
Code of Ethics of the Czech University of Live Sciences in Prague

UNOFFICIAL TRANSLATION

Article 1

Introductory provisions

- (1) This Code of Ethics is applicable to all components of the Czech University of Life Sciences Prague (hereinafter as the “CZU”), including the CZU Farm Estate at Lány and the CZU Forest Establishment at Kostelec nad Černými lesy.
- (2) The Czech University of Life Sciences Prague (hereinafter as the “CZU”) ranks among the leading centres of education, unrestraint knowledge and other created activities. As such, the University’s role is irreplaceable in the scientific, cultural, social and economic development of the society and environmental protection.
- (3) The CZU Code of Ethics (hereinafter as the “Code of Ethics”) introduces the essential ethical principles that guide employees and students of the CZU¹ in their academic and other activities within the university and non-university spheres, in particular as regards educational (hereinafter as “educational activities”), scientific and research, development and innovation, artistic and other creative activities (hereinafter as “creative activities”), or their work in the public space. Ethical principles set forth herein reflect the historical mission of universities as the highest link in the educational system.
- (4) This Code of Ethics relies on generally recognised moral standards. This ethical consensus is based on the knowledge centred in the postulate that man should do good, not evil. The above postulate develops the maxims of the “Golden Rule” that provides criteria for identifying correctness and incorrectness, admissibility or inadmissibility of individual actions: “Treat other people the way you would like to be treated yourself. Do unto others as you would have them do unto you”, and the imperative of responsibility for one’s own actions. The manner in which this rule should be applied in concrete terms in the individual areas of human behaviour is found through reflection and discussion with persons having different standpoints and opinions. Generally speaking, this Code of Ethics cannot replace the legislation of general application and related standards regulating the activities of the CZU. Accordingly, the objective of this Code of

¹ For the sake of clarity, improved readability and reduction of the text, the CZU Code of Ethics of uses the general masculine. This is consistent with the established procedure applicable to official documents which address different gender identities. The CZU Code of Ethics thus refers to all gender identities.

Ethics is to achieve a situation when all of those affected by the Code of Ethics will not act contrary to their duties. As the Code of Ethics perceives it, morally wrong behaviour is behaviour undermining any established obligations unless such obligations contradict the general principles of humanity.

- (5) The requirements laid down in the Code of Ethics are based on general and generally recognised moral and other formal and informal principles of individuals and groups in the society, taking into account the professional focus of activities carried out by the CZU.
- (6) With its basis on the generally accepted values of human society, reflected in the values applied across the CZU, the Code of Ethics aims to establish and maintain the required moral standards, to create a positive working and interpersonal environment, to prevent conflicts of interest or conflict situations between employees of the CZU themselves, between employees and students of the CZU, and also between employees of the CZU and third parties, and last but not least, the objective of this document is to improve the relation between the academic community of the CZU and the public. The Code of Ethics also pursues the purpose of avoiding unlawful conduct by the CZU and its employees and students.
- (7) The CZU Code of Ethics is binding on all employees and students of the CZU, while respecting the academic freedoms of members of its academic community. Primarily, any breach of ethics should be reflected in individual consciousness – conscience.

Article 2

Common ethical principles and academic freedom

- (1) The academic freedom of employees and students of the CZU is understood as the exercise of free will and decision-making in educational programmes, freedom in self-education, and freedom in scientific research, provided that these freedoms are exercised in accordance with the ethical principles adopted by the academic community and reflect generally acknowledged ethical principles of the society and humanity. An academic freedom cannot be separated from responsibility for one's actions.
- (2) Members of the academic community of the CZU are required to observe the provisions of the academic oath taken by them; in this context, they shall exercise their academic rights and enjoy academic freedoms.
- (3) All employees and students of the CZU:
 - a. shall honour moral principles and rules and comply with this Code of Ethics and good manners and refrain from abusing their position for their own benefit.
 - b. shall respect human rights and fundamental freedoms, especially the right to life and health, the inviolability of individuals and their privacy, the right to preserve human dignity, personal honour and reputation, freedom of thought, conscience, religion and expression, as well as the freedom of independent scientific research and artistic creation. They shall respect the freedom of speech, the free exchange of views and

information and the principles of collegiality and academic cooperation. They must prevent any conduct that might violate the above rights and freedoms.

