

Rules of Procedure of the Ethics Committee of the University of Economics, Prague

Article 1

- (1) The Ethics Committee of the University of Economics, Prague (hereinafter also referred to as the "Committee") is established in compliance with the Ethical Codes of the University of Economics, Prague (hereinafter also referred to as the "Ethical Codex").
- (2) Rector of the University of Economics, Prague appoints the members and the Chairperson of the Committee. Removal of any member or of the Chairperson of the Ethics Committee of the University of Economics, Prague is subject to prior consent of the Academic Senate of the University. The Rector, Vice-Rector, Bursar, Dean or Vice-Dean of the University or any part thereof is not allowed to be a member in the Ethics Committee of the University of Economics, Prague. The Ethics Committee of the University of Economics, Prague, consists of nine members. One of these members is the Committee Chairperson. The maximum membership period of each member is three years.
- (3) When first appointing the members of the Committee, the Rector shall appoint one third of them for one year, another third for two years, and the last third for three years.
- (4) The Chairperson conducts the meetings of the Ethics Committee of the University of Economics, Prague. If the Chairperson is absent, the member of the Committee authorised by the Chairperson conducts the meeting.
- (5) The Chairperson convenes the Committee meetings.

Article 2

- (1) A list of the Committee members is published on the University website.
- (2) The Committee members are obliged to participate in the Committee meetings and to actively contribute to the Committee activities.
- (3) The Committee meetings are closed to the public.
- (4) The Committee has a quorum if at least two-thirds of its members are present.
- (5) At least a two-thirds majority of the Committee members' votes is necessary for passing a resolution.
- (6) Resolutions are passed by acclamation.
- (7) Minutes of each meeting are executed, containing all resolutions.

Article 3

- (1) A grievance may be submitted to the Committee by the Rector of the University, a member of the Academic Senate, a member of the Ethics Committee of the University of Economics, Prague, or the Chairperson of the Trade Union organisation active at the

University. Each grievance must be executed in writing and submitted directly to the Committee Chairperson.

- (2) Each grievance must contain information about the particular provision of the Ethical Codex which was infringed upon. The grievance must contain adequate reasoning, and the full name and original signature of the party submitting it.
- (3) The Committee is entitled to request cooperation from any member of the Academia or any employee of the University for proper negotiation of any grievance.
- (4) For each grievance, the Ethics Committee of the University of Economics, Prague, shall pass a resolution with conclusions concerning that grievance no later than within six months from the date on which the Committee received the grievance.
- (5) The Committee's resolutions are published on the University intranet. Each resolution made by the Committee must contain an observation whether the Ethical Codex was or was not infringed upon, including adequate reasoning.
- (6) Hard copies of the Committee meetings' minutes are registered and archived by the University Rector's Office.

Article 4

These Rules of Procedure were discussed by the Academic Senate of the University in Prague on November 11, 2013, and approved by the Rector on November 11, 2013.

These Rules of Procedure of the Ethics Committee of the University of Economics, Prague become valid and effective on the date on which they are signed by the Rector.

In Prague, dated November, 11, 2013

Prof. Ing. Richard Hindls, CSc., dr. h. c.,

(original signature)

Rector