



**Rules of Procedure of the Ethics Committee of the
Prague University of Economics and Business**

Article 1

Introductory provisions

These Rules of Procedure of the Ethics Committee of the Prague University of Economics and Business (hereinafter referred to as the "Rules of Procedure") are issued pursuant to Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the "Higher Education Act") and the Statute of the Prague University of Economics and Business, as an internal regulation of the Prague University of Economics and Business and regulates the manner in which the Ethics Committee of the Prague University of Economics and Business (hereinafter referred to as the "EC of the VŠE") acts.

Article 2

Bodies of the EC VŠE and their election and dismissal

- (1) The EC of the VŠE is headed and acts on behalf of the Chairperson, who in his absence or by reason of his shall be represented by the Vice-Chairperson.
- (2) The election of the Chairperson and Vice-Chairperson of the EC of the VŠE is ensured by an election committee of at least two members.
- (3) The election of the Chairperson and Vice-Chairperson of the EC of the VŠE is held separately. First the Chairperson of the EC of the VŠE is elected, then the Vice-Chairperson of the EC of the VŠE. If the Chairperson of the EC of the VŠE is not elected, the election of the Vice-Chairperson of the EC of the VŠE cannot proceed.
- (4) Candidates for the positions of Chairperson and Vice-Chairperson of the EC of the VŠE are elected by direct and secret ballot. In order to be elected, a supermajority of votes of all members of the EC of the VŠE must be obtained in the first round. If no candidate receives a majority of the votes of all members of the EC of the VŠE in the first round, the two candidates with the highest number of votes shall proceed to the second round. If more than one candidate receives the same highest number of votes or one candidate receives the highest number of votes and more than one candidate receives the second highest number of votes, all such candidates shall proceed to the second round. A supermajority of the votes of all members of the EC of the VŠE shall be required for election in the second round. If no candidate receives a majority of the votes of all members of the EC of the VŠE in the second round, a new election shall be held.
- (5) If the office of Chairperson or Vice-Chairperson of the EC of the VŠE becomes vacant, an election for this office shall be held at the next meeting of the EC of the VŠE.
- (6) The Chairperson and Vice-Chairperson of the EC of the VŠE may be removed by a majority of all members of the EC of the VŠE upon the proposal of a member of the EC of the VŠE or the Rector. Such a motion shall be voted on by secret ballot.

Article 3

Constituent meeting of the EC of the VŠE

- (1) The Rector shall convene the constituent meeting of the newly appointed EC of the VŠE without undue delay after its appointment. The main item on the agenda of the constituent meeting is the election of the Chairperson and Vice-Chairpersons of the EC of the VŠE.
- (2) The constituent meeting of the newly appointed EC of the VŠE is chaired by the member present who has been delegated to do so by the Rector. He shall preside over the meeting until the Chairperson of the EC of the VŠE is elected.
- (3) The election of the Vice-Chairperson of the EC of the VŠE must take place at least once at the constituent meeting. If the Vice-Chairperson is not elected at the constituent meeting, a new election of the Vice-Chairperson shall take place at the next meeting.

Article 4

Submission of a proposal to the EC of the VŠE

- (1) The proposal may be submitted to the EC of the VŠE by a member of the academic community, an employee of the VŠE or another person working at the VŠE. The proposal shall be submitted electronically to the Chairperson of the EC of the VŠE, who shall inform the other members of the EC of the VŠE and the Rector of the VŠE in writing without undue delay. If the Chairman of the EC of the VŠE translates the complaint, he shall address it to the Vice-Chairman of the EC of the VŠE.
- (2) The complaint must include the name and surname of the submitter, contact details and his relationship to the VŠE, the submitter's statement and justification of which provision of the VŠE Code of Ethics has been violated and how.
- (3) Anonymous submissions shall only be considered if the EC of the VŠE decides to do so in accordance with these Rules of Procedure.
- (4) The Chairperson of the EC of the VŠE may refuse to consider a complaint that is unfounded or contrary to good morals; he shall inform the EC of the VŠE without undue delay of this decision, which may decide to consider the complaint.
- (5) The EC of the VŠE is obliged to start discussions on the received complaint without undue delay, as a rule, so that its first meeting on the matter takes place within one month of receiving the complaint.
- (6) In order to discuss the complaint, the EC of the VŠE may request the cooperation of any member of the academic community or VŠE staff who are obliged to cooperate with the EC of the VŠE.
- (7) The EC of the VŠE is obliged to issue a resolution on the outcome of the consideration of the complaint without undue delay, but no later than six months from the date of receipt of the complaint.
- (8) The minutes of the meeting of the EC of the VŠE containing the resolution on the result of the discussion of the complaint are sent to the EC of the VŠE in electronic form to the submitter, interested parties and the Rector of the VŠE.
- (9) The resolution of the EC of the VŠE must include a statement as to whether or not there has been a violation of the Code of Ethics of the VŠE, including a justification.