- c. shall reject discrimination as a tool of suppression and harm of certain social groups as to their rights and entitlements in all forms of discrimination (e.g. discrimination based on race, ethnic origin, nationality, ideology, religion, faith, worldview, age, gender, sexual orientation, physical disability, social origin or financial situation). They must treat everyone with respect, regardless any social and cultural or physical differences, thus promoting a positive approach to individuals with special needs.
 - d. shall not tolerate any unethical behaviour at the CZU workplaces and outside the university.
 - e. shall observe relevant ethical rules generally shared at institutional, departmental or national levels, and the international level in the case of international cooperation.
 - f. shall not use the academic environment to promote interests of political parties and movements.
 - g. shall not exert unsuitable or undue pressure on the other employees and students of the CZU. Any critical suggestions raised by them must be supported by facts. Criticism and alternative opinions must be put forward fairly.
 - h. shall protect the missions of the CZU. They shall not place their private interests above those missions. Thus they express their respect to the CZU, and in their conduct, they refrain from any actions that might disparage the university's reputation.
 - i. shall take care of the property of the CZU and use the same in a due manner. They shall not misuse the property for their private interests and needs or for personal or third-party benefit.
 - j. shall prevent any conflicts of interests, and if such situation arises, they must report it to their respective superiors in an appropriate manner.
 - k. shall devote themselves to educational and creative activities or studies exercising their utmost efforts. They take care to broaden their knowledge and skills and share the same within and outside the academic community.
 - l. shall ensure that their work or study loads both within and outside the CZU are adequate and manageable. They shall not jeopardise the university's activities and reputation through their other activities (apart from educational and creative activities).
- (4) All employees of the CZU and especially those who have accepted an academic position, membership in an academic body or a management position, shall perform their duties properly, adhering to good manners and in accordance with this Code of Ethics, ensuring that this Code of Ethics is respected also by the other employees and students of the CZU.

Article 3

Principles in educational activities

- (1) Employees of the CZU shall treat students with honesty, fairly, at a partnership level and openly. Students must not be humiliated, subjected to immoral conduct or an unsuitable or inappropriate form of pressure. Personal relationships must not be reflected in the performance of employees' duties.
- (2) Through their conduct and actions, employees try to set an example for students.
- (3) Employees respect that self-learning is necessary in achieving the highest quality of education and research.
- (4) Employees encourage the qualification growth of their students and subordinate researchers, as well as their research and publication activities and international contacts, and list them among authors of a publication if they have contributed creatively to its creation.
- (5) They are committed to educating their students, while developing the students' independent, critical thinking and a responsible approach to work, and respecting their right to express their views on research freely provided that such views do not contradict the general principles of humanity.
- (6) In assessing study results, they proceed fairly, transparently and objectively (in an unbiased and impartial manner) and in line with legal and internal regulations, and apply pre-determined conditions.
- (7) Employees shall not abuse their authority and must not demand from students any activities that should form the subject of the employees' own obligations. Employees must not appropriate any results of their students' work.
- (8) Students of the CZU shall refrain from plagiarism or cheating in the course of performance of their study duties, and do not provide others with opportunities to cheat. They do not pass work of others as their own. They shall not belittle results of their own work, that of their teachers or other individuals.
- (9) Students acknowledge the responsibility for consequences of their actions and their approach to study.

Article 4

Principles of creative activities

- (1) As regards creative activities, academic and scientific staff of the CZU and students of the CZU shall be open to teamwork cooperation and expert discussion within and outside the academic community of the CZU. Their communication must be fact-based, open with fair arguments and supported with unquestionable facts, without demeaning others or discrediting their activities.

