



OSTRAVSKÁ
UNIVERZITA

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

Approved by the Academic Senate of the University of Ostrava: 29.1.2024

Registered by the Ministry of Education, Youth and Sports: 6. 2. 2024

Valid from: 6. 2. 2024

Effective from: 6. 2. 2024

Under Section 36, Subsection 2, Act no. 111/1998 Sb. on Higher Education and on amendments and additions to other acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Code of Ethics for Employees and Students of the University of Ostrava on the date of signature of the registration under ref. no. MSMT-2314/2024-2.

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Mgr. Karolína Gondková
Head, Higher Education Department

Part One BASIC PROVISIONS

Article 1 Introductory provisions

1. In accordance with Act no. 111/1998 Sb. on higher education and on amendments and additions to other acts (the Higher Education Act), as subsequently amended (hereinunder "Higher Education Act") and the Statute of the University of Ostrava (hereinunder "Statute"), the Code of Ethics for Employees and Students of the University of Ostrava (hereinunder "Code of Ethics") regulates the principles and rules of ethical conduct by employees and students of the University of Ostrava (hereinunder also "UO") and stipulates the procedural regulations governing the activities of the UO Ethics Committee and the UO Research Ethics Committee.
2. The Code of Ethics is an internal regulation of the UO.
3. Ethical principles and rules of ethical conduct must always be applied with consideration to the job position held by the individual employee.
4. For purposes of simplicity, this regulation uses generic plural reference ("they" etc.) when referring to individuals.

Article 2 Common principles and rules of ethical conduct by UO employees and students

1. Employees and students shall comply with the laws and other legal regulations of the Czech Republic, as well as with internal regulations and orders issued by the UO and its constituent parts. They shall respect moral principles and standards, observe the provisions of academic oaths taken by them, and respect the fundamental rules of interpersonal relations and proper behaviour. They shall respect the principles of collegiality and academic collaboration.
2. Employees and students shall conduct themselves in a decent and honourable manner, refraining from dishonest and unethical behaviour in all their activities. They shall not exert improper or undue pressure on members of the academic community or others. Any criticisms expressed by them shall be based in fact.
3. Employees and students shall advocate freedom of speech and critical thinking, independent research, and the free exchange of opinions and information. Criticism, alternative opinions and differing stances shall be expressed in an appropriate manner.
4. Employees and students shall not use academic premises to promote political parties or movements or their interests.
5. Employees and students shall honour the mission of the UO arising from generally binding legal regulations and UO internal regulations, and they shall contribute to the accomplishment of this mission. Employees and students shall refrain from

Code of Ethics for Employees and Students of the University of Ostrava

conduct or actions which could jeopardize or damage the stature, dignity or reputation of the UO or its constituent parts, whether on academic premises or elsewhere.

6. If an employee appears in a public forum, including social media or a public discussion, and if their appearance may be objectively associated with their position at the UO (especially if they appear in the capacity of UO employees or are designated as such), they must always act in such a way as not to damage the UO's reputation. This provision also applies accordingly to UO students in cases when their public appearances may be associated with the UO.
7. If an employee or a student makes a submission to the UO that is objectively judged to be deliberately harmful to the rights of other persons or deliberately untrue, such an act is deemed to be a violation of the UO's ethical rules.
8. Employees and students shall be aware that it is unethical to provide the results of educational and creative activities achieved on the UO's academic premises (or with the use of its technical, administrative or financial resources) to third parties, or otherwise to misuse such results for the purpose of personal gain. This does not apply to the sharing of results on the basis of the principles of Open Access or in compliance with the requirements stipulated by the providers of funding for the educational and creative activities in question. Such sharing of results is subject to approval by the Head of the relevant constituent part of the UO, unless specified otherwise by an Order issued by the Rector.
9. Employees and students shall take proper care of UO property and use it properly. They shall not misuse UO property or UO information technologies for private interests or for personal gain by themselves or a third party.
10. Employees and students shall process and protect all personal data in accordance with generally binding legal regulations. They shall respect people's right to the protection of their own personal data, and they shall comply with measures to protect all personal data.
11. Employees and students shall treat others without discrimination and with respect, regardless of race, origin, ethnicity, nationality, citizenship, ideology, worldview, religion, age, sex, sexual identity, sexual orientation, material or social status, or state of health.
12. Employees shall be fully committed to their teaching and research activities, and students shall be fully committed to their studies. They shall carefully consider the appropriacy of their working or study commitments both at the UO and elsewhere. They shall respect the UO by ensuring that their additional activities do not jeopardize their core activities.
13. Other general principles of ethical conduct include:
 - a) adherence to ethical principles respecting the specifics of a particular discipline;
 - b) adherence to generally accepted practices of ethical work in research, development, innovation, artistic and other creative activities (hereinunder "creative activities");

Code of Ethics for Employees and Students of the University of Ostrava

- c) adherence to relevant ethical rules codified at the institutional, disciplinary, national or international level;
 - d) intrinsic integrity in their own teaching, studies, research and development activities, including continuous self-learning and skills development;
 - e) the adoption of attitudes to the benefit of education, research and development as integral parts of the life of a developed society;
 - f) support for the principle of academic freedom and intolerance towards the violation or abuse of this principle.
14. Employees and students shall respect the equal rights of all in terms of access to information, education and employment. Within their abilities, and in compliance with valid regulations,
- a) they shall strive for the removal of barriers that lead to discrimination and exclusion;
 - b) they shall contribute to the provision of the maximum possible equal opportunities for people with disabilities by respecting their specific educational, communicative and other needs and by creating appropriate supporting measures enabling people with disabilities to pursue their lives in academia;
 - c) they shall promote positive attitudes within the academic community towards people with disabilities, helping to create a level playing field that enables people with disabilities to participate independently and fully in academic and public life.

