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<h2 style="margin: 0;">Rules of the Ethics Committee</h2> <h2 style="margin: 0;">AMBIS University</h2>		
Approved by:		
Dr. Martina Mannová Member of Board	Radek Stavinoha Member of Board	
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Art. I Introductory Provisions

- (1) The Ethics Committee of AMBIS University (hereinafter referred to as "**AMBIS**" and "**the Committee**") is an advisory body to the Rector of AMBIS.
- (2) The Committee is established pursuant to Article VIII of the AMBIS Code of Ethics (hereinafter referred to as "**the Code of Ethics**") to review reports concerning potential violations of the principles outlined in the Code of Ethics.
- (3) The Rectorate of AMBIS is responsible for ensuring the conditions necessary for the Committee's activities, including the potential safeguarding of its documentation.

Art. II Composition of the Committee

- (1) The Committee consists of 5 members from among the members of the academic community and other employees of AMBIS.
- (2) Members of the Committee are appointed and removed by the Rector based on the proposal of the Vice Rectors, senior staff, and the Chair of the Student Council, or on the Rector's own initiative.
- (3) The term of office for Committee members is not limited.
- (4) The Committee is chaired by a Chairperson, who is appointed by the Rector.
- (5) For administrative support, the Rector appoints a Committee Secretary without voting rights from among the employees of AMBIS.
- (6) Committee members are required to attend Committee meetings and actively participate in its activities.
- (7) At the beginning of their term, the Chairperson, other Committee members, and the Secretary will sign a written confidentiality agreement regarding all matters to be discussed by the Committee.
- (8) Committee members serve without remuneration.
- (9) The Chairperson may invite additional individuals with advisory votes to assist in evaluating specific cases. These individuals are also required to maintain confidentiality regarding the matters under consideration.
- (10) A Committee member resigning from their position must submit their resignation to the Rector and simultaneously inform the Chairperson of the Committee.

Art. III Committee Proceedings

- (1) The Chairperson or an authorized member summons Committee meetings electronically.
- (2) The Chairperson or an authorized member presides over the meetings, which are held in private. The Rector may attend the Committee meetings but does so without voting rights.
- (3) A Committee member may excuse themselves from a meeting by notifying the

- Chairperson in writing. The presence of Committee members cannot be substituted.
- (4) If a Committee member has a direct interest in the matter being discussed, they must recuse themselves from that part of the agenda and abstain from voting on the issue.
 - (5) The Committee is quorate when a majority of all members are present. Resolutions are adopted if they receive a majority vote from the members present. Resolutions are generally voted on by acclamation. At the request of any Committee member, a secret ballot may be conducted.
 - (6) Minutes of the Committee meeting are taken, including the date and location of the meeting, a list of attending Committee members, a list of other attendees, and information on the matters discussed, including the text of proposed resolutions and the results of the voting.
 - (7) The minutes are confidential. Any decision on the publication of the minutes or part thereof will be made by the Rector in accordance with Article V, Paragraph (5).
 - (8) Committee meetings are held as needed, but at least once a year.
 - (9) The Chairperson may also call for a vote outside of Committee meetings ("vote per rollam"). The vote per rollam is announced via email, where the Chairperson sends a notice to all other members, specifying the deadline for the vote. Voting per rollam is conducted through email responses sent to the address from which the Chairperson issued the notice. Within three business days after the deadline, the Chairperson prepares and sends out the minutes of the voting, including the members' declarations of intent.

Art. IV Reviewing Submissions

- (1) The Committee reviews submissions from members of the academic community and other employees of AMBIS (hereinafter referred to as the "Submitter") that indicate possible violations of the principles of the Ethical Code.
- (2) Submissions must be made in writing to the Chair of the Committee. The submission must include:
 - a. The name, surname, delivery address, and contact information of the Submitter,
 - b. Justification of the submission – specifying which point of the Ethical Code has been violated,
 - c. Any evidence supporting the alleged violation of the Ethical Code.
- (3) The Chair of the Committee shall promptly inform the Committee members of the content of the submission upon its receipt. Committee members will share information in a manner that prevents leakage of information outside the Committee.
- (4) The Committee will first assess its jurisdiction to review the submission. If deemed not within its jurisdiction, the Committee will reject the matter by resolution. Anonymous submissions will not be reviewed by the Committee but will only be recorded.
- (5) The Chair of the Committee, with the Rector's consent, is authorized to request a written expert opinion from an independent expert. AMBIS will cover the costs associated with the participation of independent experts and the preparation of expert opinions. The

confidentiality obligation also applies to the invited independent experts and the authors of expert opinions.

- (6) The Submitter may be asked to provide additional information to properly clarify the factual circumstances of the reviewed situation.
- (7) The Committee must hold a meeting to discuss the submission no later than 3 months from its receipt.
- (8) For the purpose of reviewing the submission, the Committee has the right to request the cooperation of any member of the academic community or other AMBIS employees, who are obliged to provide cooperation to the best of their knowledge and belief.
- (9) The person who is alleged to have violated the principles of the Ethical Code or who has or may have knowledge of a possible violation of the Ethical Code (hereinafter referred to as the "Affected Person") must be summoned to the Committee meeting by the Chair. The summons will be delivered to the Affected Person via postal services, to their data box, or personally at their workplace.
- (10) The Affected Person is entitled to:
 - a. Review the materials related to the submission under review,
 - b. Comment on all relevant aspects,
 - c. Attend the Committee meeting where the submission in which they are involved is being discussed,
 - d. Use any means that may help clarify the submission, including their own or personally obtained expert opinions.
- (11) The Committee may discuss the submission even in the absence of the Affected Person if they fail to attend the meeting despite having been duly and timely summoned.

Art. V Decision on the Submission

- (1) The Committee makes a decision on the examined submission by issuing a resolution that clearly states whether, from its perspective, there has been a breach of the principles of the Ethical Code or a violation of generally accepted moral principles. The resolution includes a statement of findings, justification, and recommendations for measures.
- (2) The acceptance or rejection of the resolution is determined by the Committee through a vote in accordance with Article III, paragraph (5).
- (3) The outcome of the Committee's deliberations is recorded in the minutes of the meeting. The Committee Chair ensures that an excerpt from the minutes and the resolution related to the subject matter are sent to the Affected Person and the Submitter. Upon request from the Affected Person addressed to the Committee Chair, the Chair will provide access to relevant parts of the documentation related to the resolution. The Committee Chair must respect the rights of the individuals mentioned in the documents.
- (4) The minutes of the Committee meeting, including the resolutions, are promptly submitted to the Rector, who will decide on the adoption of corrective measures if deemed appropriate, and is not bound by the Committee's recommendations. The Rector's decision is final.

- (5) The Rector will determine whether and in what form any part of the Committee's resolution will be made public.
- (6) The Rector may relieve the Committee members and meeting participants from confidentiality upon request by any participant or the Affected Person.
- (7) A file is maintained for each examined submission, containing complete documentation. Personal data of the individuals involved and materials that could identify individuals are secured against unauthorized access.

Art. VI Final Provisions

- (1) This Rules of Procedure for the Ethics Committee of AMBIS is effective from the date of signing, with the date of effect indicated on the cover page.
- (2) The document is accessible in the managed documentation directory and the document section of the information system.

Art. VII Distribution List

- (1) Printout no. 1 administrator's copy.
- (2) Printout no. 2 copy for lending.