- (2) They shall not disparage scientific procedures and must respect different scientific opinions as well as the plurality of scientific and creative disciplines. They shall keep track of the current state of research not to duplicate any research results that might have been achieved previously.
- (3) They approach their colleagues with appropriate criticism, and apply criticism in their own creative activities and themselves as such.
- (4) In creative activities, they apply the latest trend of the respective field of study, are responsible for the adequacy, accuracy and objectivity of the methods applied, and must ensure that any distortion of results of their creative activities is avoided. They take care of data, or any documents analysed, their accurate description, protection and archiving. In their publications, they state the information sources on which they rely in their work, truthfully and correctly form-wise. They ensure that the procedures and results of scientific and creative work might be used as the subject of research. They adhere to rules of professional ethics inherent in their field.
- (5) They protect and respect intellectual property that belongs to them or other persons and take care that results of creative activities are identified with the correct affiliation. They shall refrain from publishing any outputs in an ethically questionable manner.
- (6) Academic employees and students of the CZU honour the principles of authorial ethics, i.e. they shall not appropriate different people's thoughts and ideas and they must respect co-authorship. If any works are produced by joint creative activities of several authors, co-authors are quoted consistently whose ideas or texts have been used in their own work. They shall not commit plagiarism.
- (7) Leaders of research teams take care of the fair and open approach in communication and refrain from autocratic management methods. They must ensure that requirements for performance and professional competitiveness do not result in dishonest conduct.
- (8) Academic and research staff of the CZU shall prepare expert opinions or scientific or other expert reports with full responsibility, impartiality, pursuing objectivity and with the view of the current level of knowledge, without purpose-directed bias or influence by external interests. In their assessment activities, they proceed fairly, apply standard criteria and procedures and guarantee their conclusion with their professional integrity.
- (9) The CZU and its employees respect and observe the set of general principles and requirements arising from the European Charter for Researchers. These principles and requirements constitute the basic framework that encourages the responsible and professional cooperation and mutual recognition.

Article 5

Ethics Committee

- (1) For the purpose of evaluating concerns in the matter of compliance with this Code of Ethics in terms of interpersonal relationships, plagiarism and questionable procedures in science and

other ethical areas (e.g. the ethics of research projects and the ethics of methodology of articles after their implementation or publication), an Ethics Committee (hereinafter as the "Committee"). Under the Committee, there works an Expert Panel of the Ethics Committee as an independent body having the competence to evaluate the ethicality of research projects and the ethics of methodology of articles prior to their implementation or publication and to provide interpretation and input to the Ethics Committee on the ethicality of procedures in research, development and publication activities (hereinafter as the "Expert Panel").

- (2) The Committee is composed of seven members. The Chairperson and six members shall be appointed and removed by the Rector; the tenure is four years. Four members of the Committee, including the Chairperson, are appointed by the Rector on the recommendation of the Rector's Advisory Board, and three members, one of which is a student of the CZU, are appointed on the recommendation of the Academic Senate of the CZU.
- (3) The appointed member of the Committee must accept the membership in advance and also commit to maintain confidentiality on all confidential and otherwise sensitive issues of the suggestions submitted; this provision shall apply accordingly to the Chairperson of the Committee.
- (4) On the proposal of the Chairperson of the Committee, the Rector may invite, *ad hoc*, other persons to evaluate a specific case, and these persons shall have an advisory vote without becoming a member of the Committee; the provision of para. 3 of this Article shall apply to those other persons *mutatis mutandis*.
- (5) Before the term of office expires, the membership in the Committee shall cease by resignation by the member or removal by the Rector.
- (6) If the term of office of a member of the Committee ceases prior to the expiry thereof, a new member shall be appointed only for the remaining part of the relevant term of office, upon the proposal of the body that originally nominated the member whose office as a member of the Committee has ceased.
- (7) The Committee shall meet as necessary. The meetings shall be convened and chaired by the Chairperson of the Committee or its member appointed by the Chairperson. The Chairperson is obliged to convene the meeting of the Committee if at least two of its members ask him to do so.
- (8) The Committee shall proceed in conformity with the Rules of Procedure, annexed to this Code of Ethics. The Rules of Procedure establishes, *inter alia*, procedures for meetings and approval of outputs of the Committee. The Rules of Procedure contain, as an Annex, the procedural practices for submitting suggestions to the Ethics Committee by employees and students of the CZU; these practices and the Rules of Procedure are posted on the website of the CZU.
- (9) The Committee shall consider submissions put forward by employees and students of the CZU related to compliance with the Code of Ethics. Suggestions must be presented in writing to the Chairperson of the Committee.

- (10) The individual submissions shall be evaluated by the Committee at its nearest meeting and a decision shall be made on the most suitable solution. Any submissions not directly related to the Code of Ethics shall be deferred by the Committee without the Committee having to discuss any such submission in a substantial manner.
- (11) Meetings of the Committee shall not be public. If necessary, the Committee has a right to require additional documents, including opinions or statements.
- (12) The Committee shall comment in writing on each submission under substantial consideration. The opinion shall express the Committee's standpoint.
- (13) The Chairperson and each member of the Committee shall have one vote. At least four votes are necessary for a draft resolution to be adopted. On the proposal of the Chairperson or any member of the Committee, the voting shall be taken by secret ballot.
- (14) The Commission's opinion shall be sent to the person who has submitted it, any persons involved, the Rector and the Chairperson of the Academic Senate of the CZU.
- (15) Excepting confidential information and upon observance of the applicable provisions of Act No. 110/2019 Coll., on the Processing of Personal Data, as amended, the Commission's opinion shall be published on the website of the CZU.