Article 3

Ethical principles and rules governing educational activities

1. Employees are responsible for the quality of their own provision of teaching to students and education to young researchers, including its accommodation to the current state of scholarly knowledge.
2. Employees and students shall respect the need for self-learning with a focus on enhancing the quality of their teaching or studies.
3. Employees shall communicate generally known information and their own findings to students and young researchers, setting a personal example of the fulfilment of moral principles in education.
4. In their teaching, employees shall explicitly display attitudes and behaviours enabling the teacher-student relationship to be based on mutual respect and trust. Their teaching shall demonstrate a proper attitude towards academic freedom and shall support the development of students' independent and critical thinking.
5. Employees shall treat students objectively and impartially when teaching, evaluating teaching requirements, examining, and in any other contact with students on UO academic premises. Employees and students shall ensure that collegial employee-student relations are maintained on at least the level of basic

Code of Ethics for Employees and Students of the University of Ostrava

social-ethical rules, thus ensuring that there is no inappropriate form of communication or contact that could be perceived by either party as a form of harassment.

6. Employees shall treat students with integrity, fairness, collegiality and openness. They shall not disparage students' academic efforts or subject them to personal humiliation, immoral behaviour or coercion.
7. Employees shall set an example to students by their behaviour, teaching them the principles of academic work in teams and individually. They shall teach their discipline or course in accordance with the current state of knowledge. They shall teach students to work with the knowledge and methods of the discipline in a critical and contextually aware manner.
8. Employees shall help students to develop their creative thinking and support their academic publishing and other work. Employees shall support students' personal and academic growth, helping them to establish personal and professional contacts with experts in the Czech Republic and abroad.
9. Employees shall not abuse their position vis-à-vis students, and they shall not require students to carry out activities that fall within their own duties. Under no circumstances shall employees appropriate the results of students' work for themselves.
10. Employees shall draw appropriate consequences from any unethical behaviour by students.
11. Students shall not cheat in their studies, and they shall not provide others with the opportunity to cheat.
12. Students shall not disparage the results of their work or the work of their teachers, other students, employees, or other persons.
13. Employees shall not disparage the results of their work or the work of students, other employees or other persons. This does not prejudice the right to carry out critical evaluation of these results and to review them in accordance with the rules of disciplinary ethics.

Article 4

Ethical principles and rules of creative activities

1. In their creative activities, employees and students shall be open to team-based collaboration and academic discussion. They shall communicate in a factual, open manner, with proper argumentation and without demeaning others or inappropriately denigrating their professional activities.
2. Employees and students shall respect differing scholarly and artistic opinions.
3. Employees and students shall treat their colleagues with an appropriate degree of criticality, which they shall also apply to their own creative activities.
4. In their creative activities, employees and students shall take account of the latest developments in their discipline, being responsible for the adequacy, accuracy and

Code of Ethics for Employees and Students of the University of Ostrava

objectivity of their methods and ensuring that distortions do not occur. They shall proceed likewise as custodians of data or materials under investigation, in the accurate description of such data or materials, and when applying standard archiving methods. They shall ensure that the methods and results of their creative activities are verifiable.

5. Employees and students shall consider it a matter of course to make the results of their creative activities available under the conditions that are customary for the discipline.
6. Employees and students accept responsibility for the quality and credibility of the results of their creative activities.
7. Employees shall set a personal example of fulfilling ethical principles in creative activities.
8. In connection with their own creative activities and when pursuing these activities, employees and students shall accept personal responsibility primarily for:
 - a) the choice of the topic of their creative activities with regard to its contribution to scholarly knowledge, especially if the topic has already been investigated or if the chosen topic requires enormous costs in comparison with the expected benefits of the results that can be achieved;
 - b) impartiality in research and appropriateness in the selection of research methods;
 - c) the reproducibility of research and development results and the correctness of the procedures for the subsequent processing of the results, including appropriate data archiving methods respecting higher-level regulations or obligations pertaining to data archiving;
 - d) the correct interpretation of research and development results, both employees' and students' own results and the results of others' work;
 - e) the retention of primary data and documentation after publishing results for a period of time that is customary in the relevant discipline or otherwise specified by legal regulations or UO internal regulations, UO regulative acts or other appropriate obligations;
 - f) the efficient use of financial and personal resources.
9. Employees and students shall consider creative activities to be a fundamental type of activity that contributes to the advancement of knowledge to the benefit of society.

Article 5

Ethical principles and rules with regard to intellectual property protection

1. Employees and students shall adhere to ethical principles and rules connected with respect for intellectual property, especially as follows:

Code of Ethics for Employees and Students of the University of Ostrava

- a) as co-authors, they shall be aware of their responsibility for the content of work produced jointly by more than one author;
 - b) they shall respect the intellectual property of others;
 - c) they shall only present themselves as the author or co-author of results if they have achieved these results themselves or have made a significant creative contribution to the results; they shall strictly refrain from any form whatsoever of the unauthorized use of another person's work in violation of legal regulations governing the protection of intellectual property;
 - d) they shall not make use of ethically dubious publication platforms;
 - e) they shall not arbitrarily withhold results achieved with the use of public funding;
 - f) they shall respect the principles governing the creation of applications and technology transfer.
2. When disclosing results in any way, employees and students shall consider the following to be a matter of course:
- a) to objectively evaluate the significance of the literature and other sources of information used to achieve the disclosed result, including the obligation to cite such literature and sources accurately;
 - b) to take responsibility for the accuracy of the data and the correctness of the interpretations presented when disclosing or applying the results;
 - c) to correct any subsequently ascertained inaccuracies in data, results or interpretative conclusions at the same level of disclosure as that at which they were presented;
 - d) to critically evaluate the necessity of re-publishing their own results in their original form or an insubstantially modified form; in the case of the re-publication of their own results, the text of the re-published results shall always state that the results have previously been published, and shall provide a complete citation of the original source;
 - e) not to fragment their own results, i.e. not to unnecessarily divide their results into multiple publications in order to increase their number.

