



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

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Rector's Ordinance issuing the Rules of Procedure of the Ethics Committee of the University of South Bohemia in České Budějovice

Article 1 Basic provisions

1. The University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') has established the USB Ethics Committee (hereinafter also referred to as the 'Committee'), which is an advisory body to the USB Rector.
2. The Committee considers reports concerning breaches of the provisions of the USB Code of Ethics by academic staff, other employees and students of USB (hereinafter referred to as 'the persons concerned').
3. The members of the Committee are appointed and dismissed by the USB Rector. The Committee has six members. As a rule, Committee members should be appointed from different faculties of USB. Membership of the Committee is incompatible with the office of Rector, Vice-Rector, Bursar, Deans and Vice-Deans of USB. The term of office of Committee members lasts for the duration of the USB Rector's term of office.
4. The list of members of the Committee is publicly available on the USB website.

Article 2 Committee meetings

1. At their first meeting, the members of the Committee shall elect a Chair from among their number.
2. The Chair shall chair and convene the Committee and inform the USB Rector of the results of its meetings and the recommendations adopted. In the Chair's absence, the Chair shall appoint one of the Committee members to act as their deputy.





3. The Committee meets as required; its meetings are closed to the public and, in certain cases, may be conducted per rollam. The chair of the Committee is authorised, with the consent of the majority of Committee members, to invite independent experts to attend meetings.
4. A member of the Committee designated by the Chair shall take the minutes of the Committee's meetings, which shall include a brief resolution. Where necessary, a detailed explanation of the Committee's resolution shall be attached as an annexe to the minutes. The minutes shall be verified by the other members of the Committee and signed by the Chair. The Chair shall ensure that the minutes are published. The minutes are to be archived at the Rectorate of the University of South Bohemia.

Article 3

Submission and investigation of complaints

1. A complaint to be considered by the Committee shall be submitted in writing to the chair of the Committee. The complaint must be duly substantiated, must not be anonymous, and must contain verifiable contact details for the submitting party.
2. The Chair of the Committee is obliged to inform the members of the Committee of the submitted complaint without delay and to initiate an investigation. For the purposes of the investigation, the Chair may gather evidence and verify facts that will contribute to an objective assessment of the case. Other members of the Committee are obliged to participate in the investigation if requested to do so by the Chair.
3. The person to whom the complaint under investigation relates has the right to be informed in advance of the evidence relating to the complaint, to express their views in writing, to provide the Chair of the Committee with evidence that could assist in an objective assessment of the complaint, and to attend Committee meetings relating to their case.
4. Members of the Committee are bound by a duty of confidentiality regarding the complaints under consideration.

Article 4

Resolutions of the Committee

1. The Committee's resolution must state whether or not a breach of the USB Code of Ethics has occurred, including the reasons for this conclusion. In the event of a breach of the USB Code of Ethics, the resolution may contain recommendations for corrective measures; however, the decision on such measures falls within the remit of the USB Rector or, where appropriate, other USB bodies.





2. The adoption of a resolution requires the approval of a simple majority of all members of the Committee.

Article 5

Transitional and final provisions

1. Members of the Committee appointed under the previous Rules of Procedure of the USB Ethics Committee shall be deemed to be members of the Committee appointed under these Rules of Procedure. Their term of office is not affected by these Rules of Procedure.
2. The Chair of the Committee elected in accordance with the previous Rules of Procedure of the USB Ethics Committee shall be deemed to be the Chair of the Committee elected in accordance with these Rules of Procedure. Their term of office is not affected by these Rules of Procedure.
3. The USB Ombudsman elected in accordance with the previous Rules of Procedure of the USB Ethics Committee is to become an ordinary member of the Committee. In doing so, he or she is obliged to hand over all pending business relating to his position as Ombudsman to the USB Ombudsman appointed pursuant to USB Rector's Ordinance No. R 641.
4. This ordinance repeals USB Rector's Ordinance No. R 433, which issued the Rules of Procedure of the USB Ethics Committee.
5. This ordinance comes into force and takes effect on the date of its announcement and publication in the public section of the USB website.

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Rector

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Distribution list: USB management, deans of faculties, members of the USB Ethics Committee