Article 6

Expert Panel of the Ethics Committee

- (1) For the purpose of evaluating the ethicality of project research and the ethics of methodology of articles prior to their publication and disclosure and for the purpose of interpretation and provision of documents to the Ethics Committee with respect to the ethicality of procedures in research, development and publication activities, an Expert Panel of the Ethics Committee (hereinafter as the "Expert Panel") is installed within the Ethics Committee.
- (2) The Expert Panel shall be composed of 5 members. The Chairperson and its members shall be appointed and removed by the Rector; the tenure is four years. All members of the Expert Panel are appointed by the Rector on the recommendation of the Rector's Advisory Board.
- (3) The appointed member of the Expert Panel must accept the membership in advance and also commit to maintain confidentiality on all confidential and otherwise sensitive issues of the applications submitted; this provision shall apply accordingly to the Chairperson of the Expert Panel.
- (4) On the proposal of the Chairperson of the Expert Panel, the Rector may invite other persons to the Expert Panel to evaluate a specific case, and these persons shall have an advisory vote without becoming a member of the Expert Panel; the provision of para. 3 of this Article shall apply to those other persons *mutatis mutandis*.
- (5) Before the term of office expires, the membership in the Expert Panel shall cease by resignation by the member or removal by the Rector.

- (6) If the term of office of a member of the Expert Panel ceases prior to the expiry thereof, a new member shall be appointed only for the remaining part of the relevant term of office, upon the proposal of the body that originally nominated the member whose office as a member of the Expert Panel has ceased.
- (7) The Expert Panel shall meet as necessary. The meetings shall be convened and chaired by the Chairperson of the Expert Panel or its member appointed by the Chairperson. The Chairperson is obliged to convene the meeting of the Expert Panel if at least two of its members ask him to do so.
- (8) The Expert Panel shall deal with applications lodged by employees and students of the CZU related to the evaluation of the ethicality of research projects and the ethics of methodology applied in articles prior to their implementation or publication. Applications shall be submitted in writing to the Chairperson of the Expert Panel. In particular, the application shall describe the methodology of research, or the methodology used in the article. Where necessary, the Expert Panel may require any additional documents, including opinions or statements. In addition, the Expert Panel, at request of the Ethics Committee, shall provide to the Ethics Committee with documents regarding the ethicality of procedures in research, development and publication activities.
- (9) Individual applications shall be evaluated by the Expert Panel at its nearest meeting and a decision shall be made on the most suitable solution. Any applications not directly related to the competence of the Expert Panel shall be deferred by the Expert Panel, without the Expert Panel having to discuss any such application in a substantial manner.
- (10) Meetings of the Expert Panel shall not be open to public.
- (11) The Expert Panel shall comment in writing on each application under substantial consideration. The opinion shall express the standpoint of the Expert Panel.
- (12) The Chairperson and each member of the Expert Panel shall have one vote. At least four votes are necessary for a draft opinion to be adopted. On the proposal of the Chairperson or any member of the Expert Panel, the voting shall be taken by secret ballot.
- (13) The opinion issued by the Expert Panel shall be sent to the submitter.
- (14) The Ethics Committee may form other panels of experts for certain particular purposes. Provisions of this Article shall apply *mutatis mutandis* to any expert panel formed as specified above.