Article 6

Ethical principles and rules of supporting activities

When carrying out supporting activities for the UO, employees shall proceed as follows:

- a) when in contact with other employees, students or members of the public, they shall act in a helpful, accommodating and courteous manner, without any prejudices, respecting other's individuality and their communicative and social skills;
- b) in their decision-making, they shall act in a professional manner, without emotions and without pursuing their own private interests;

Code of Ethics for Employees and Students of the University of Ostrava

- c) they shall carry out their work activities in a responsible manner and without undue delays;
- d) they shall respect the knowledge and experience of other UO employees and make use of this knowledge and experience to further their own professional and personal growth;
- e) they shall willingly pass on their knowledge and experience acquired in connection with their activities at the UO or via further education to colleagues with less experience than them;
- f) they shall promote the credibility and professionalism of the UO through their behaviour and demeanour.

Article 7
The UO Ethics Committee

1. Each constituent part of the UO (i.e. a Faculty or Institute) is represented by one member of the UO Ethics Committee and one substitute representative.
2. The UO as a whole is represented by two members of the UO Ethics Committee and two substitute representatives. One of these members is appointed as the Deputy Chair of the UO Ethics Committee (hereinunder also “the Deputy Chair”) for cases when the position of Chair of the UO Ethics Committee is vacant or when neither the Chair nor their substitute representative is able to perform this function. The affiliation of such a member or such a substitute representative to a specific constituent part or parts of the UO shall not be relevant to the representation of the UO as a whole in the UO Ethics Committee, and such a member does not represent a specific constituent part of the UO. The Deputy Chair is appointed by the Rector in the form of an Order issued by the Rector. If the Deputy Chair is elected as the Chair of the UO Ethics Committee, the Rector shall appoint a different member as the Deputy Chair of the UO Ethics Committee.
3. The UO Ethics Committee has nine members and nine substitute representatives.
4. The term of office of a member lasts until the day preceding the date of an Order issued by the Rector appointing new members of the UO Ethics Committee. The Rector shall appoint all members of the UO Ethics Committee and all substitute representatives following deliberation in the UO Academic Senate (“hereinunder also “the Academic Senate”); this deliberation shall take place no later than 4 months after the date agreed as the date of commencement of the Rector’s term of office on the basis of the Rector’s appointment. If no session of the Academic Senate takes place within this period, or if the deliberation is not possible for other reasons, the Rector shall discuss the appointment of members of the UO Ethics Committee at the next subsequent session of the Academic Senate following the expiry of the above-stipulated period. A specific person may be appointed as a member repeatedly.
5. Members of the UO Ethics Committee and substitute representatives are appointed by the Rector on the Rector’s own initiative; one member may be nominated by the Academic Senate. At any time during the term of office of the UO Ethics Committee,

Code of Ethics for Employees and Students of the University of Ostrava

the Rector may, following deliberation by the Academic Senate, appoint a new member or substitute representative for the UO Ethics Committee. The membership of a substituted member, or the status of the relevant substitute representative, expires on the day preceding the date of an Order issued by the Rector appointing a new member or a new substitute representative.

6. Members of the UO Ethics Committee and their substitute representatives are appointed by the Rector so that one member and one substitute representative is appointed from each constituent part of the UO. Members and substitute representatives representing the UO as a whole are UO employees, regardless of their affiliation with a particular constituent part of the UO.
7. A specific person is appointed as the substitute representative for the term of office of the member of the UO Ethics Committee to whom the substitute representative pertains. A specific person may be appointed as a substitute representative repeatedly.
8. A member of the UO Ethics Committee or a substitute representative for a member of the UO Ethics Committee have an obligation to play an active role in the activities of the UO Ethics Committee.
9. Membership of the UO Ethics Committee and the status of substitute representative are conditional upon the employee's written consent to their membership or status as a substitute representative, coupled with a duty of confidentiality regarding all non-public information pertaining to all issues deliberated by the UO Ethics Committee. A further requirement is consent from the employee's immediate line manager, and for employees affiliated to a constituent part of the UO, consent from the relevant Dean or Director of a UO Institute.
10. Each member and each substitute representative may terminate their membership or substitute representative status by resigning from their position as a member or a substitute representative. However, such a resignation is only valid if written notification is given and delivered either to the Chair of the UO Ethics Committee or the Rector. Membership of the UO Ethics Committee expires on the date on which notification of the resignation is delivered, unless the notification of the resignation states a later date.
11. Membership of the UO Ethics Committee and the status of substitute representative expire upon the termination of the member's/substitute representative's employment at the relevant UO constituent part for which the member/substitute representative was appointed. In the case of a member/substitute representative appointed to represent the UO as a whole, membership or the status of substitute representative expires upon the termination of the member's/substitute representative's employment at the UO *per se*, i.e. employment by all the UO's constituent parts.
12. On the day following the termination of a member's membership of the UO Ethics Committee, the former member's substitute representative becomes a member of the UO Ethics Committee provided that this substitute representative gives their consent according to the procedure stipulated in this UO Code of Ethics. The substitute representative becomes a member for the remaining duration of the relevant former member's term of office. In such a case, and if the substitute

Code of Ethics for Employees and Students of the University of Ostrava

representative terminates this status or is dismissed from this position, the Rector shall appoint a new substitute representative without undue delay, applying the procedure stipulated in this Article. This does not affect the procedure stipulated in Paragraph 13 of this Article.

