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| Prepared by:                    | TBU Vice-Rector for Research, Development and Creative Activities                                                                               |             |
| In cooperation with:            | Head of Legal Services of TBU, TBU Data Protection Officer, Vice-Deans for Research, Development and Creative Activities at TBU component parts |             |
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## PART ONE

### Article 1

#### Introductory provisions

- 1) The legal status and the scope of activities of the Research Ethics Committee is regulated by the internal regulation of Tomas Bata University in Zlín (hereinafter referred to as "TBU"), namely the Statute of the Research Ethics Committee.
- 2) This Rector's Directive regulates the activities, conduct and voting procedures of the Research Ethics Committee at TBU.

### Article 2

#### Meetings of the Research Ethics Committee

- 1) The activities and meetings of the Research Ethics Committee shall be convened and chaired by the Chairperson or a member of the Research Ethics Committee appointed by the Chairperson (hereinafter referred to as the "Chairperson").
- 2) The meetings of the Research Ethics Committee are closed to the public and are attended by the members of the Research Ethics Committee, the Secretary to the Research Ethics Committee (hereinafter referred to as the "Secretary"), the TBU lawyer and the TBU Data Protection Officer (DPO) as guest members of the Research Ethics Committee. In addition, experts invited by the Chairperson to provide the Research Ethics Committee with opinions on the proposals under consideration and the proposers of the Research Plans under consideration invited by the Chairperson may attend the meetings. A meeting of the

Research Ethics Committee may be open to the public if agreed by a majority of all members of the Research Ethics Committee.

- 3) A meeting of the Research Ethics Committee is convened on the basis of:
  - a. The initiative of the research proposer, submitted in the form of a Research Plan. The proposer is the principal investigator of the research project requiring review or the supervisor of the academic qualification thesis involving research requiring review by the Research Ethics Committee. The proposer must be a TBU employee.
  - b. The initiative of the Rector of TBU.
  - c. The initiative of a member of the Research Ethics Committee.
- 4) The meetings of the Research Ethics Committee shall take the form of:
  - a. a meeting with the direct participation of the members of the Research Ethics Committee or other attendees participating in the meeting;
  - b. controlled communication with all members of the Research Ethics Committee, or other attendees participating in the meeting conducted in this manner, by means of information and communication technologies (hereinafter referred to as “electronic meeting”).

## **PART TWO**

### **Article 3**

#### **Submission of the Research Plan**

- 1) The Research Plan is part of the Data Management Plan.
- 2) The Research Plan shall be submitted through the Secretary to the Ethics Committee.
- 3) The Research Plan is submitted for the purposes of a project application submitted to grant competitions of external providers or announced within TBU (hereinafter referred to as the “project application”) or for the purposes of research funded by TBU or the implementation of students’ academic qualification theses, provided that the implementation of the thesis includes research whose assessment falls within the competence of the Research Ethics Committee (hereinafter referred to as “research”).
- 4) The Research Plan must be submitted to the Research Ethics Committee well in advance of the deadline for submission of the project application or commencement of the research.

### **Article 4**

#### **Discussion of the Research Plan**

- 1) In the event of significant deviations from the approved Research Plan, the proposer must request a preliminary reassessment during the course of the implementation or the research.

- 2) The Research Ethics Committee will not consider Research Plans submitted after the submission of the project application or after the start of the research. In such a case, the Chairperson shall refer the breach of the TBU Code of Ethics to the TBU Ethics Committee.
- 3) The Research Ethics Committee cannot make any changes to the submitted Research Plans.
- 4) The Research Ethics Committee shall assess whether the submitted research project complies with the principles set out in international and national regulations and documents defining the ethical aspects of research.
- 5) The Chairperson shall designate a rapporteur for each Research Plan submitted, generally, from among the members of the Research Ethics Committee and other experts, who shall provide a peer review of the Research Plan and prepare an expert opinion with clearly defined recommendations for the Research Ethics Committee. The rapporteur must declare that he/she has no conflict of interest.
- 6) The Research Ethics Committee shall issue a written opinion on the submitted proposal as soon as possible, normally within 4 weeks of the submission of the Research Plan. In the event of disapproval of the Research Plan, the Research Ethics Committee shall be obliged to give proper reasons for its opinion.
- 7) In case of non-approval of the Research Plan, the proposer has the right to submit a revised Research Plan for reconsideration by the Research Ethics Committee.

## **PART THREE**

### **Article 5**

#### **Voting of the Research Ethics Committee**

- 1) The Research Ethics Committee shall issue a written statement on the submitted Research Project Plan, in which it shall explicitly state whether the project complies with the ethical standards and whether or not it recommends the project for consideration. In case of doubt, the Research Ethics Committee may invite the proposer to provide additional information to the Research Project Plan.
- 2) The Research Ethics Committee shall be able to constitute a quorum, if a majority of the members of the Research Ethics Committee are present.
- 3) The Research Ethics Committee shall adopt a separate resolution for each Research Plan submitted.
- 4) Resolutions shall be adopted by the Research Ethics Committee, as a rule, by acclamation or by correspondence vote (per rollam). A secret ballot may be held if proposed by any of the members of the Research Ethics Committee present. Voting shall always be closed.
- 5) A resolution shall be adopted if a majority of all the members of the Research Ethics Committee vote in favour of it.

- 6) A member of the Research Ethics Committee who has a conflict of interest in the matter to be voted on shall not participate in the vote on the resolution. Conflicts of interest shall be declared by a member of the Research Ethics Committee or at the start of the discussion of the Research Plan, through the Secretary. A member of the Research Ethics Committee or the rapporteur is obliged to declare a conflict of interest in particular in cases where he/she is a member of the research team of the submitted Research Plan, has personal or professional links with the proposer or other members of the research team that could affect his/her independence, or is submitting a project as proposer or member of the research team to the same grant competition (panel) to which the Research Plan under discussion is submitted.
- 7) The result of the vote shall be recorded in the minutes from the meeting of the Research Ethics Committee, which shall be prepared by the Secretary. After receiving comments from the members of the Research Ethics Committee, the minutes shall be verified by the Chairperson. The proposer shall be informed of the outcome of the vote by the Secretary after the verification of the minutes of the Research Ethics Committee.

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