

**COLLECTION OF DECISIONS AND ORDINANCES
OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

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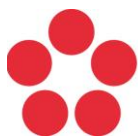
**Ordinance of the USB Rector
Stipulating the Rules of Procedure of the USB Ethics Committee**

1. I hereby issue the Rules of Procedure of the USB Ethics Committee, which have been approved by the USB Academic Senate.
2. This Ordinance become effective on 19th May 2020 and repeals the Rector's Ordinance No. 356 of 28th June 2017.

prof. PhDr. Bohumil Jiroušek, Dr.
Rector

Distribution list: members of management of the USB, Deans of faculties of the USB, Directors of other constituent parts of the USB

Prepared by: Head of Project Department



RULES OF PROCEDURE OF THE ETHICS COMMITTEE OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

1. Basic Provisions

- a) The Ethics Committee of the University of South Bohemia in České Budějovice (hereinafter referred to as Committee) is an advisory body to the Rector of the University of South Bohemia in České Budějovice (hereinafter referred to as the USB Rector). It handles complaints regarding violations of the USB Code of Conduct by academic staff, employees and students of the USB (hereinafter persons concerned).
- b) Members of the Committee are appointed and dismissed by the USB Rector. The Committee has 6 members, who should be the representatives of various Faculties of the USB. Membership of the Committee is incompatible with the office of the Rector, Vice-Rector, Bursar, Dean or Vice-Dean of the USB. The term of office of the members of the Committee corresponds to the Rector's term of office.
- c) The list of members of the Committee is publicly available.

2. Meetings of the Committee

- a) At the first meeting, the members of the Committee elect their Chair and an Ombudsman. The Chair cannot be elected an Ombudsman.
- b) The Chair heads the Committee, convenes its meetings and informs the Rector of the outcomes of the meetings and committee recommendations. At the time of their absence, the Chair appoint one of the members of the Committee as their representative.
- c) An Ombudsman is an independent person who provides confidential assistance to all university staff in resolving work conflicts, disputes and complaints in order to ensure fair and equal treatment of all employees within the university and to improve the overall quality of the working environment.
- d) The Ombudsman is authorized to conduct separate inquiries initiated by staff, but cannot take on the activities of the relevant university bodies or change their decisions. After examining the matter, the Ombudsman issues a recommendation. If they conclude that the complaint was justified, the complaint together with the Ombudsman's recommendation will be forwarded to the Ethics Committee.
- e) The Ombudsman may not act as a Deputy Chair of the Ethics Committee in the Chair's absence.



- f) The Committee meets as and when necessary; the meetings are not public, in some cases can be conducted *per rollam*. With the consent of the majority of the members of the Committee, the Chair is entitled to invite independent experts to participate in a meeting.
- g) Minutes are taken at the Committee meetings, including a brief resolution. The Chair appoints a member of the Committee responsible for minute taking at each meeting. If necessary, a detailed explanation of the committee's resolution is annexed to the minutes. The minutes are authenticated by other members of the Committee and confirmed by the Chair. The Chair is responsible for publication of the minutes. Minutes are archived at the USB Rectorate.

3. Initiation and investigation of complaints

- a) The Committee's investigation is initiated by a written proposal to the Chair of the Committee. The complaint must be duly substantiated, must not be anonymous and include a verifiable contact details of the submitter.
- b) The Chair of the Committee is obliged to inform the members of the Committee as soon as possible about the receipt of a complaint and to initiate its investigation. For the purpose of investigation, the Chair is entitled to collect support material and verify facts that contribute to the objective assessment of the case. Other members of the Committee are required to participate in the inquiry upon the Chair's request.
- c) The person subject to the investigated complaint has the right to be informed in advance of the evidence and support material concerning the complaint and is entitled to make a written statement to provide the Chair with documents and information that might help to make an objective assessment of the complaint and to take part in the committee's meeting where their case is discussed.
- d) The members of the Committee are bound by confidentiality regarding cases dealt with.

4. Resolutions of the Committee

- a) The resolutions of the Committee must include justified information on whether or not there has been a violation of the Code of Conduct. If the inquiry was submitted to the Ethics Committee by the Ombudsman, the Ombudsman's recommendation on the present case are attached to the Committee's resolution. The Committee takes the Ombudsman's recommendations into account when making its decision but is not bound by them. In the event of violation of the Code of Conduct, the resolution may include recommendations on possible corrective measures, however the administration of any such recommendation is exclusively within the Rector's authority.



- b) For the resolution to be adopted, the consent of an absolute majority of all members of the Committee is required. If the inquiry submitted to the Ethics Committee by the Ombudsman, the Ombudsman participates in the Committee meetings as an independent expert, without the right to vote.

5. Final Provisions

These Rules of Procedure were approved by the Academic Senate of the on 21st April 2020.

They become effective on the day of their publication by the USB Rector.