13. A substitute representative who has become a member in place of a member of the UO Ethics Committee for whom a conflict of interest has arisen holds the status and all the rights of a member of the UO Ethics Committee until the conflict of interest of the affected member expires; this applies to the specific case or cases affected by this conflict of interest. The status of substitute representative is then restored. If a conflict of interest arises simultaneously for a member and their substitute representative, the Rector may appoint a member from among the employees of the relevant UO constituent part (or for a member representing the UO as a whole, a member from among the UO's employees) on an ad hoc basis for the particular case in question, without the necessity for deliberation of the matter by the Academic Senate.
14. A list of all current members and substitute representatives of the UO Ethics Committee is displayed in the public part of the UO website. Proposals to display this list or to update the information contained in it are submitted by the Chair or Deputy Chair of the UO Ethics Committee to the relevant UO technical helpdesk.
15. The UO Ethics Committee is headed by its Chair.
16. Only a member of the UO Ethics Committee may be the Chair.
17. The Chair of the UO Ethics Committee is elected by a simple majority of the votes held by all members of the UO Ethics Committee. If a proposal is submitted by any member, the members of the UO Ethics Committee may at any time vote on the dismissal of the Chair. A member of the UO Ethics Committee becomes the Chair immediately upon accepting this position following their election, and they cease to be the Chair of the UO Ethics Committee immediately upon receiving notification of their dismissal from the position of Chair. Acceptance of the position and notification of dismissal as per this Paragraph may take place orally at a session of the UO Ethics Committee at which the affected person is present, or in writing via the UO institutional e-mail system.
18. The Chair of the UO Ethics Committee plans, organizes and presides over the activities of the UO Ethics Committee; specifically, the Chair convenes and presides over sessions of the UO Ethics Committee and verifies the results of its members' votes. Until the Chair of the UO Ethics Committee is elected, or during a time when the UO Ethics Committee lacks a Chair or when a conflict of interest has arisen in the case of the Chair, the function of the Chair is performed by the Deputy Chair of the UO Ethics Committee. If no Deputy Chair exists, or if the Deputy Chair cannot perform this function and the function cannot be performed by the substitute representative of the Deputy Chair who has become a member as per Paragraph 13 of this Article, the Rector shall appoint a different member to perform the function of the Chair of the UO Ethics Committee.
19. The Chair of the UO Ethics Committee is entitled to relinquish the function of Chair at any time by notifying all members of the UO Ethics Committee of this intention; such notification may be made formally at a session of the UO Ethics Committee

Code of Ethics for Employees and Students of the University of Ostrava

or by e-mail sent to all members of the UO Ethics Committee from an UO institutional e-mail address. The Chairship is terminated on the date on which the Chair gives notification of their intention to relinquish the function as per the previous sentence, unless the Chair stipulates a later date.

20. The UO Ethics Committee has the obligation to elect a new Chair without undue delay whenever the Chairship of the current Chair is terminated.
21. The UO Ethics Committee discusses submissions by members of the UO academic community and other UO employees concerning adherence to the principles and rules stipulated in the Code of Ethics or concerning the interpretation of the Code of Ethics. In accordance with Article 21, Paragraph 1 d) of the UO Statute, the UO Ethics Committee is a permanent advisory board to the Rector.
22. The Rector may dismiss a member of the UO Ethics Committee or a substitute representative on serious grounds at any time in the form of an Order issued by the Rector.

Article 8

The UO Research Ethics Committee

1. The UO Research Ethics Committee is constituted in order to assess the ethical aspects of research conducted at the UO primarily concerning human and animal subjects (including the handling of biological material of human and animal origin).
2. The UO Research Ethics Committee primarily assesses whether research methods in a proposed project are at odds with ethical standards and general legal regulations (personal data protection, handling of biological material particularly from human subjects, including biological material of human origin).
3. UO Faculties may constitute their own Research Ethics Committees in accordance with this Code of Ethics.
4. The UO Research Ethics Committee assesses proposals for research projects prepared at the level of the UO, or at two or more constituent parts of the UO, or at one UO Faculty if that Faculty lacks its own Research Ethics Committee.
5. A Faculty Research Ethics Committee only assesses proposals for research projects prepared at that particular Faculty. The provisions of this Code of Ethics concerning the UO Research Ethics Committee also apply as appropriate to a Faculty Research Ethics Committee.
6. Each Faculty of the UO is represented by one member of the UO Research Ethics Committee and one substitute representative from each Faculty.
7. The UO as a whole is represented by one member of the UO Research Ethics Committee and one substitute representative. The affiliation of such a member or such a substitute representative to a specific Faculty or Faculties of the UO shall not be relevant to the representation of the UO as a whole in the UO Research Ethics Committee, and such a member does not represent a specific Faculty of the UO. The UO as a whole is always represented on the UO Research Ethics Committee by the Vice-Rector for Research and Artistic Activities, who is

Code of Ethics for Employees and Students of the University of Ostrava

simultaneously the Chair of the Committee. The membership and Chairship of this Vice-Rector commence on the agreed date of commencement of their Vice-Rectorship on the basis of their appointment as Vice-Rector, and are terminated on the date on which this Vice-Rectorship is terminated.

8. The UO Research Ethics Committee comprises seven members and seven substitute representatives. A member of the UO Research Ethics Committee or a substitute representative for a member of the UO Research Ethics Committee have an obligation to play an active role in the activities of the Committee.
9. The term of office of a member lasts until the day preceding the date of an Order issued by the Rector appointing new members of the UO Research Ethics Committee or until the day on which a new member is appointed in place of the affected member. The Vice-Rector for Research and Artistic Activities must submit to the Rector the nominations for new members and substitute representatives within 2 months of the agreed date of commencement of their Vice-Rectorship on the basis of their appointment as Vice-Rector. The Vice-Rector for Research and Artistic Activities may at any time submit a proposal to the Rector for the appointment or dismissal of individual members and substitute representatives of the UO Research Ethics Committee.
10. Members of the UO Research Ethics Committee and substitute representatives are appointed by the Rector after receiving the proposal as per Paragraph 9 of this Article and following deliberation by the UO Academic Council. If there is no Vice-Rector for Research and Artistic Activities, the Rector appoints members and substitute representatives on the Rector's own initiative following deliberation by the UO Academic Council. Such an appointment is not an appointment in the sense of employment law or employment-legal regulations, and it does not establish or alter an existing employment relationship. The appointment confers upon the appointee the role of a member or substitute representative of the UO Research Ethics Committee.
11. A specific person is appointed as the substitute representative for the term of office of the member of the UO Research Ethics Committee to whom the substitute representative pertains. A specific person may be appointed as a substitute representative repeatedly.
12. Membership of the UO Research Ethics Committee and the status of substitute representative are conditional upon the appointee's written consent to their membership or status as a substitute representative, coupled with a duty of confidentiality regarding all non-public information pertaining to all issues deliberated by the UO Research Ethics Committee.
13. Each member and each substitute representative may terminate their membership or substitute representative status by resigning from their position as a member or a substitute representative. However, such a resignation is only valid if written notification is given and delivered either to the Chair of the UO Research Ethics Committee or the Rector. Membership of the UO Research Ethics Committee and the status of substitute representative also expire upon the termination of the member's/substitute representative's employment at the relevant UO constituent part for which the member/substitute representative was appointed. In the case of

