

# **Statute and Rules of Procedure of the Ethics Committee of ŠKODA AUTO University o.p.s.**

## **1. Composition and Appointment of the Ethics Committee**

1. The Rector appoints SAU's Ethics Committee to assess cases of violation of SAU's Code of Ethics. The Ethics Committee is a permanent advisory body to the Rector.
2. The Ethics Committee consists of three members of the academic community or the University's staff. The nomination of a person to the Ethics Committee is submitted to the Rector by the Vice-Rectors and the President of the Academic Senate. The term of office is three years. The chairperson of the Ethics Committee is appointed by the Rector from among the members of the Ethics Committee on the basis of their nomination.
3. A condition of membership in the committee is the written consent of the nominee with the membership or, if applicable, with the appointment as chairperson of the committee.
4. The secretary of the Ethics Committee, who is without a right to vote, is appointed by the Rector from among the University's employees.
5. If required by the nature of the case under review, the Rector may, on the proposal of the chairperson of the Ethics Committee, appoint other experts on an ad hoc basis with an advisory voice to discuss a specific case.

## **2. Convening a Meeting of the Ethics Committee**

1. The committee assesses complaints submitted in writing to the chairperson of the Ethics Committee by a member of SAU's academic community or an SAU employee. The committee may also act on the initiative of its own members.
2. Meetings of the committee are convened by the secretary of the committee upon instruction of the chairperson, and the meeting is chaired by the chairperson or, in his/her absence, by an appointed chairperson. The appointed chairperson is selected from among the present members of the committee by the present members of the committee.
3. The committee meets as needed, at least once a year.
4. The agenda will be drawn up by the secretary following the instructions of the chairperson.
5. The secretary will, as directed by the chairperson, deliver to the members of the committee and other persons for whom the rules of procedure an invitation to the meeting together with the agenda and supporting documents at least ten days in advance by usual means. In exceptional and justified cases, the secretary will be entitled to do so within a shorter period.

## **3. Committee Meeting**

1. The meeting of the committee will not be public. The meeting is attended by members of the committee, the Rector after prior notification to the chairperson of the committee, and other persons, if this right is granted to them by the rules of procedure or the chairperson of the committee allows them to participate.



2. The course of the meeting will be recorded by the secretary. The minutes include an attendance list with handwritten signatures of all the meeting's participants. The minutes of the meeting, verified by the chairperson, will be sent electronically by the secretary to the Rector and all members of the committee no later than one week after the end of the meeting; the relevant part of the minutes will be sent to the petitioner and the persons concerned. The minutes in an anonymised form and with the preservation of legal regulations concerning the protection of personal data are published on SAU's website.
3. After the submission of the complaint, the Ethics Committee will express within three months whether or not the provisions of the Code of Ethics have been violated in a specific case. If the committee is unable to comment within the set time limit, it will inform the petitioner, the person concerned and the Rector of this fact, including its justification.
4. The committee will reject an assessment of the case which is not relevant to it.
5. The committee decides primarily by consensus. If no consensus is reached, the committee will proceed to a vote. Only members of the committee present will have the right to vote, each having one vote.
6. An absolute majority of the present members of the committee is required to take a decision.
7. In the event that the Ethics Committee concludes that the act in question has caused a disciplinary offense, it may induce the Vice-Rector for Academic Affairs and Quality Management to submit a proposal to the Disciplinary Committee to initiate disciplinary proceedings in accordance with the disciplinary rules.

#### **4. Rights and Responsibilities of People Relevant to the Committee Meeting**

1. The relevant person means an academic staff member or an employee of SAU who, in the case submitted to the committee, may have committed a breach of the code or has or may have something to do with a potential breach of the code. The status of the person concerned in the event of a dispute will be decided by the committee by voting.
2. The relevant is entitled to:
  - a. be familiarised with the materials connected with the case;
  - b. comment in writing on all aspects of the case;
  - c. attend the part of the meeting related to his/her case and express his/her opinion orally;
  - d. use all means that can be used to clarify the case, including expert opinions provided by their own person.

#### **5. Expert Assessments**

3. The chairperson is entitled to request the preparation of a written expert opinion in complex cases with the consent of the Rector.
4. The costs associated with the preparation of expert opinions are covered by SAU.

#### **6. Duty of Confidentiality**

5. The members of the committee and the secretary of the committee are obliged to maintain confidentiality of all facts which they have become acquainted with in connection with the activities of the committee.



6. The duty of confidentiality must also be agreed with each person preparing the expert opinion.

## **7. Final Provisions**

This statute and rules of procedure of the SAU's Ethics Committee were approved by the Rector of SAU on 1 January 2021 and take effect on this day.