting. The Chair may be asked to call the Committee meeting by the Rector, Dean or President of the Academic Senate of UCT Prague.
2. The proceedings of the Committee are always oral. The proceedings are in the form of closed sessions unless decided by the Chair otherwise.
3. Committee meetings are managed by the Chair, or in case of the Chair's absence by the Committee member authorized by the Chair.
4. Committee members are obliged to attend the Committee meetings and be actively involved in the Committee's activities.
5. The Committee has a quorum if at least 4 Committee members are present. Each Committee member has one vote. A resolution is adopted if an absolute majority of the present Committee members are in favour; in the event of tied vote, new vote shall be taken. Membership in the Committee cannot be delegated.
6. Minutes of the Committee meeting are taken by the authorized Committee member.
7. In order to discuss a submission, the Committee may request collaboration of any member of the academic community or employee of UCT Prague, who are obliged to collaborate with the Committee in order to discuss the submission according to the best knowledge and in compliance with the internal regulation "Code of Ethics of UCT Prague".

## **Article 3**

### **Submissions to be discussed by the Ethics Committee**

1. The Committee discusses submissions in compliance with the internal standard "Code of Ethics of UCT Prague" and the current directive "Prevention of Sexual and Gender Harassment at UCT Prague". Submissions may be given to the Committee by anybody (hereinafter the "submitter"); the submission shall be in writing and handed in to the Chair of the Committee. The Chair will send the documents handed in by the submitter to the other members of the Committee, who will have 1 calendar week to read them.
2. The submission shall contain:
  - a) reasons of the submission,
  - b) name and surname of the submitter,
  - c) handwritten signature of the submitter.

3. In case of submissions concerning research projects and their outcomes with low or no risk for the participant, the submitter submits for evaluation a brief description of the project, text of informed consent and also an affirmation where the submitter declares fulfilment of the following conditions:
  - a) the research is not carried out on groups that would be vulnerable (minors, people with limited legal capacity, etc.);
  - b) the research represents for the participants only low or no risk which is comparable to the risk represented by usual office work or to which people are exposed during a usual day at work or school.
  
4. For projects that may represent medium or high risk for the participants, the submitter shall add to the previous point also the following information:
  - a) description of procedures to lower the risk for the participants, i.e. to minimize negative impact on the participants, including procedures for removal of consequences of deception (if applied);
  - b) detailed description of group analysis of extraordinary important event (debriefing);
  - c) justification of the need of the procedures increasing the risk for the participants;
  - d) if deception is used in the research, its use needs to be justified;
  - e) if the participants are from vulnerable population, the need to carry out research on such participants has to be justified.
  
5. Submission not related directly to the internal regulation "Code of Ethics of UCT Prague" or the directive "Prevention of Sexual and Gender Harassment at UCT Prague" will be shelved by the Committee without the need to discuss the matter of the submission.
  
6. The Committee is obliged to issue a decision on the result of the discussion regarding the submission without unnecessary delay, however no later than within two months from receipt of the submission.

#### **Article 4**

##### **Resolution of the Ethics Committee**

1. Proceedings are terminated without issuing a decision if during the proceedings it is established that the case is not a breach of the internal regulation "Code of Ethics of UCT Prague" or the directive "Prevention of Sexual and Gender Harassment at UCT Prague". The outcome of the proceedings of the Committee is a decision stating if or not there was committed a breach of the internal regulation "Code of Ethics of UCT Prague" or the directive "Prevention of Sexual and Gender Harassment at UCT Prague", or if the proposal or project or its outcome are in compliance with the internal regulation "Code of Ethics of UCT Prague"; the decision shall include the reasons for the decision. In case of breach of the internal regulation "Code of Ethics of UCT Prague" or the directive "Prevention of Sexual and Gender Harassment at UCT Prague", the decision also contains the assessment of severity of the breach, as well as the proposed measures or sanctions.
  
2. In case of Committee's negative decision on a project and its outcomes containing clearly stated requirements of the Committee with their justification, the submitter can re-write the submission in compliance with the Committee's requirements and re-submit it to the Committee for evaluation.
  
3. The Committee adopts its decisions by taking vote. Upon proposal by any of the Committee members the Committee takes secret vote by secret ballot. A member of the Committee who has conflict of interest in relation to the discussed submission cannot take vote.
  
4. Every meeting of the Committee is documented by the minutes which state the date and place of the Committee meeting, the agenda, the result of the vote and the decision of the Committee including the reasons behind the decision. All present members of the Committee attach their signatures and date to the minutes.

The following are attached to the minutes:

- a) list of present persons,
- b) original wording of the discussed submission.

5. The decision and the minutes from the meeting of the Committee shall be handed in by the Chair of the Committee to the Rector or the Dean without unnecessary delay. At the same time, the Chair informs in writing the submitter about the result of the proceedings.

6. Minutes from the Committee's meetings, as well as the documents submitted by the submitters, are kept in paper form at the Rector's Office of UCT Prague.

## **Article 5 Transitional provisions**

1. The Academic Senate of UCT Prague and the Academic Senates of the faculties are obliged to propose members of the Committee under Article 1 paragraph 2 hereof within 2 months from the date when these Rules come to force and effect.

2. The Committee members proposed under paragraph 1 shall be appointed by the Rector within 3 months from the date when these Rules come to force and effect.

## **Article 6 Final provisions**

1. These Rules were discussed by the Academic Senate of UCT Prague on October 23, 2018.

2. These Rules come to force and effect on the day of their signing.

Prof. Ing. Karel Melzoch, CSc.

Rector