Code of Ethics for Employees and Students of the University of Ostrava

a member/substitute representative appointed to represent the UO as a whole, membership or the status of substitute representative expires upon the termination of the member's/substitute representative's employment at the UO *per se*, i.e. employment by all the UO's constituent parts. On the day following the termination of a member's membership of the UO Research Ethics Committee, the former member's substitute representative becomes a member of the UO Research Ethics Committee provided that this substitute representative gives their consent according to the procedure stipulated in this UO Code of Ethics. The substitute representative becomes a member for the remaining duration of the relevant former member's term of office. In such a case, and if the substitute representative terminates this status or is dismissed from this position, the Rector shall appoint a new substitute representative without undue delay, applying the procedure stipulated in this Article. This does not affect the procedure stipulated in Paragraph 16 of this Article.

14. The status of a substitute representative also expires if the substitute representative is appointed as a member of the UO Research Ethics Committee.
15. A list of all current members and substitute representatives of the UO Research Ethics Committee is displayed in the public part of the UO website. Proposals to display this list or to update the information contained in it are submitted by the Chair or deputizing Chair of the UO Research Ethics Committee to the relevant UO technical helpdesk.
16. A substitute representative who has become a member in place of a member of the UO Research Ethics Committee for whom a conflict of interest has arisen holds the status and all the rights of a member of the UO Research Ethics Committee until the conflict of interest of the affected member expires; this applies to the specific case or cases affected by this conflict of interest. The status of substitute representative is then restored. If a conflict of interest arises simultaneously for a member and their substitute representative, the Rector may appoint a member from among the employees of the relevant UO Faculty (or for a member representing the UO as a whole, a member from among the UO's employees) on an ad hoc basis for the particular case in question, without the necessity for deliberation of the matter by the Academic Senate.
17. The Chair of the UO Research Ethics Committee plans, organizes and presides over the activities of the UO Research Ethics Committee; specifically, the Chair convenes and presides over sessions of the UO Research Ethics Committee and verifies the results of its members' votes. If no Chair exists, or if the Chair cannot perform this function due to a conflict of interest and the function cannot be performed by the substitute representative of the Chair who has become a member as per Paragraph 16 of this Article, the Rector shall appoint a different member to perform the function of the Chair, unless a member representing the UO as a whole has been appointed ad hoc for the particular case as per Paragraph 16 of this Article.
18. If a Faculty of the UO has constituted its own Research Ethics Committee, the relevant provisions of this Code of Ethics also apply as appropriate to the Faculty Research Ethics Committee; the relevant Order issued by the Dean must not be at variance with this Code of Ethics.

19. The Rector may dismiss a member of the UO Research Ethics Committee or a substitute representative at any time in the form of an Order issued by the Rector; this also includes dismissals on the Rector's own initiative.

Part Two

PROCEDURAL REGULATIONS OF THE UO ETHICS COMMITTEE

Article 9

Deliberations of the UO Ethics Committee

1. The Chair of the UO Ethics Committee is obliged to convene a session of the UO Ethics Committee without undue delay following the delivery of a submission to the UO Ethics Committee, and no later than the end of the calendar month immediately following the month in which the submission was delivered to the UO Ethics Committee.
2. The Rector is obliged to convene a session of the UO Ethics Committee within one month following the date on which the Rector issued the Order appointing all new members and all new substitute representatives to the UO Ethics Committee.
3. Any member of the UO Ethics Committee is entitled to convene a session of the UO Ethics Committee if the Chairship of the current Chair of the UO Ethics Committee ceases to exist or if a conflict of interest has arisen in the case of the Chair and if another person performing the function of Chair has not convened a session as per Paragraph 4 of this Article.
4. If the UO Ethics Committee has no Chair, or if the Chair cannot perform this function due to a conflict of interest, the provisions of Article 7, Paragraph 18 shall apply.
5. The UO Ethics Committee is obliged to enable the Rector to participate in and speak at its sessions. The UO Ethics Committee does not have this obligation if a conflict of interest has arisen in the case of the Rector.
6. The UO Ethics Committee is entitled, acting via its Chair, to invite to its sessions any other person if that person's statement is required in a specific case. The UO Ethics Committee votes on a proposal to issue such an invitation; approval requires a simple majority of the votes of those members present. If necessary, the Chair of the UO Ethics Committee is entitled to consult the UO Legal Department regarding specific cases.
7. If a submission by or against a student of the UO is the subject of discussion, the Chair of the UO Ethics Committee shall request a statement on the case from the Chair of the Student Chamber of the UO Academic Senate; the Chair of this Student Chamber shall send the statement in writing or will deliver it in person at a session of the UO Ethics Committee. The Chair of the Student Chamber of the UO Academic Senate may delegate the drafting and presentation of this statement to a different member of the Student Chamber of the UO Academic Senate. The Chair

Code of Ethics for Employees and Students of the University of Ostrava

of the Student Chamber of the UO Academic Senate and the person to whom the drafting and presentation of this statement are delegated are bound by a duty of confidentiality with regard to the case under discussion, as are members of the UO Ethics Committee.

