

This output is co-financed within the Operational Programme Research, Development and Education.



EUROPEAN UNION  
European Structural and Investment Funds  
Operational Programme Research,  
Development and Education



MINISTRY OF EDUCATION,  
YOUTH AND SPORTS



## **CODE OF ETHICS FOR EMPLOYEES AND STUDENTS OF THE UNIVERSITY OF OSTRAVA**

Approved by the Academic Senate, University of Ostrava: 19 February 2018  
Registered by the Ministry of Education, Youth and Sports: 30 July 2018  
Valid from: 30 July 2018  
Effective from: 30 July 2018

---

*The Ministry of Education, Youth and Sports registered the Regulations on Study and Examinations at the University of Ostrava in accordance with Section 36, Subsection 2, Act no. 111/1998 Sb. on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act) on 30 July 2018 under ref. no. MSMT-22590/2018.*

.....  
*Mgr. Karolína Gondková*  
*Head of the Higher Education Department*

---

## **PART ONE**

### **GENERAL PROVISIONS**

#### **Article 1**

##### **Introductory provisions**

1. The Code of Ethics for employees and students of the University of Ostrava (hereinafter referred to as the "Code of Ethics") provides for principles and rules of ethical conduct for UO employees and students, and rules of conduct of the Ethics Committee at the University of Ostrava (hereinafter referred to as "UO") in accordance with Act No. 111/1998 Coll. (the Higher Education Act), as amended (hereinafter referred to as the "Act") and the Statute of the UO (hereinafter the "Statute").
2. The Code of Ethics is an internal regulation of UO.
3. Ethical principles and rules of ethical conduct of employees must always be applied with regard to the job classification of a particular employee.

#### **Article 2**

##### **Common principles and rules of ethical behaviour of UO employees and students**

1. Employees and students comply with laws and other legal regulations, as well as internal regulations and provisions of UO and its components. They respect the moral principles, adhere to the provisions of the compound academic promises, respect the basic rules of interpersonal relations and decent behaviour. They respect the principles of collegiality and academic co-operation.
2. Employees and students act honestly, avoiding dishonest and unethical behaviour in all their activities. They do not impose inappropriate or unsuitable pressure on members of the academic community and others. Possible critical suggestions shall be substantiated.
3. Employees and students advocate freedom of speech and critical thinking, independent research, free exchange of views and information. They apply criticism and alternative opinion correctly.
4. Employees and students do not use academic ground to promote the interests of political parties or movements. The employee at the management position (hereinafter referred to as the "manager") is defined in the Organizational Regulations of the UO. The superior employee (hereinafter referred to as "superior") is a manager to whom an employee is directly subordinated in the hierarchical management system in compliance with the relevant organizational regulations.
5. Employees and students respect the mission of UO enshrined in the Statute of UO, and contribute to its fulfilment. Employees and students will refrain from conduct that could damage the reputation of the UO. They are aware of the fact that they represent UO.
6. Employees and students are aware that the results of educational and creative activities achieved on the campus of UO using its technical, administrative, or financial background are unethical to be provided to third parties for personal benefit.
7. Employees and students take care of UO property, and use it properly. They do not misuse the property of UO and information technology of UO for private interests or for personal or third party benefit.
8. Employees and students respect the protection of personal data and treat personal data in a way that minimizes the risk of its misuse.
9. Employees and students treat each other uniformly, with respect for their race, origin, ideology, religion, nationality, age, gender, sexual orientation, social background, and/or health disadvantage.
10. Employees are fully engaged in pedagogical and scientific activities, similarly as students are fully engaged in study. They honestly observe the adequacy and tolerability of their work or study obligations, both within and outside UO. They also respect UO by not endangering their main activities with their other activities.
11. Other general principles of ethical conduct are understood to be:

