

UNIVERSITY OF PARDUBICE	
Directive No. 4/2025	
Subject:	Ethics Committee for Social Safety at the University of Pardubice
Applicable to:	All faculties and units of the University of Pardubice
Effective from:	The date of signature by the Rector
Reference Number:	UPCE/opo/00009213/2025
Submitted by:	doc. Ing. Liběna Černohorská, Ph.D., Vice-Rector for Internal Affairs
Approved by:	prof. Ing. Libor Čapek, Ph.D., Rector

Article 1

General Provisions

- 1) This Directive establishes the Ethics Committee for Social Safety at the University of Pardubice (“Ethics Committee”) and sets out its scope of competence, membership, powers, and rules of procedure.
- 2) The Ethics Committee forms part of the system for ensuring a safe study and working environment at the University of Pardubice (“University”).
- 3) Masculine and feminine forms used in this Directive are to be understood as gender-neutral in the context of contemporary perception, including emotional, biological, and social dimensions of gender.

Article 2

Principles Governing the Activities of the Ethics Committee

- 1) The Ethics Committee is an independent body that acts impartially and without bias.
- 2) Members of the Ethics Committee are obliged to take an active part in its work.
- 3) In the course of their activities, members of the Ethics Committee are to comply with legal regulations, internal regulations and other internal rules of the University, the University’s Code of Ethics, and ethical and moral principles.
- 4) Members of the Ethics Committee are required to maintain confidentiality regarding all information they become aware of in connection with their role, even after their term of office has ended. This duty of confidentiality does not apply to the content of adopted and published general statements.
- 5) Members of the Ethics Committee are to store all documents securely and comply with legal regulations and internal University rules concerning the protection of personal data and principles of cybersecurity.
- 6) Any member of the Ethics Committee must notify the Chair of any potential conflict of interest that may affect them. Should the Chair of the Ethics Committee face a conflict of

interest, they are to inform the Rector. In such cases, the concerned member or the Chair must not participate in the relevant meeting of the Ethics Committee.

- 7) The Ethics Committee is to convene at least twice a year.

Article 3

Competence of the Ethics Committee

- 1) The Ethics Committee is authorised to issue general statements, either on its own initiative or in response to a submission from the University Ombudsperson, in all matters governed by the University's Code of Ethics.
- 2) The Ethics Committee is not authorised to investigate individual cases or submissions.
- 3) If the Ethics Committee receives a submission that falls outside its remit, the Chair of the Ethics Committee must promptly inform the submitter. Depending on the nature of the submission, the Chair may refer the submitter to another appropriate body or person within the University, such as the University Ombudsperson, the Internal Audit, Control and Complaints Section (IACC), a supervising officer, or a Vice-Dean for Student Affairs.

Article 4

Composition of the Ethics Committee

- 1) The Ethics Committee consists of 11 members: one representative from each faculty who is employed under a contract of employment at that faculty; one representative employed under a contract of employment at the University Rectorate; and three student representatives nominated by the Student Council of the University of Pardubice ("SRUPa").
- 2) The Dean of each faculty nominates and proposes the appointment and dismissal of one member of the Ethics Committee from among the faculty's employees. The SRUPa Executive Board nominates and proposes the appointment and dismissal of three student members of the Ethics Committee, each of whom must come from a different faculty. The Rector appoints and dismisses one member of the Ethics Committee from among employees assigned to the University Rectorate. Proposals for the appointment and dismissal of Committee members are to be submitted in writing to the Rector by the relevant Dean or the SRUPa Executive Board without delay.
- 3) The Rector is to appoint or dismiss members of the Ethics Committee from among faculty employees or students within ten days of receiving the respective proposal from the Dean or the SRUPa Executive Board.

- 4) Members of the Ethics Committee are appointed for a term of three years. They must give their written consent to the appointment, which forms Annex No. 1 to this Directive.
- 5) The Dean and the SRUPa Executive Board are to submit nominations for new Committee members no later than one month before the end of the current members' term of office. At the same time, the Rector appoints a new member from among employees assigned to the University Rectorate.
- 6) The Chair of the Ethics Committee is elected by the Committee from among its members who are employees of the University, for a term of three years. The elected Chair must give written consent to the appointment, which forms Annex No. 2 to this Directive. In the Chair's absence or in the event of a conflict of interest, the Chair is represented by a designated Committee member who is an employee of the University.
- 7) During their term of office, any member of the Ethics Committee may resign by submitting a written notice to the Rector, the relevant Dean (if the member represents a faculty), the SRUPa Executive Board (if the member is a student), and the Chair of the Ethics Committee. A member of the Committee may also be dismissed by the Rector upon a proposal from the relevant Dean or the SRUPa Executive Board if they fail to fulfil the duties associated with Committee membership.
- 8) If a member of the Ethics Committee ceases to be employed by the University or to be a student of the University, resigns from the Committee, or is dismissed, the Dean or the SRUPa Executive Board is to promptly nominate a new member for the remainder of the outgoing member's term of office. Similarly, the Rector is to promptly appoint a new member from among employees assigned to the University Rectorate.
- 9) Membership in the Ethics Committee is non-transferable.
- 10) Membership in the Ethics Committee is incompatible with the functions of a senator of the Academic Senate of the University of Pardubice, a senator of a faculty academic senate, the Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Faculty Secretary, or University Ombudsperson.