8. Sessions of the UO Ethics Committee are not public.
9. At sessions of the UO Ethics Committee, minutes are taken by a person designated by the Chair. These minutes include the results of voting as well as statements (opinions) of the UO Ethics Committee.
10. The minutes of the UO Ethics Committee are not public.
11. Statements (opinions) of the UO Ethics Committee regarding a submission that has been discussed are sent by the Committee's Chair to the submitter, other parties involved, and the UO Rector.
12. Statements (opinions) of the UO Ethics Committee regarding a submission that has been discussed are sent by the Committee's Chair to the relevant UO technical helpdesk for display on the UO website; the statements (opinions) are displayed in an abridged form, and in such a manner as to prevent the public identification of the submitter or the parties involved.
13. Submissions to the UO Ethics Committee are presented (delivered) by the submitter directly to the Chair of the UO Ethics Committee.
14. Submissions must be made in written form.
15. A submission must contain the name of its author or originator (the submitter). The UO Ethics Committee disregards anonymous submissions.
16. The UO Ethics Committee discusses submissions by members of the UO academic community and other UO employees concerning adherence to the principles and rules stipulated in the Code of Ethics or concerning the interpretation of the Code of Ethics.
17. If a submission fails to comply with any of the necessary parameters defined in Paragraph 13, 14 or 15 of this Article, or if a submission fails to meet the requirement stipulated in Paragraph 16 of this Article, the UO Ethics Committee is entitled to disregard it and not to discuss it further.
18. The UO Ethics Committee is quorate if at least a simple majority of all its members are present.

Article 10

Voting by the UO Ethics Committee

1. The UO Ethics Committee votes as follows:
 - a) the Chair and each member of the UO Ethics Committee have one vote each;
 - b) in order to approve a draft text of a statement, which is drafted and submitted to a vote by the Chair of the UO Ethics Committee either on the

Code of Ethics for Employees and Students of the University of Ostrava

Chair's own initiative or on the basis of a proposal by a member of the UO Ethics Committee, a simple majority of all members of the UO Ethics Committee is required, with the exception of cases covered by Article 9, Paragraph 6 and Article 11, Paragraph 7;

- c) if proposed by any member of the UO Ethics Committee, voting is conducted in secret;
 - d) during the discussion before voting commences, each member of the UO Ethics Committee is entitled to submit a draft text of a statement to be voted on; voting on each such draft text takes place in the opposite order to that in which the draft texts were submitted.
2. The UO Ethics Committee may vote *per rollam* (via correspondence) on draft texts of statements (opinions) only if such a proposal has been the subject of prior discussions at a session of the UO Ethics Committee.
 3. Voting *per rollam*:
 - a) the Chair of the UO Ethics Committee, or the person performing the function of Chair as per Article 7, Paragraph 18, sends a draft text of a statement to all the members of the UO Ethics Committee at their UO institutional e-mail addresses;
 - b) the draft text contains the information necessary for decision-making and the period during which the member is to express their opinion, which shall be at least 7 days;

Article 11

Conflicts of interest of members of the UO Ethics Committee

1. In the case of a member of the UO Ethics Committee, a conflict of interest is deemed to have arisen particularly:
 - a) if the member is close to a person against whom a submission has been made regarding adherence to the Code of Ethics; or
 - b) if the member is in a working relationship with a person against whom a submission has been made, and this working relationship could influence the member's independence when dealing with the submission; or
 - c) if the member's relationship with a person who has made a submission, or to whom the submission pertains, could affect the member's objectivity in decision-making; or
 - d) if the member made the submission in question regarding adherence to the Code of Ethics.
2. Members of the UO Ethics Committee are obliged to notify the Chair of the UO Ethics Committee of any conflict of interest without undue delay after having become aware of such a conflict; this notification must be given no later than at the first session of the UO Ethics Committee held after the member in question became aware of the conflict of interest. If this session is to include a discussion of the

Code of Ethics for Employees and Students of the University of Ostrava

situation to which the conflict of interest pertains, the member is obliged to notify the Chair of the conflict of interest prior to the commencement of the session.

3. The Chair of the UO Ethics Committee is obliged to notify all members of the UO Ethics Committee regarding any conflict of interest without undue delay after having become aware of such a conflict; this notification must be given no later than at the first session of the UO Ethics Committee held after the Chair of the UO Ethics Committee became aware of the conflict of interest. This notification must also be given to the substitute representative who is to replace the affected member.
4. A member of the UO Ethics Committee affected by a conflict of interest is obliged to withhold from exercising their rights within the UO Ethics Committee continuously for the entire duration of the conflict of interest. This applies solely to the case to which the given conflict of interest pertains.
5. A member of the UO Ethics Committee affected by a conflict of interest is obliged to act in such a way as to enable their substitute representative to carry out their duties in this capacity properly and without hindrance.
6. A substitute representative replaces the affected member automatically at the moment when the Chair of the UO Ethics Committee notifies the substitute representative of the facts pertinent to their replacement of the affected member. The substitute representative gives their written consent to carrying out their duties in this capacity with regard to the particular case. This notification and this consent may also take place via the UO institutional e-mail system.
7. The Chair of the UO Ethics Committee may at any time, on their own initiative or on the basis of a submission by another member of the UO Ethics Committee or another submitter, announce that a vote will be held on the conflict of interest of the affected member in the pertinent case. The UO Ethics Committee votes on such a conflict of interest, and motions are passed by a simple majority of all members present. A member is excluded from discussions on a specific submission at the moment when the Chair of the UO Ethics Committee notifies that member, either orally at the session when voting took place, or in writing via the UO institutional e-mail system, of the result of the vote confirming the member's conflict of interest. Members who were not present at the vote are not notified of the result of the vote. A member whose conflict of interest is the subject of a vote is excluded from the voting. The substitute representative is notified in accordance with Paragraph 6 of this Article.

