



Methodological Guideline to Addendum No 2 to Rector's Decision No R 253

Methodological guideline for issuing statements and recommendations on proposals for research projects or studies at the University of South Bohemia in České Budějovice

This methodological guideline supplements Addendum No 2 to the USB Rector's Decision on the establishment of the Ethics Committee of the University of South Bohemia in České Budějovice.

At some USB faculties, there are ethics committees dealing with issuing statements and recommendations on proposals for research projects or studies that such statements and recommendations. These are particularly projects involving research involving human participants or identifiable biological material or data. The assessment of the relevant ethical aspects of such projects is carried out by the ethics committees of the individual USB faculties. The membership and activities of the faculty committees are regulated by ordinances of the Deans or other documents of the respective faculties:

- *Faculty of Health and Social Sciences*: FHSS USB Dean's Ordinance No 3/2020 'Statute of the Ethics Committee of the Faculty of Health and Social Sciences of the University of South Bohemia in České Budějovice'
- *Faculty of Theology*: FTH USB Dean's Ordinance No 297/2022 'On the work of the FTH USB Ethics Committee for Research'
- *Faculty of Education*: Dean's Ordinance No 10/2018 'On Research Ethics and the Ethics Committee'
- *Faculty of Science*: Dean's Ordinance D 125 'Statute and Rules of Procedure of the Ethics Committee of the Faculty of Science of the University of South Bohemia for Research'

Any academic staff member or USB student, regardless of faculty affiliation, may request a statement or recommendation on the proposal of his/her research project or study from any faculty ethics committee, taking into account the thematic area of the research. Requests for such review, including the information that the applicant is required to submit with the request, are made available by the ethics committees of the respective faculties. In general, the applicant is required to provide the following to the relevant ethics committee in order to secure approval:

- a written request for the Ethics Committee to review the project or study;
- an informed consent proposal;
- the design of the questionnaire, if one is to be used for the research;
- justification of the non-necessity of informed consent in the case of the processing of anonymised biological material or data.

The results of the studies will be processed and, where appropriate, published in accordance with the mandatory data protection legislation (e.g. completely anonymously) and will be used for research purposes only. In the case of the publication of research results that required a statement or recommendation from an ethics committee, this statement or recommendation must be included in the publication as required by the publisher.

The authority of the ethics committees of the above-mentioned faculties, i.e. the thematic areas covered by each committee, is as follows:

- *Faculty of Health and Social Sciences*: research involving human participants in the social and health-oriented field;
- *Faculty of Theology*: general ethics, bioethics and medical ethics, social ethics, ethics in social work, theological ethics, education research, social science research, oral history;



- *Faculty of Education*: education research, research in didactics, research in psychology, research in kinanthropology, social science research, research in STEM;
- *Faculty of Science*: any form of work with any human biological material from patients or healthy volunteers (especially collection, manipulation, analysis, data storage, diagnostic or other tests).

In the case of bachelor's and master's graduation theses, the head of the department will assess the level of confidentiality and sensitivity of the information to be obtained when approving the assignment. The outcome of the assessment shall be that

- a) the case will be further forwarded to the ethics committee, or
- b) the case will not be forwarded to the ethics committee.

In this case, the department head will send only a brief explanatory statement of his/her decision to the chair of the selected ethics committee.

A fee of CZK 1 500 is set for issuing a statement or recommendation on a research project or study proposal. This fee is an income of the respective faculty. The ethics committee, which issues a statement or recommendation on a research project or study proposal, may decide to reduce or waive this fee on the basis of reasons worthy of consideration. In doing so, it shall ensure that no unjustified differences arise in the treatment of similar cases.

This methodological guideline shall take effect on 1 October 2023.

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Distribution list: members of USB management, Deans of USB faculties, Vice-Deans with the science remit of USB faculties

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