*Code of Ethics for employees and students of the University of Ostrava*

- a) compliance with ethical principles, respecting field specificities,
  - b) adherence to generally accepted practices of work ethics in educational and research, development and innovation, artistic, or other creative activities (hereinafter referred to as "creative activity"),
  - c) compliance with relevant ethical rules codified at institutional, sectoral, national, and/or international level,
  - d) internal honesty in self-teaching or study and research and development work, including continuous self-education and self-development,
  - e) adopting attitudes pursuing the benefits of education, research, and development as a natural part of the life of an advanced society,
  - a) promotion of the principle of academic freedom, and intolerance to its violation or abuse.
12. Employees and students respect equal rights of all, in terms of access to information, education, and employment. Within the limits of its means, and within the limits of the applicable regulations, they:
- a) ensure that barriers leading to discrimination and exclusion are removed,
  - b) contribute to ensuring the maximum possible equal opportunities for people with disabilities, by respecting their specific educational, communication, and other needs, and by developing adequate support measures to realize life on campus,
  - c) support the positive attitudes of the academic community towards people with disabilities, leading to equalization of the conditions of their independent and full participation in academic and public life.

### **Article 3**

#### **Ethical principles and rules of educational activities**

1. Employees are responsible for the quality of their own teaching of students, and the education of young researchers, and their adaptation to the current results of scientific knowledge.
2. Employees and students respect the necessity of self-education in order to achieve the highest quality of their teaching or study.
3. Employees transmit generally known and own knowledge to students and young researchers, providing them with a personal example of fulfilling moral principles in education.
4. In teaching, employees explicitly demonstrate attitudes and ways of acting, enabling the teacher-student relationship to be based on mutual respect and trust. They teach in a way that demonstrates the right relationship to academic freedom, and encourages the development of independent and critical thinking.
5. Employees shall approach the students objectively and impartially in the course of their own teaching, assessment of teaching requirements, examination, and any other contact with the students at UO campus. Through their dealings with students, they support the desired level of collegial relations at UO.
6. Employees treat students honestly, fairly, collegially, and openly. They do not disregard their study effort or personal humiliation, immoral behaviour, or coercion.
7. Employees are an example of their behaviour towards the students, teaching them the principles of team and individual academic work. They teach their field or subject at the appropriate level of current knowledge. They teach students to work with the knowledge and methods of the field, critically and in context.
8. Employees help to develop students' creative thinking, and support their professional publishing and work activities. They support their personal and professional growth. They help them to establish personal and professional contacts with experts, both at home and abroad.
9. Employees do not abuse their position vis-à-vis students, and do not require them to undertake activities that are the subject of their own duties. In no case do they take the results of their work as their own.
10. Employees draw reasonable consequences from any unethical behaviour of the students.
11. Students do not cheat or give others the opportunity to cheat while studying.
12. Students do not discredit the results of their work, the work of their teacher, other students, employees, or other persons.

#### **Article 4**

##### **Ethical principles and rules of creative activity**

1. Employees and students are available in creative activity teamwork and professional discussion. They communicate in a matter-of-fact and open way, with correct reasoning, without humiliating others, or unsuitable disrespect to their professional activities.
2. Employees and students respect other scientific opinions.
3. Employees and students treat their colleagues with reasonable criticism, and apply it to their own creative activities.
4. Employees and students, in their creative work, reflect the latest developments in their field, are responsible for the adequacy, accuracy, and objectivity of the methods used, and ensure that they are not distorted. In a similar way, they take care of data or researched materials, their exact descriptions, and standard methods of archiving. They make sure that the procedures and results of the creative work are reviewable.
5. Employees and students take for granted the results of their creative activities under the usual conditions for their field.
6. Employees and students accept responsibility for the quality and credibility of the results of their creative activities.
7. Employees provide personal examples of fulfilling ethical principles in creative activities.
8. Employees and students accept their own responsibility for, and in connection with, their own creative activities:
  - a) in particular, the choice of the theme of creative activity, in terms of its contribution to scientific knowledge, in particular, as regards the repetition of a research theme already examined, the choice of subjects requiring enormous costs, compared to the expected contribution of the achievable results,
  - b) research bias and the proportionality of the choice of research methodology
  - c) the reproducibility of the results of research and development, and the correctness of the procedures for their further processing, including the appropriate means of archiving data, while respecting higher-level regulations or obligations in the archiving of data,
  - d) correct interpretation of the results of research and development, both own and others,
  - e) the preservation of primary data and documentation, after publication of results, for a period customary in the relevant field, unless otherwise justified by other legitimate obligations, legislation, or internal regulations and UO internal standards,
  - f) efficient use of funds and staff resources.
9. Employees and students consider creative activity to be an essential activity leading to raising the level of knowledge for the benefit of society, with an emphasis on increasing the prestige of UO.

