

Pursuant to Article 28(2)(a) of the Statutes of Mendel University in Brno, the Academic Senate expressed its opinion on the Statutes and Rules of Procedure of the Ethics Committee for Integrity of Research and Innovation on 22. April 2024.



RECTOR'S GUIDELINES

2/2024

Statutes and Rules of Procedure of the Ethics Committee for Integrity of Research and Innovation

Intended for:	All units	Ref. No.:	UM/7518/2024-1	Date:	22 May 2024
Regulation Owner:	Rector				
Regulation Drafter:	Vice-rector for research, development and innovation				
Regulation Approver:	Rector	Approved on: 22 May 2024			
Number of pages: 4	Number of Attachments: 0	Valid from: 27 May 2024			
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		Invalidated on:			

Record of Revisions

Revision Date	Revision Conclusion	Revised by	Next Revision Date

Record of Changes

Number	Article	Description of Change	Approved by, date

List of Related Regulations

Regulation Title	Reference Location	Referenced Sections
Statutes of Mendel University in Brno, as amended	Preamble	Article 21(1)(d) Article 21(2)
Code of Ethics for Employees and Students of Mendel University in Brno as amended	Preamble	Article 7(2)

Preamble

The Ethics Committee for Integrity of Research and Innovation of Mendel University in Brno (hereinafter referred to as the "Committee") is established as necessary to consider motions regarding compliance with the principles in research, development and artistic activities in accordance with the Statutes of Mendel University in Brno and the Code of Ethics (hereinafter referred to as the "Code"). In its activities, the Committee also respects the principles based on international ethical standards, in particular the European Code of Research Integrity.

PART ONE STATUTES

Article 1

Scope and Composition of the Ethics Committee for Integrity of Research and Innovation

- (1) The Committee considers motions related to compliance with the principles of research, development and artistic activities specified in the Code of Ethics, with the exception of offences against other ethical principles of the Code of Ethics submitted to the Ethics Committee of Mendel University in Brno.
- (2) The Committee is established on an ad hoc basis by the Rector on the initiative of the Chairperson of the Ethics Committee of Mendel University in Brno (hereinafter referred to as the "University Ethics Committee") by appointing the members of the Committee, taking into account that the members of the Committee are not in conflict of interest with respect to the matters under discussion.
- (3) The Committee has a minimum of five and a maximum of seven members, three of whom are not employed by Mendel University in Brno (hereinafter referred to as "the University") and are usually members of the University Scientific Council. Unless otherwise specified below, the Chairperson of the University Ethics Committee is a member and the Chairperson of the Committee. This does not apply if the motion concerns the Chairperson or members of the University Ethics Committee. A motion concerning the Chairperson or members of the University Ethics Committee is submitted directly to the Rector, who appoints another person as Chairperson of the Committee.
- (4) The members of the Committee are appointed with regard to the discipline-specific research, development and artistic activities developed at the University. The Rector may, at his/her discretion or at the suggestion of the Chairperson of the Committee, appoint advisers to consider a particular motion, but they do not have the right to vote. The adviser acts in an advisory capacity in the consideration of a particular motion.
- (5) Membership in the Committee is incompatible with the position of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Secretary of the Faculty, Director of the University Institute, Deputy Director of the University Institute and Secretary of the University Institute.
- (6) No person may be appointed as a member of the Committee who may reasonably be presumed to have an interest in the outcome of the inquiry in view of his/her relationship to the matter and whose impartiality may thus be doubted. If a member already appointed feels that he/she is biased, he/she shall report this fact to the Rector, who will remove him/her.
- (7) As a condition of membership of the Committee, the appointed person(s) must agree in writing to membership, coupled with an undertaking of confidentiality on any confidential or otherwise sensitive matters forming part of the motions under consideration. This obligation remains in force even after they have left the Committee. This provision shall apply *mutatis mutandis* to advisers, if appointed.
- (8) The membership in the Committee is non-substitutable.

- (9) The membership in the Committee terminates upon removal of the member from office by the Rector, death of the member, resignation of membership, or termination of the member's employment relationship with the University.
- (10) In the event that the number of members of the Committee falls below five, the Rector will immediately appoint additional members of the Committee so that the minimum number of members is always maintained.

PART TWO RULES OF PROCEDURE

Article 2 Meeting

- (1) The meetings are convened and chaired by the Chairperson of the Committee, and in the event that the motion concerns the Chairperson of the Committee, by the Rector. The meetings of the Committee are held by attendance or by using remote communication tools. The meetings of the Committee are closed to the public.
- (2) The motion is submitted in writing to the Chairperson of the University Ethics Committee or the Rector and must include:
 - a) justification and supporting documents (e.g. full versions of articles, opinions),
 - b) the name and surname of the submitter,
 - c) the submitter's handwritten signature.
- (3) The Committee members who become aware of circumstances suggesting a conflict of interest are obliged to notify them immediately at the beginning of the meeting and then inform the Rector without delay. Until the Rector has made a decision on the notification, such members of the Committee shall abstain from voting. The Chairperson of the Committee may suspend a meeting of the Committee. If, during a meeting of the Committee, the members of the Committee find that the motion before the Committee concerns the Chairperson of the University Ethics Committee or members thereof, the Chairperson of the Ethics Committee will suspend the meeting of the Committee and inform the Rector without undue delay for the purpose of appointing a new Chairperson of the Committee.
- (4) The Committee shall be entitled to request any additional supporting documents, including opinions or statements from interested parties or other persons as appropriate.
- (5) The Committee has the capacity to make decisions if at least four members are present, presence being deemed to include both physical presence and presence mediated by means of remote means of communication. The approval of a majority of the members present, including at least one member who is not employed by the University, is required for the adoption of a motion for a resolution. In the event of a tie vote, the vote of the Chairperson of the Committee will decide.

Article 3 Course of the inquiry

- (1) The inquiry into misconduct in research integrity shall take into account the diversity of scientific disciplines and their associated methods of investigation. In assessing scientific misconduct in research integrity when combining research methods of investigation, the main method of investigation in the particular scientific discipline shall be assessed with an assessment of the impact of the misconduct of the accompanying method of investigation on research integrity.

Article 4 Opinion

- (1) The opinion is issued by the Committee on the basis of prior discussion and voting at the meeting. The Chairperson and each member of the Committee has one vote. At the request of the Chairperson or any member of the Committee, the vote may be by secret ballot.
- (2) The opinion includes:
 - a) whether there has been a violation of the principles in research, development and artistic activities set out in the Code of Ethics,
 - b) an indication of specific research misconduct as defined by the European Code of Research Integrity,
 - c) an assessment of the seriousness of the violation of those principles,
 - d) a possible proposal to publish the anonymised opinion on a document server.

- (3) The written opinion is sent without delay to the Rector, to the submitter of the motion and to the person directly concerned by the opinion.
- (4) The person directly affected by the opinion has the right to comment on it in writing within five days of the date of receipt of the opinion. The statement will be sent to the Rector, who will inform the submitter of the motion and the Committee.

Article 5
Corrective Measures and Termination of the Committee's Activities

- (1) The Rector will evaluate the conclusions set out in the opinion and the written statement of the person concerned and take corrective or other measures at his/her discretion.
- (2) Following the assessment referred to in Paragraph 1, the Rector will remove all appointed members of the Committee, thereby terminating the Committee.

PART THREE
FINAL PROVISIONS

Article 6
Final Provisions

The Rector's Guidelines shall enter into force on the date of its promulgation and shall take effect on the fifteenth day after its entry into force.

prof. Dr. Ing. Jan Mareš
Rector