

Rules of Procedure of the Ethics Committee

The Ethics Committee of the University of West Bohemia (hereinafter referred to as "the Committee") issued, following the proposal of its chairperson and under the provisions of Article VI(15) of the Code of Conduct of the University of West Bohemia the following

Rules of Procedure

I.

General Provisions

1. These Rules of Procedure regulate the procedural aspects of the Committee's actions in adopting, discussing and dealing with complaints filed by UWB employees and students concerning alleged breaches of UWB ethical principles.
2. The Rules of Procedure are issued to complement the Code of Conduct of the University of West Bohemia.

II.

Committee Meetings

1. Committee meetings are not open to the public and are chaired by its chairperson or a pre-authorized permanent member of the Committee.
2. A record, which is only available to the members of the Committee, is made of every meeting. The record contains, in particular, the result of voting and the decision made by the Committee. The record is made by a member who was present at the meeting and authorized by the chairperson to make such a record.
3. Depending on the seriousness of the complaint, the Committee may discuss the matter in a non-public meeting or *per rollam*.
4. The Committee must follow the *audiatur et altera pars* rule.
5. To discuss a filed complaint, the Committee designates, based on a majority of permanent members present, one to four ad hoc members and proposes their appointment to the Rector.
6. To discuss a filed complaint, the Committee designates, based on a majority of permanent members present, one person from among its permanent members who will prepare the necessary documents for discussion of the matter. This person, known as the reporter,

invites the alleged infringer of ethical principles to make a statement about the complaint and present evidence within a period that must not be less than 14 days.

7. If the alleged infringer fails to make a statement within the set period, it is thought that he/she agrees with the content of the complaint.
8. The reporter presents to the Committee a proposal for resolution of the complaint, i.e. a statement whether or not the conduct was unethical.
9. Together with the proposal for resolution of the complaint, the reporter can suggest *per rollam* voting. A *per rollam* vote on the proposal for resolution of the complaint can be taken if the facts described in the complaint are sufficiently confirmed by documentary evidence or if the alleged infringer failed to make a statement or fully acknowledged the facts. The decision on *per rollam* voting must be approved by an absolute majority of all Committee members, including the *ad hoc members*. If the chairperson does not agree with *per rollam* voting, the complaint must be discussed in a non-public meeting.
10. If the complaint cannot be voted on *per rollam*, the chairperson establishes the date of a non-public Committee meeting.
11. If necessary, the Committee can invite witnesses to the alleged unethical conduct to provide a written statement. The Committee does not require witnesses to be questioned .
12. Each Committee member must participate in the meeting and cannot be replaced by another member; the Committee has a quorum if at least an absolute majority of members is present at the meeting.
13. The decision of the Committee is adopted if it is approved by an absolute majority of the members. If the vote is taken *per rollam*, it is adopted if it is approved by an absolute majority of the members.
14. Particulars of the decision and the provision of information relating to the decision are regulated by the Code of Conduct of the University of West Bohemia.
15. The decision is prepared in writing by the reporter. It must be signed by the chairperson of the Committee who is responsible for its circulation.

III.

Final Provisions

The Rules of Procedure of the Ethics Committee were approved in accordance with Article VI(15) of the Code of Conduct of the University of West Bohemia by an absolute majority of the permanent members of the Committee.

JUDr. PhDr. Stanislav Balik, Ph.D.
Chairperson