#### **Article 5**

##### **Ethical principles and rules in the protection of intellectual property**

1. Employees and students shall observe the ethical principles and rules relating to respect for intellectual property, in particular, they:
  - a) are aware of the co-authorial responsibility for the content of the joint work of several authors,
  - b) respect the intellectual property of others,
  - c) shall present themselves as the authors or co-authors of the results only if they have achieved them themselves, or have contributed to them in a significant creative way; strictly avoid any form of unauthorized use of the work of another person, grossly violating the legal regulations governing the protection of intellectual property,
  - d) do not use ethically dubious publication platforms,
  - e) do not arbitrarily withhold results achieved through public funding,
  - f) when developing applications and technology transfer.
2. In any method of publishing results, the employees and the students take it for granted that they:
  - a) ensure the objectivity of self-evaluation of the importance of literary and other information sources used to achieve the published result, including the obligation of their exact citations

in the event of their use,

- b) assume responsibility for the accuracy of the data and the correctness of the interpretations presented in the publication or application of the results,
- c) correct retrospectively identified erroneous data, results, or interpretative conclusions at the same level of disclosure for which they have been submitted,
- d) critically evaluate the need to re-disclose own results in original or insignificantly modified form; in the case of repeated publication of own results, they always state in the text that the results have already been published, including a complete citation of the original source(s),
- e) critically evaluate the benefits of splitting the results of creative activities into several published works.

#### **Article 6**

##### **Ethical principles and rules of support activities**

1. Employees shall, when carrying out support activities of UO:
  - a) act willingly, helpfully, and politely in contact with other employees, students, and/or the public, without prejudice, respect the individuality, communication, and social skills of others,
  - b) proceed professionally, without emotion and without pursuing their own private interests,
  - c) deal with their business matters responsibly, without undue delay,
  - d) respect the knowledge and experience of other UO employees, and use them for professional growth,
  - e) willingly transfer their knowledge and experience related to their activities at UO, or acquired by further education, to colleagues who have less experience,
  - f) act to promote the credibility and professionalism of UO.

#### **Article 7**

##### **UO Ethics Committee**

1. The UO Ethics Committee discusses submissions of members of the academic community of UO and other employees of UO that relate to the observance of the principles and rules set out in the Code of Ethics, or its interpretation. The UO Ethics committee is, in accordance with Article 21 (1) point d) of the UO Statute, the Rector's permanent advisory board.
2. The UO Ethics Committee has seven members and seven alternates.
3. Members of the UO Ethics Committee and alternates are appointed and dismissed by the Rector, in the form of measures after discussion in the UO Academic Senate, by appointing one member and one alternate from each faculty of UO.
4. Membership (or substitution) in the UO Ethics Committee is conditional upon a written consent of the nominated member, connected with the obligation of confidentiality, and on all sensitive issues of the motions discussed.

#### **Article 8**

##### **Ethics Committee for Research at UO**

1. For the purpose of assessing the ethical aspects of research conducted at UO, which mainly affects human and animal subjects (including the handling of biological material of human and animal origin), an Ethics Committee for Research at UO is established.
2. The Ethics Committee for Research at UO assesses, in particular, whether the research methodology in the proposed project is in conflict with ethical standards and general legislation (protection of personal data, treatment of biological material, especially human subjects, including treatment of biological material of human origin).
3. The UO faculties may establish their own ethics committee for research at the given faculty, in accordance with this Code of Ethics.
4. The Ethics Committee for Research at UO assesses proposals for research projects prepared at the university level, or at two or more parts of UO, or in the absence of an ethics committee, for research at the relevant faculty of UO.
5. The Ethics Committee for Research at the Faculty of UO assesses proposals for research projects prepared only at the faculty. The conduct of ethics committees for research at the

faculty of UO is appropriately covered by Part Three.