Article 7

Principles of publishing findings and results

- (1) Employees or students of the CZU may be named as authors or co-authors of a publication only if they contribute to its formation in a creative manner, e.g. to the design of studies and experiments and the execution thereof, to the analysis, interpretation, theoretical processing or modelling of data or to the preparation of a publication, provided that they agree to the co-authorship.
- (2) In publications, they acknowledge the scientific contributions of their predecessors and colleagues to the problem addressed, on which contributions their work is based, and they shall provide clear references to relevant sources when quoting the findings and results.
- (3) In addition, employees and students of the CZU must also include references to important publications not consistent with their own results and conclusions.
- (4) Should they discover any significant errors or mistakes, appropriate necessary steps must be taken, e.g. errata or other rectifications shall be printed. In no case shall they attempt to conceal or cover up any errors or mistakes or to shift responsibility to someone else.
- (5) They must critically evaluate the need to republish their own results in the original or a slightly modified form; in the case such results are republished, authors must include information in the text at all times that the result has already been published, including a full citation of the original source.
- (6) Results and findings must not be divided into multiple publications unnecessarily with the aim of increasing the number of publications artificially.
- (7) Authors must not publish in an ethically doubtful manner or use ethically questionable publishing platforms.
- (8) They publish with the aim of sharing their results and findings with professionals, not for the sole purpose of reporting their work as scientific outputs. Direct engagement with the public is instrumental in understanding the public's interest and concerns in the area of scientific and creative activities.
- (9) Employees and students of the CZU must not misuse references to science and various scientific results to manipulate the public.

Article 8

Addressing a breach of the Code of Ethics

- (1) Addressing a breach of the Code of Ethics is handled in a standard manner along the line of the organisational structure (i.e. from the relevant organisational units of the CZU), with the option of submitting the case to the Ethics Committee of the CZU for evaluation at any stage of the procedure.

- (2) Suggestions for evaluating a breach of the Code of Ethics may be put forward to the Ethics Committee by all employees and students of the CZU, in accordance with the Rules of Procedure of the Ethics Committee.
- (3) Taking into consideration its nature as well as other circumstances, a breach of the Code of Ethics may be classified as a breach of obligations arising from legal regulations concerning the work or study performed (in the case of students), or, as appropriate, as failure to meet requirements for the proper performance of work or the proper performance of studies. This may lead to the application of appropriate labour-law consequences or consequences ensuing from the Study and Examination Rules of the CZU (for students in Bachelor's or Master's programmes and for doctoral students) and the Disciplinary Rules of the CZU.

Article 9

Final provisions

- (1) Any amendments of this Code of Ethics are subject to consent of the Academic Senate of CZU.
- (2) This Code of Ethics was approved by the Academic Senate of CZU on 16 June 2022.
- (3) This Code of Ethics supersedes the previously valid Code of Ethics dated 08 November 2016. This Code of Ethics becomes valid and effective on the day of its publication.

In Prague, on 12 October 2022

prof. Ing. Petr Sklenička CSc.,
Rector, *m.p.*

Annex – Rules of Procedure of the Ethics Committee

Article 1

Introductory provisions

- (1) Pursuant to Article 31(2) of the Statute of the Czech University of Life Sciences Prague, the Ethics Committee of the Czech University of Life Sciences Prague (hereinafter as the “Committee”) has been installed to examine suggestions concerning compliance with the Code of Ethics of the Czech University of Life Sciences Prague (hereinafter as the “Code”).
- (2) The role of the Ethical Committee is to consider suggestions in the case of compliance with the Code in terms of interpersonal relationships, plagiarism and questionable procedures taken in science and other ethical areas (e.g. the ethicality of project research and the ethics of methodology of articles after their implementation or publication). As part of the Committee, the Expert Panel has been established to work as a separate body and within its competence, the Expert Panel shall evaluate the ethicality of project research and the ethics of methodology of articles prior to their disclosure or publication and provide interpretation and documents to the Ethics Committee with respect to the ethicality of procedures conducted in research, development and publication activities (hereinafter as the “Expert Panel”).

Article 2

Composition of the Committee and the tenure of its members

- (1) The number of members of the Committee, the manner of their appointment and removal etc. shall be regulated by the Code. The same provision shall apply accordingly to each Expert Panel attached to the Ethics Committee.
- (2) Obligations of the members when appointed as member of the Committee and for the Committee’s activities are set forth in the Code of Ethics. The same provision shall apply accordingly to each Expert Panel attached to the Ethics Committee

Article 3

Competence and reporting on the Committee’s activities

- (1) In accordance with the Code, the Committee shall consider submissions of employees and students of the CZU relating to compliance with the in terms of interpersonal relationships, plagiarism and questionable procedures taken in science and other ethical areas. The procedural practice for submitting suggestions to the Committee is delineated in the Annex to these Rules of Procedure.