Part Three
PROCEDURAL REGULATIONS OF THE UO RESEARCH ETHICS
COMMITTEE

Article 12
Deliberations of the UO Research Ethics Committee

1. The Chair of the UO Research Ethics Committee is obliged to convene a session of the UO Research Ethics Committee without undue delay following the delivery

Code of Ethics for Employees and Students of the University of Ostrava

of a submission (research project proposal) to the UO Research Ethics Committee, and no later than the end of the calendar month immediately following the month in which the submission was delivered to the UO Research Ethics Committee.

2. If the UO Research Ethics Committee has no Chair, or if the Chair cannot perform this function due to a conflict of interest, the provisions of Article 8, Paragraph 17 shall apply.
3. The UO Research Ethics Committee is obliged to enable the Rector and the submitter of the submission (research project proposal) to participate in and speak at its sessions. The UO Research Ethics Committee does not have this obligation to the Rector if a conflict of interest has arisen in the case of the Rector.
4. The UO Research Ethics Committee is entitled to invite to its sessions any other person if that person's statement is required in a specific case. The UO Research Ethics Committee votes on a proposal to issue such an invitation; approval requires a simple majority of the votes of those members present.
5. Sessions of the UO Research Ethics Committee are not public.
6. The Chair of the UO Research Ethics Committee is entitled to consult the UO Legal Department regarding specific cases.
7. At sessions of the UO Research Ethics Committee, minutes are taken by a person designated by the Chair. These minutes include the results of voting as well as statements (opinions) of the UO Research Ethics Committee regarding the submission (research project proposal) under discussion.
8. Statements (opinions) of the UO Research Ethics Committee regarding a submission (research project proposal) that has been discussed are sent by the Committee's Chair (or a member designated by the Chair) to the submitter and other parties involved.
9. The UO Research Ethics Committee is quorate if at least a simple majority of all its members participate in a session.

Article 13

Submission of research project proposals

1. The UO Research Ethics Committee assesses proposals for research projects following the submission of such proposals by the proposer or main coordinator of a research project at the UO, another UO employee or a UO student, or on its own initiative.
2. Proposals for research projects are presented to the UO Research Ethics Committee for assessment via the Committee's Chair and at dates stipulated in connection with the schedule for submitting applications to grant funding competitions. Besides this schedule, proposals are also received by the UO Research Ethics Committee on an ongoing basis.
3. The required particulars of a request for the UO Research Ethics Committee to assess a research project proposal, and the dates for the submission of such a proposal, are displayed in the public part of the UO website.

Article 14

Discussions on research project proposals

1. The UO Research Ethics Committee only assesses proposals for projects at the preparatory stage, i.e. projects which are not yet at the implementation stage. The period for assessing a research project proposal is at least 14 calendar days. During the implementation of a research project, it is only possible to assess a proposal that has been submitted during the project period on justifiable grounds (or if a change to the project requires discussion by the Committee).
2. The Chair of the UO Research Ethics Committee, or a member of the Committee designated by the Chair, usually nominates two members of the Committee (reporters) to report on a particular proposal; the reporters assess the proposal and inform the UO Research Ethics Committee of their conclusions in writing. A member for whom a conflict of interest has arisen with regard to a particular research project cannot be a reporter on the proposal for that research project.
3. When voting on a research project proposal, the UO Research Ethics Committee has at its disposal the conclusions of the relevant reporters.
4. The UO Research Ethics Committee issues a written opinion on each research project proposal it assesses, stating whether or not it grants its approval to the proposed research project. In the case of a negative opinion (non-approval) or a partially negative opinion (partial non-approval), the Committee gives its grounds for this opinion.
5. The Chair of the UO Research Ethics Committee, or a member of the Committee designated by the Chair, sends the Committee's opinion to the proposer of the research project that has been assessed.
6. When assessing changes to projects that are already at the implementation stage, the written evaluation is usually drawn up by just one reporter.
7. If the conclusions of the reporters recommend a change to a project, or a change in one of the supporting documents provided (particularly in the case of information given for purposes of informed consent), the acceptance of these recommended changes is the responsibility of the project proposer, as is the re-submission of the altered documentation to the UO Research Ethics Committee for re-assessment.

Article 15

Voting by the UO Research Ethics Committee

1. The UO Research Ethics Committee votes as follows:
 - a) the Chair and each member of the UO Research Ethics Committee have one vote each;
 - b) in order to approve a draft text of a statement, which is drafted and submitted to a vote by the Chair of the UO Research Ethics Committee either on the Chair's own initiative or on the basis of a proposal by a member of the UO Research Ethics Committee, a simple majority of all members of

Code of Ethics for Employees and Students of the University of Ostrava

the UO Research Ethics Committee is required, with the exception of cases covered by Article 12, Paragraph 4 and Article 16, Paragraph 7;

- c) if proposed by any member of the UO Research Ethics Committee, voting is conducted in secret.
2. The UO Research Ethics Committee may vote *per rollam* (via correspondence) without prior discussion at a session of the Committee only concerning proposals for projects that all the reporters have recommended for approval.
3. Voting *per rollam*:
 - a) the Chair of the UO Research Ethics Committee, or the person performing the function of Chair as per Article 8, Paragraph 17, sends a draft text of a statement to all the members of the UO Research Ethics Committee at their UO institutional e-mail addresses;
 - b) the draft text contains the information necessary for decision-making and the period during which the member is to express their opinion, which shall be at least 7 days.