6. The Ethics Committee for Research at UO has seven members and seven alternates.
7. Members and alternates of the Ethics Committee for Research at UO are appointed by the Rector, in the form of measures on the proposal of the Vice-Rector, whose competence includes managing creative activities at UO, and after discussion in the Academic Council of UO, so that one member and one alternate are appointed from each faculty. The Dean appoints members and alternate members of the Ethics Committee for Research at the Faculty of UO, if established, in the form of measures upon the proposal of the Vice-Dean, whose competence includes managing creative activities on the given component and, after discussion, in the Faculty Academic Council.
8. The conditions for membership in the Ethics Committee for Research at UO are adequately subject to the conditions for membership in the UO Ethics Committee.

#### **Article 9**

##### **Rights and duties of a member of the UO Ethics Committee and the Ethics Committee for Research at UO**

1. A member of the UO Ethics Committee and the Ethics Committee for the Research at the UO, or an alternate member of the UO Ethics Committee, or the Ethics Committee for Research at UO (hereinafter referred to as the "member") is obliged to actively participate in its activities.
2. If a member becomes aware that the present case may be of personal concern to them in connection with their membership, or in the performance of their duties (hereinafter referred to as "conflict of interest"), they shall, without undue delay, inform the other members thereof.
3. A member of the Ethics Committee for Research at UO shall not misuse information on the content of the projects under assessment.
4. The term of office of a member shall be five years. The member may be reappointed.
5. Membership terminates upon the resignation of a member upon his / her own request, or by the Rector's withdrawal, after approval by the Academic Council of UO and the Ethics Committee for Research at UO, or the Academic Council of the Faculty in the case of the Ethics Committee for Research at UO.

### **Second part**

## **RULES OF PROCEDURE OF THE UO ETHICS COMMITTEE**

#### **Article 10**

##### **Proceedings of the UO Ethics Committee**

1. The Chairperson of the UO Ethics Committee shall be elected by the members of the UO Ethics Committee from their midst at the first meeting, which shall be convened by the Rector within one month of the appointment of the members of the UO Ethics Committee.
2. The UO Ethics Committee meets as necessary. Meetings are convened and chaired by the Chairperson of the UO Ethics Committee, or an authorized member of the UO Ethics Committee. Chairman is obliged to convene meetings of the UO Ethics Committee without undue delay after submitting the motion, but no later than the first month following the month in which the motion was filed. Complaints not directly related to the Code of Ethics or its interpretation shall be postponed by the UO Ethics Committee.
3. UO Ethics Committee meetings are not public. The Rector and the Chairperson of the UO Academic Senate may attend the meetings of the UO Ethics Committee, provided that there is no conflict of interest. The UO Ethics Committee may, after discussing with the Rector, invite another person to act with an advisory vote, depending on the nature of the complaint under consideration.
4. The complaint shall be submitted in writing to the Chairperson of the UO Ethics Committee, who shall inform the other members of the UO Ethics Committee without undue delay. The UO Ethics Committee does not deal with anonymous complaints. The UO Ethics Committee has a quorum if a two-thirds majority of all of its members is present.
5. In the event that a member of the UO Ethics Committee declares a conflict of interest, an

*Code of Ethics for employees and students of the University of Ostrava*

alternate, who will not be in the conflict of interest, will take his place ad hoc, according to the faculty for which he was appointed. The two-thirds majority referred to in paragraph 4 shall then be calculated, including the alternates so replaced, and without any conflicting members. Such an alternate then has all the rights of a member of the UO Ethics Committee.

6. If the conflict of interest is declared by so many members of the UO Ethics Committee or alternates that the total number of members of the committee is less than 5, all members and alternates shall resign from their offices, which they shall inform the Rector of without undue delay. The Rector shall then proceed in accordance with Article 7 (3).
7. The UO Ethics Committee shall comment on each discussed initiative in writing. The statement contains the opinion of the UO Ethics Committee.
8. Written minutes are taken of the conduct of the UO Ethics Committee, including the outcome of any voting.
9. Statements of the UO Ethics Committee are sent to the submitter, interested persons, the Rector, and the Chairperson of the UO Academic Senate.
10. Statements of the UO Ethics Committee on every initiative, except for confidential information, and pursuant to legal regulations governing the protection of personal data, are published in the public part of the UO website.