Article 5

Principles of the EC of the VŠE

- (1) Meetings of the EC of the VŠE are convened by its Chairperson or, on behalf of the Chairperson of the EC of the VŠE, by its Vice-Chairperson. The Vice-Chairperson may also convene a meeting if the Chairperson fails to do so in contravention of these Rules of Procedure.
- (2) Meetings of the EC of the VŠE are held as required, but at least twice per academic year.
- (3) The Chairperson of the EC of the VŠE will convene a meeting
 - a. on his own initiative,
 - b. if required by these Rules of Procedure,
 - c. if at least half of all members of the EC of the VŠE or the Rector so requests.
- (4) Meetings of the EC of the VŠE are chaired by the Chairperson or, in his absence, by the Vice-Chairperson of the EC of the VŠE (hereinafter referred to as the "Chairperson").
- (5) Meetings of the EC of the VŠE are closed to the public. The Chairperson may invite guests to the meeting. Any objection to this decision will be decided by the EC of the VŠE.
- (6) Minutes of the proceedings of the EC of the VŠE are taken by the Chairperson or a member of the EC of the VŠE authorised by the Chairperson. The minutes must contain the adopted resolutions and decisions on which the vote was taken, in the verbatim text of the proposal and with an indication of the result of the vote. The Chairperson shall without undue delay circulate the minutes in electronic form to all members of the EC of the VŠE, who may send any comments within 3 calendar days. The Chairperson shall deal with the comments without undue delay and, after the minutes have been approved by the verifier, who is the Vice-Chairperson of the EC of the

VŠE or another member of the EC of the VŠE authorised by the Chairperson, shall circulate them without delay to all members of the EC of the VŠE and the Rector. The minutes shall be made available without undue delay on the intranet pages of the EC of the VŠE, in an anonymised form on the website of the EC of the VŠE and shall also be archived in electronic form in accordance with the VŠE's Rules of Procedure.

- (7) A member of the Ethics Committee of the VŠE is bound by the duty of confidentiality in the performance of his mandate.

Article 6

Voting provisions

- (1) A quorum of the EC of the VŠE is present if an absolute majority of all members of the EC of the VŠE is present at the meeting.
- (2) Unless otherwise provided for in these Rules of Procedure or unless the EC of the VŠE so decides, voting shall be conducted in public. A motion for a secret ballot shall be decided in public; a per roll call vote under paragraph 6 shall be taken in public.
- (3) Voting is done in the following order: 'for the proposal', 'against the proposal', any other expression of will means that the EC member abstained from voting.
- (4) The motions shall be voted on in the order in which they are put, except for the motion for a secret ballot under paragraph 2, which shall have priority.
- (5) Unless otherwise provided for in these Rules of Procedure, a motion shall be approved if an absolute majority of the members of the EC of the VŠE present vote in favour of it.
- (6) In justified cases, the Chairperson of the EC of the VŠE may decide to vote per rollam. Per rollam votes cannot be taken on proposals that require a secret ballot. A per roll call vote shall take place under the following conditions:
 - a. The Chairperson of the EC of the EC of the VŠE shall send all members of the EC of the VŠE a draft resolution on the matter, including the relevant documents, and inform them of the deadline for a response, which must be at least 3 working days from the date of sending the draft.
 - b. The individual members of the EC of the VŠE shall send a response "for the proposal" or "against the proposal" to the Chairperson and Vice-Chairperson of the EC of the VŠE within a specified time limit. A vote cast is valid if it is sent to both of these persons.
 - c. A resolution is approved if a majority of those voting in favour of the proposal and a majority of all members of the EC of the VŠE participate in the vote.
 - d. The Chairperson of the EC of the VŠE is obliged to announce the result of the per rollam vote at the next meeting of the EC of the VŠE or to announce it electronically to all members of the EC of the VŠE.
 - e. Minutes of the per rollam vote shall be taken by the Chairperson of the EC of the VŠE.

Article 7

Participation in meetings using technical means

- (1) The Chairperson of the EC of the VŠE may decide in justified cases that the EC of the VŠE will meet by technical means; the provision on per rollam voting is not affected.
- (2) A member of the EC of the VŠE participating in the meeting using technical means shall be deemed to be present.
- (3) The Chairperson of the EC of the VŠE may decide that a guest may participate in the EC of the VŠE meeting using technical means even if the EC of the VŠE meeting is not held using technical means.

Article 8

Subjurisdiction of a member of the EC of the VŠE

- (1) A member of the EC of the VŠE who may reasonably be presumed to have such an interest in the outcome of the proceedings, with regard to his relationship to the case under consideration, to the parties or to their representatives, that his impartiality may be doubted, shall be excluded from all acts in the proceedings in which he could influence the outcome of the proceedings.
- (2) A party to the proceedings may object to the bias of a member of the EC of the VŠE as soon as it becomes aware of it. The objection shall not be taken into account if the party to the proceedings has demonstrable knowledge of the reason for exclusion but fails to raise the objection without undue delay. The objection shall be decided without delay by the EC of the VŠE.
- (3) A member of the EC of the VŠE who becomes aware of circumstances indicating that he should be expelled shall immediately inform the EC of the VŠE, which shall decide without delay whether the member of the EC of the VŠE should be expelled.

Article 9

Final provisions

- (1) These Rules of Procedure were approved pursuant to Section 9(1)(b)(1) of the Act by the Academic Senate of the Prague University of Economics and Business on 23 September 2024.
- (2) These Rules of Procedure shall enter into force on the date of their registration by the Ministry of Education, Youth and Sports and shall take effect on the first day of the calendar month following the date of their registration by the Ministry of Education, Youth and Sports.

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