Article 16

Conflicts of interest of members of the UO Research Ethics Committee

1. In the case of a member of the UO Research Ethics Committee, a conflict of interest is deemed to have arisen particularly:
 - a) if the member is the proposer of the project under discussion or a member of the research team in the project;
 - b) if the member is close to the proposer of the project or a person who would play a substantial role in the future implementation of the project;
 - c) if the member is in a working relationship with the proposer of the project or other members of the project research team (e.g. as a direct line manager or a co-member of the research team) and this working relationship could influence the member's independence when discussing the project;
 - d) if the member is submitting a project (in the capacity of the proposer or a research team member) to the same competition to which the project under discussion is being submitted (in the case of larger grant funding agencies, cases are only taken into consideration if they involve submissions of projects to the same panel or discipline-specific committee).
2. Members of the UO Research Ethics Committee are obliged to notify the Chair of the UO Research Ethics Committee of any conflict of interest without undue delay after having become aware of such a conflict; this notification must be given no later than at the first session of the UO Research Ethics Committee held after the member in question became aware of the conflict of interest. If this session is to include a discussion of the situation to which the conflict of interest pertains, the member is obliged to notify the Chair of the conflict of interest prior to the commencement of the session.

Code of Ethics for Employees and Students of the University of Ostrava

3. The Chair of the UO Research Ethics Committee is obliged to notify all members of the UO Research Ethics Committee regarding any conflict of interest without undue delay after having become aware of such a conflict; this notification must be given no later than at the first session of the UO Research Ethics Committee held after the Chair of the UO Research Ethics Committee became aware of the conflict of interest. This notification must also be given to the substitute representative who is to replace the affected member.
4. A member of the UO Research Ethics Committee affected by a conflict of interest is obliged to withhold from exercising their rights within the UO Research Ethics Committee continuously for the entire duration of the conflict of interest. This applies solely to the case to which the given conflict of interest pertains.
5. A member of the UO Research Ethics Committee affected by a conflict of interest is obliged to act in such a way as to enable their substitute representative to carry out their duties in this capacity properly and without hindrance.
6. A substitute representative replaces the affected member automatically at the moment when the Chair of the UO Research Ethics Committee notifies the substitute representative of the facts pertinent to their replacement of the affected member. The substitute representative gives their written consent to carrying out their duties in this capacity with regard to the particular case. This notification and this consent may also take place via the UO institutional e-mail system.
7. The Chair of the UO Research Ethics Committee may at any time, on their own initiative or on the basis of a submission by another member of the UO Research Ethics Committee or another submitter, announce that a vote will be held on the conflict of interest of the affected member in the pertinent case. Motions are passed by a simple majority of all members present. A member is excluded from discussions on a specific submission at the moment when the Chair of the UO Research Ethics Committee notifies that member, either orally at the session when voting took place, or in writing via the UO institutional e-mail system, of the result of the vote confirming the member's conflict of interest. Members who were not present at the vote are not notified of the result of the vote. A member whose conflict of interest is the subject of a vote is excluded from the voting. The substitute representative is notified in accordance with Paragraph 6 of this Article.

Part Four
JOINT AND CONCLUDING PROVISIONS

Article 17
Administrative matters

Administrative support for the activities of the UO Ethics Committee is provided by the Office of the Rector. Administrative support for the activities of the UO Research Ethics Committee is provided by the Office of the Vice-Rector for Research and Artistic Activities.

Article 18
Temporary provisions

1. This Code of Ethics fully and completely replaces the Code of Ethics for Employees and Students of the University of Ostrava registered by the Ministry of Education, Youth and Sports on 30 July 2018 under reference no. MSMT-22590/2018.
2. All submissions made to the UO Ethics Committee before this Code of Ethics became effective are dealt with under the procedural regulations set out in this Code of Ethics. If deliberations on a submission commenced before the date of effect of this Code of Ethics, deliberations continue under the provisions of this Code of Ethics, commencing from the date on which this Code of Ethics becomes effective.
3. The UO Ethics Committee is entitled to operate as constituted prior to the date of effect of this Code of Ethics up to the day preceding the day on which the new UO Ethics Committee is constituted applying the procedure stipulated in this Code of Ethics. Within 3 months of the date of effect of this Code of Ethics, the Rector shall appoint a new UO Ethics Committee in accordance with the rules set out in this Code of Ethics.
4. All submissions made to the UO Research Ethics Committee before this Code of Ethics became effective are dealt with under the procedural regulations set out in this Code of Ethics. If deliberations on a submission commenced before the date of effect of this Code of Ethics, deliberations continue under the provisions of this Code of Ethics, commencing from the date on which this Code of Ethics becomes effective.
5. The UO Research Ethics Committee is entitled to operate as constituted prior to the date of effect of this Code of Ethics up to the day preceding the day on which the new UO Research Ethics Committee is constituted applying the procedure stipulated in this Code of Ethics.
6. Within 6 months of the date of effect of this Code of Ethics, the Rector shall appoint a new UO Research Ethics Committee in accordance with the rules set out in this Code of Ethics. If there is no change in the membership of the UO Research Ethics Committee and if the appointment of the members of the Committee has been deliberated by the UO Academic Council prior to the date of effect of this Code of Ethics, the Rector may appoint members of the UO Research Ethics Committee without the need for deliberation by the UO Academic Council.
7. As per Article 8, Paragraph 7 of this Code of Ethics, when this Code of Ethics becomes effective, the Vice-Rector for Research and Artistic Activities becomes a member and the Chair of the UO Research Ethics Committee as of the date of appointment of the new members of the UO Research Ethics Committee pursuant to Paragraph 6 of this Article.

Article 19
Concluding provisions

1. The interpretation of the individual provisions of this Code of Ethics falls within the purview of the UO Ethics Committee.
2. This Code of Ethics was approved by the Academic Senate of the University of Ostrava on 29 January 2024 pursuant to Section 9, Subsection 1 b) of the Higher Education Act.
3. Pursuant to Section 36, Subsection 4 of the Higher Education Act, this Code of Ethics becomes valid on the date of its registration by the Ministry of Education, Youth and Sports.
4. This Code of Ethics becomes effective on the date on which it becomes valid.

doc. Mgr. Petr Kopecký, Ph.D., in his own hand
Rector