### **Article 11**

#### **Voting by the UO Ethics Committee**

1. The UO Ethics Committee votes as follows:
  - a) the Chairperson and each member of the UO Ethics Committee shall have one vote;
  - b) adoption of a draft statement requires an absolute majority of votes of all members of the UO Ethics Committee;
  - c) at the proposal of the Chairperson or any member of the UO Ethics Committee, the ballot is secret;
  - d) each member of the UO Ethics Committee is entitled to submit a proposal for a statement during the pre-voting consultation; the proposals shall be put to the vote in reverse order;
  - e) if only one proposal has been submitted, it shall be deemed to have been approved without a vote.
2. The UO Ethics Committee may vote by correspondence (hereinafter referred to as "per rollam") on proposals for comments only if such a proposal has been discussed in advance at the meeting of the UO Ethics Committee.
3. Voting per rollam:
  - a) the Chairperson of the UO Ethics Committee shall send the draft statement to all its members to the e-mail address stated in the written consent to appointment to the UO Ethics Committee, or to the address which the member later notified to the Chairperson of the UO Ethics Committee;
  - b) the draft statement shall contain the supporting documents needed for the decision, and the time limit for the member's statement, which shall be at least 7 days.

### **Article 12**

#### **Conflict of interests of UO Ethics Committee members**

1. A conflict of interest of members of the UO Ethics Committee is considered, in particular, to be when a member:
  - a) is a close person to whom the complaint related to compliance with the Code of Ethics is addressed,
  - b) has working ties with the person against whom the complaint is addressed, which could affect their independence in dealing with said initiative; or
  - c) lodged the present complaint regarding compliance with the Code of Ethics.
2. A member of the OU Ethics Committee is obliged to report such a conflict of interest to the Chairperson of the OU Ethics Committee immediately after becoming aware of it, at the latest being at the first meeting dealing with the initiative in which the member is in conflict of interest.

## **Third part**



## **RULES OF PROCEDURE OF THE ETHICS COMMITTEE FOR RESEARCH AT UO**

### **Article 13**

#### **Proceedings of the Ethics Committee for Research at UO**

1. The Chairperson of the Ethics Committee for Research at UO shall be elected by the members of the Ethics Committee for Research at UO from their midst at the first meeting convened by the Rector, within one month of the appointment of the members of the Ethics Committee for Research at UO.
2. The Ethics Committee for Research at UO shall meet as necessary. Meetings are convened and chaired by the Chairperson of the Ethics Committee for Research at UO, or a member authorized by him.
3. The Ethics Committee for Research at UO has a quorum if a two-thirds majority of its members is present.
4. In the event that a member of the Ethics Committee for Research at UO declares a conflict of interest, an alternate who will not be in the conflict of interest will take their place, according to the faculty for which they were appointed. The two-thirds majority referred to in paragraph 2 is then counted, including substitute alternates, without conflicting members. Such an alternate then has all of the rights of a member of the Ethics Committee for Research at UO.
5. If the conflict of interest is declared by so many members of the Ethics Committee for Research at UO or alternates that the total number of members of the committee is less than 5, all members and alternates shall resign, which shall be notified to the Rector without undue delay. The Rector then proceeds according to Article 8 (7).
6. The proceedings of the Ethics Committee for Research at UO are not public. If necessary, the Ethics Committee for Research at UO is entitled to request any additional documents, including opinions or statements. Other persons, in particular experts providing opinions to the Committee on the projects under discussion, may participate in the negotiations, at the invitation of the Ethics Committee for Research at UO; the Ethics Committee for Research at UO decides on the invitation of such persons by a majority of the members present. The promoter of the evaluated project can always participate in the negotiations.
7. Written minutes shall be made of the proceedings of the Ethics Committee for Research at UO, including the outcome of voting.

### **Article 14**

#### **Submission of research project proposals**

1. The Ethics Committee for Research at UO assesses the proposals of research projects at the initiative of the proposer or the principal investigator of the research project at UO, another employee or student of UO, or on its own initiative.
2. Proposals for research projects are submitted to the Ethics Committee for Research at UO for review through its Chairperson, within the deadlines set in relation to the schedule of submission of calls for proposals for grant competitions. Applications for project evaluation outside these calls are accepted by the Ethics Committee for Research at UO on a continuous or ongoing basis.
3. Particulars of the application for project assessment to the Ethics Committee for Research at UO and deadlines for their submission are published in the public part of the UO website.