- (2) In addition to suggestions filed by employees and students of the CZU in relation to compliance with the Code, the Committee may address, at its meetings, other issues concerning the problems covered in the Code.
- (3) Pursuant to the Code, the Committee's opinions as to the suggestions under consideration (save for confidential information and subject to the applicable provisions of Act No. 110/2019 Coll., on the Processing of Personal Data, as amended) shall be published in the public section of the website of the CZU. The Committee's opinions shall be forwarded to persons listed in the Code.

Article 4

Meetings of the Committee

- (1) As the Code instructs, the Committee shall meet as necessary. Its meetings shall be convened and chaired by the Chairperson or a member of the Committee authorised by the Chairperson. Meetings of the Committee shall not be public as provided in the Code.
- (2) The Chairperson of the Committee is obliged to convene its meeting provided that at least two members of the Committee ask him to do so in writing and state in their request the reason for convening the meeting.
- (3) The Code imposes an obligation on the Committee to express its written opinion of each submission under substantial consideration. The opinion must include the Committee's standpoint at all times.
- (4) By voting, the Committee shall decide on the wording of its opinion of submissions and other items discussed at the meetings, including the agenda. In accordance with the Code, each member of the Committee has one vote. For a proposal to be adopted, at least four members of the Committee have to vote in its favour. The act of voting shall be done by secret ballot on the proposal of the Chairperson or another member of the Committee.
- (5) The Chairperson of the Committee shall inform the other members of the Committee of a submission as soon as practicable after the receipt of the submission, specifically by sending a copy of the submission to all members of the Committee. The Chairperson of the Committee may delegate the authority to do so to another member of the Committee for objective reasons.
- (6) Within a time-limit determined by the Chairperson or a member of the Committee authorised by him, members of the Committee shall notify the Chairperson or the member authorised by him that they have read the submission. If a member of the Committee fails to make a statement within the set time-limit, that member shall be understood as having read the submission.
- (7) The Chairperson or a member of the Committee authorised by him shall convene a meeting of the Committee as soon as possible after the expiry of the time-limit set for members to become familiar with the submission as per para. 6.

- (8) At its nearest meeting after the receipt of the submission, the Committee shall decide on the most appropriate solution to the solution in line with the Code. At that meeting, the Committee shall consider whether the given submission contains all particulars stipulated in the Annex to these Rules of Procedure and whether the submission is relevant to the Code. Any submissions not relevant to the Code or any submissions the filing of which does not meet the rules set forth in the Annex to the Rules of Procedure, shall be deferred by the Committee, without the Committee having to consider the same in a substantial manner. If any submission is deferred, the Committee may advise the person who has lodged that submission that the submission is not relevant to the Code and the issue of ethicality, i.e. to the substantive aspect, and the Committee may recommend that the submitter contact other authorities (such as the Disciplinary Committee of the CZU).
- (9) Following the nearest meeting of the Committee after the receipt of the submission, the submitter or submitters shall be informed that either the submission has been deferred or accepted and the manner of its resolution within 5 business days of the meeting of the Committee.
- (10) The Committee has a right to request opinions of other persons who might contribute to the resolution of the submission received. In the case such other persons include employees and students of the CZU, they are under a moral obligation (as per their conscience) to comply with the Committee's request to provide an explanation to the submission.
- (11) The Committee shall be bound by no time-limits to reach a final resolution of any submission. However, the Committee is duty-bound to act without undue delay.
- (12) If, when considering the submission, the Committee is to give its opinion of a matter falling within its competence, and in the case of a matter the content, significance and time availability of which would render the convocation of the Committee's meeting impractical, the Committee may adopt a decision also outside its meeting (a decision "*per rollam*" – by correspondence), specifically by electronic means.
- (13) The Committee shall vote on the final decision regarding the resolution of the received submission at its meeting (this decision is not subject to the provision of item 12 of this Article), and the voting result shall be published (pursuant to this Code) in the public section of the website of the CZU.

Article 5

Powers and reporting on activities of the Expert Panel of the Ethics Committee

- (1) In conformity with the Code, the Expert Panel shall consider applications lodged by employees and students of the CZU related to the review of ethical matters before research/projects are implemented or before articles are published, apart from cases falling within the competence of the Committee for ensuring welfare of experimental animals at the CZU. The procedural practice for filing applications with the Expert Panel is delineated in the Annex to these Rules of Procedure. At request of the Ethics Committee, the Expert Panel may also provide interpretation with respect

to the ethicality of procedures in research, development and publication activities as well as other documents required by the Ethics Committee when considering any submissions to the Committee.