Article 5

Constituent Meeting of the Ethics Committee

- 1) The constituent meeting of a newly appointed Ethics Committee is to be convened by the Rector without undue delay following its appointment, so as to ensure continuity with the outgoing Committee.

- 2) During the constituent meeting, members of the Ethics Committee are to elect the Chair from among themselves. Following the election, the Chair is to appoint one member from among University employees to act as their deputy.
- 3) Until the Chair is elected, the constituent meeting is to be chaired by a member of the Ethics Committee designated for this purpose by the Rector.

Article 6

Adoption of General Statements

- 1) The Ethics Committee may adopt a general statement, either on its own initiative or in response to a submission from the University Ombudsperson, concerning matters governed by the University's Code of Ethics. Such a statement may include recommendations addressed to the University Executive Board or the executive boards of the faculties.
- 2) The Chair may assign the preparation of background materials and a draft statement to a designated member of the Ethics Committee. The Chair then circulates the prepared materials to all members, who may provide comments before the meeting takes place. The Chair may also request expert opinions on the draft statement from other University employees (e.g. the University Ombudsperson, an employee of the IACC, a Legal Office employee, a member of the UPCE Academic Counselling Centre – ACCUP, etc.).
- 3) To approve the contents of a statement, the Chair is to convene a meeting and notify Committee members of the date at least seven working days in advance. The meeting may also be held remotely using an appropriate means of communication that enables audio-visual transmission and real-time interaction.
- 4) Meetings of the Ethics Committee are not open to the public. The Chair may invite additional University employees to the meeting if they have previously been asked to provide expert input on the matter under discussion. Meetings are chaired by the Chair or, in their absence, by a designated member of the Ethics Committee.
- 5) The Chair is to summarise the key aspects of the issue under discussion and inform the Committee of the supporting materials and the draft statement. This is followed by a discussion during which all Committee members may express their views. The Chair may also invite the aforementioned University employees to contribute their expert perspectives. Any proposed changes to the draft and the final wording of the statement are subject to a vote.

- 6) The Ethics Committee has a quorum if a majority of all members are present. Changes to the draft and the adoption of a general statement require the approval of a majority of all members. Voting is conducted by secret ballot.
- 7) Each statement is to include, at minimum: a factual description of the issue it addresses; the reasons for the Committee's engagement with the issue; the Committee's position on the matter; and a justification of that position. It may also include recommendations to the University leadership or the leadership of its faculties. The statement is to indicate whether the Committee consulted other expert units or University employees and what conclusions were reached.
- 8) Minutes of the meeting, including the agenda and voting outcomes, are to be recorded by a designated member of the Ethics Committee. The minutes are to be archived by the Rector's Office.
- 9) The Ethics Committee is to send adopted general statements to the University and faculty leadership and publish them on the University website within 14 days of their adoption.

Article 7

Transitional and Final Provisions

- 1) The retention and disposal of documents and outputs of the Ethics Committee are governed by the Records Management and Retention Rules of the University of Pardubice.
- 2) The initial members of the Ethics Committee are to be nominated by the Deans of the faculties and the SRUPa Executive Board within one month of the date on which this Directive enters into force and becomes effective. Within the same period, the Rector is to appoint a member from among employees assigned to the University Rectorate. The constituent meeting of the initial Ethics Committee is to be convened by the Rector within two months of the date on which this Directive enters into force and becomes effective.
- 3) This Directive enters into force and becomes effective on the date of signature by the Rector.

In Pardubice, on 29 May 2025

prof. Ing. Libor Čapek, Ph.D.

Rector

Annex No. 1 Consent to Appointment as a Member of the Ethics Committee for Social Safety at the University of Pardubice

Consent to Appointment as a Member of the Ethics Committee for Social Safety at the University of Pardubice

I, ...[full name]..., born on ...[date of birth]..., hereby give my consent to being appointed as a member of the Ethics Committee for Social Safety at the University of Pardubice (“Ethics Committee”), effective from ...[date].

I undertake to perform the duties of a member of the Ethics Committee properly, conscientiously, impartially, objectively, and in accordance with the applicable legal regulations, the Code of Ethics of the University of Pardubice, the internal regulations of the University of Pardubice, and other internal rules of the University of Pardubice, in particular the Directive governing the role and operation of the Ethics Committee.

In particular, I undertake to maintain the confidentiality of all matters that I learn in connection with my role as a member of the Ethics Committee, even after the end of my term of office.

In Pardubice, on ...

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Signature

Annex No. 2 Consent to Appointment as Chair of the Ethics Committee for Social Safety at the University of Pardubice

Consent to Appointment as Chair of the Ethics Committee for Social Safety at the University of Pardubice

I, ...[full name]..., born on ...[date of birth]..., hereby give my consent to being appointed as Chair of the Ethics Committee for Social Safety at the University of Pardubice (“Ethics Committee”), effective from ...[date].

I undertake to perform the duties of Chair of the Ethics Committee properly, conscientiously, impartially, objectively, and in accordance with the applicable legal regulations, the Code of Ethics of the University of Pardubice, the internal regulations of the University of Pardubice, and other internal rules of the University of Pardubice, in particular the Directive governing the role and operation of the Ethics Committee.

In particular, I undertake to maintain the confidentiality of all matters that I learn in connection with my role as Chair of the Ethics Committee, even after the end of my term of office.

In Pardubice, on ...

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Signature