### **Article 15**

#### **Discussing research project proposals**

1. The Ethics Committee for Research at UO only accepts proposals for projects under preparation, i.e. those whose solution has not yet been initiated, and the deadline for discussing a project proposal is at least 14 calendar days. During the project implementation, only a proposal for its modification may be discussed.
2. The Chairperson or an authorized member of the Ethics Committee for Research at UO shall appoint two members (the rapporteurs) for each project proposal under consideration, who shall carry out its assessment, and subsequently inform the Ethics Committee for Research

at UO in writing of their conclusions. The project proposal rapporteur cannot be a member in conflict of interest within the project.

3. When voting on a project proposal, the Ethics Committee for Research at UO has the opinion of the rapporteurs available.
4. The Ethics Committee for Research at UO shall issue a written opinion on the proposed project proposals, either positive or negative. In the event of a disagreement or partial disagreement, such an opinion shall be justified.
5. The opinion of the Ethics Committee for Research at UO is sent to the proposer of the project proposal under review, and to the Rector.
6. As a rule, only one rapporteur shall make a written evaluation when discussing changes in the already solved projects.
7. The Ethics Committee for Research at UO and other assessing experts shall not make any changes to the submitted project proposals.
8. In the event that the rapporteurs recommend a change of the project or a change of any of the submitted documents in their opinion (especially information and informed consent), it is on the proposer's responsibility whether to accept these recommendations and submit the amended documents to the Ethics Committee for Research at UO for discussion.

#### **Article 16**

##### **Voting of the Ethics Committee for Research at UO**

1. The Ethics Committee for Research at UO votes as follows:
  - a) the Chairperson and each member of the Ethics Committee for Research at the UO each have one vote;
  - b) adoption of a draft opinion requires an absolute majority of votes of all members of the Ethics Committee for Research at UO;
  - c) the vote shall be by secret ballot at the proposal of the Chairperson or of any member.
2. The Ethics Committee for Research at UO may vote by correspondence (hereinafter referred to as "per rollam"), even without prior discussion at the meeting of the committee, only on proposals that have been recommended by all the rapporteurs for approval.
3. Decision-making per rollam:
  - a) the Chairperson of the Ethics Committee for Research at UO shall send the draft statement to all of its members, to the e-mail addresses stated in the written consent to appointment to the Ethics Committee for Research at UO, or alternatively to another address which the member later stated in paper form;
  - b) the draft statement shall contain the supporting documents needed for the decision, along with the time limit for the member's statement, with this being at least 7 days.

#### **Article 17**

##### **Conflict of interests of members of the Ethics Committee for Research at UO**

1. A conflict of interest of members of the Ethics Committee for Research at UO is considered, in particular, to be when a member:
  - a) is the proposer or a member of the research team of the project under discussion,
  - b) has such personal or professional links to the proposers or other members of the project team of the project under consideration, which could affect his/her independence in the discussion of the project,
  - c) submits the project as the proposer or another member of the research team to the same competition/tender as the project under discussion (in the case of competitions/tenders of larger grant agencies, only the submission to the same panel or discipline committee is considered).
2. A member of the Ethics Committee for Research at UO is obliged to report any conflict of interest to the Chairperson of the Ethics Committee for Research at UO immediately after becoming aware of it, at the latest at the first meeting to discuss the initiative in which the member is in conflict.

**Part four**  
**COMMON AND CLOSING PROVISIONS**

**Article 18**

**Administration**

Administrative support of the activities of the UO Ethics Committee and the Ethics Committee for Research at UO is provided by the Rector's Office.

**Article 19**

**Closing Provisions**

1. The interpretation of individual provisions of the Code of Ethics is the responsibility of the UO Ethics Committee.
2. This Code of Ethics has been, in accordance with Section 9 paragraph b) of the Act, approved by the Academic Senate of the UO on 19th February 2018.
3. This Code of Ethics becomes valid pursuant to Section 36 paragraph 4 of the Act on the day of registration by the Ministry of Education, Youth, and Sports.
4. This Code of Ethics becomes effective on the date of its validity.

prof. MUDr. Jan Lata, CSc.  
rector