- (2) Opinions issued by the Expert Panel shall be forwarded to the submitter of the application.
- (3) The Expert Panel shall consider only those applications that have been submitted by employees or students of the CZU.

Article 6

Meetings of the Expert Panel of the Ethics Committee

- (1) In accordance with the Code, the Expert Panel shall meet as necessary. Its meetings shall be convened and chaired by the Chairperson or a member of the Expert Panel authorised by the Chairperson. Meetings of the Expert Panel shall not be public as per the Code.
- (2) The Chairperson of the Expert Panel is obliged to convene a meeting of the Expert Panel if at least two members of the Expert Panel ask him to do so in writing and state in their request the reason for convening the meeting of the Expert Panel.
- (3) According to the Code, the Expert Panel must provide its written opinion of each application under substantial consideration. In its opinion, the standpoint of the Expert Panel must be stated at all times.
- (4) By voting, the Expert Panel shall decide on the wording of its opinion of applications and other items discussed at the meetings, including the agenda. In accordance with the Code, each member of the Expert Panel has one vote. For a proposal to be adopted, at least four members of the Expert Panel have to vote in its favour. The act of voting shall be done by secret ballot on the proposal of the Chairperson or another member of the Expert Panel.
- (5) A detailed procedure for considering applications is determined by the Panel of Experts in the statement of conditions of procedural practices for submitting and considering applications.
- (6) The Expert Panel has a right to request opinions from other persons who might contribute to the resolution of the application received.
- (7) The standard time-limit for considering received applications by the Expert Panel is 30 calendar days of the receipt of the application. However, the Expert Panel must act without undue delay. The above time-limit may be changed reasonably in justified cases.
- (8) If, when considering the submission, the Expert Panel is to give its opinion of a matter falling within its competence, and in the case of a matter the content, significance and time availability of which would render the convocation of a meeting of the Expert Panel impractical, the Expert Panel may adopt a decision also outside its meeting (a decision "*per rollam*" – by correspondence), specifically by electronic means.

Article 7
Final provisions

- (1) Any amendments of these Rules of Procedure are subject to consent of the Rector's Advisory Board and the Academic Senate of CZU.
- (2) These Rules of Procedure were approved by the Academic Senate of CZU on 16 June 2022.
- (3) These Rules of Procedure supersede the previously valid These Rules of Procedure dated 08 November 2016. This Code of Ethics becomes valid and effective on the day of its publication.

Annex to the Rules of Procedure of the Ethics Committee:

Procedural practice for submitting suggestions to the Ethics Committee of the CZU

The procedural practice described below determines the rules for submitting suggestions by employees and students of CZU with relevance to the Code:

- (1) Submissions of employees and students of the CZU in matters relating to compliance with the Code must be forwarded in writing to the Chairperson of the Committee to the following address: Chairperson of the Ethics Committee of the CZU, Kamýcká 129, 165 00 Prague – Suchbát.
- (2) Submissions must include the name or names of submitters and their contact data in the form of address, telephone and e-mail where the submitters can be reached, signatures of all submitters and the date of submission. By their signatures, the submitters also confirm that they shall respond, using the aforesaid contact (telephone and e-mail), to an invitation by the Ethics Committee to provide other documents in the case of the submission, within no later than 5 business days. If the submitters fail to respond to the invitation within 5 business days, the Committee shall consider the case closed.
- (3) The submission must state, in particular, the facts at issue – i.e. the description of the situation supported by facts and clearly expressing to which Article or paragraph of the Code the submission relates. Moreover, the submission must document the manner of any previous resolutions of the submission (to whom the submission was addressed before forwarding to the Committee, and if it was not submitted to another authority, reasons must be given why this was not the case), and the resolutions of the previously contacted authorities must be substantiated (responses, opinions, decisions, etc.). The submission must further contain any evidence referred to therein by the submitter (e.g. documents, statements, etc.).
- (4) If a submission is accepted by the Ethic Committee for resolution, the Ethics Committee shall determine the manner of resolution of the same, in the framework of which the Ethics Committee may request additional information from the submitters and contact other persons (including legal persons) to supplement any necessary information for the Ethics Committee to be able to make a final decision on the submission. The Ethics Committee may also decide that it is necessary to arrange for a personal discussion on the submission with the submitters and, where appropriate, other persons concerned. Statements made by the persons concerned must respect their conscience.