

Code:	SR/5/2026	
Ref. No.:	UTB/26/013741	
Type of document:	INTERNAL	
Category:	RECTOR'S DIRECTIVE	
Title:	Rules of Procedure of the Research Ethics Committee of Tomas Bata University in Zlín	
Liability:	Tomas Bata University in Zlín	
Issue date:	1 March 2026	Version: 01
Effective from:	1 March 2026	
Issued by:	Rector	
Prepared by:	Vice-Rector for Research, Development and Creative Activities	
In cooperation with:	Legal Services, Data Protection Officer, Vice-Deans for Research, Development and Creative Activities	
Pages:	5	
Appendices:	0	
Distribution list:	TBU employees	
Signature of authorised person:	Prof. Mgr. Milan Adámek Ph.D. m. p.	

PART ONE

Article 1 Introductory provisions

- 1) The legal status and the scope of activities of the Research Ethics Committee is regulated by an 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, rules of procedure, and voting 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, a permanent member without voting rights, in accordance with Article 2 Paragraph 3 of the Statute, and the Secretary to the Research Ethics Committee (hereinafter referred to as the "Secretary"). Meetings may also be attended by experts invited by the Chairperson, who provide opinions to the Research Ethics Committee on the matters under consideration, and by applicants invited by the Chairperson who have submitted the Research Proposals under review.
- 3) 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.

- 4) A meeting of the Research Ethics Committee is convened on the basis of:
 - a. The initiative of the research applicant, submitted in the form of a Research Proposal. The applicant 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 applicant must be a TBU employee.
 - b. The initiative of the Rector of TBU.
 - c. The initiative of a member of the Research Ethics Committee.
- 5) 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, and, where applicable, an invited applicant who has submitted the Research Proposal and other invited experts.
 - b. Controlled communication involving all members of the Research Ethics Committee, supplemented where appropriate by an invited applicant who has submitted the Research Proposal and/or other invited experts, by means of information and communication technologies (hereinafter referred to as “electronic meeting”). An electronic meeting shall mean a meeting in which one or more participants attend by means of electronic communication tools (e.g. MS Teams).

PART TWO

Article 3

Submission of the Research Proposal

- 1) The Research Proposal is part of the Data Management Plan.
- 2) The Research Proposal shall be submitted through the Secretary to the Research Ethics Committee.
- 3) The Research Proposal 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 Proposal must be submitted to the Research Ethics Committee well in advance¹ of the deadline for submission of the project application or commencement of the research, so that it can be duly reviewed by the Research Ethics Committee.

¹ As a rule, the proposal should be submitted at least three weeks in advance. If a shorter timeframe is required, the applicant shall contact the Chairperson of the Research Ethics Committee well in advance and agree on the further course of action.

Article 4
Discussion of the Research Proposal

- 1) The Research Ethics Committee will not consider Research Proposals submitted after the commencement of data collection. In such cases, the Chairperson shall submit a motion to the Ethics Committee of TBU, through the Rector of TBU, to consider a breach of the TBU Code of Ethics.
- 2) The Research Ethics Committee cannot make any changes to the submitted Research Proposals.
- 3) The Research Ethics Committee shall assess whether the submitted Research Proposal complies with the principles set out in international and national regulations and documents defining the ethical aspects of research, as specified in the Statute of the TBU Research Ethics Committee in force on the date of consideration of the Research Proposal.
- 4) The Chairperson shall designate a rapporteur for each Research Proposal submitted, generally, from among the members of the Research Ethics Committee, or another expert, who is not a member of the Research Ethics Committee. The designated rapporteur shall provide a peer review of the Research Proposal and prepare an expert opinion with clearly defined recommendations for the Research Ethics Committee.
- 5) 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 Proposal. In case of doubt, the Research Ethics Committee may invite the applicant to supplement the Research Proposal. In the written opinion, the Research Ethics Committee shall state whether the submitted Research Proposal is approved, approved with recommendations, or not approved.
- 6) In the case of approval subject to comments and recommendations, the applicant shall be obliged to address such recommendations prior to the commencement of the research.
- 7) In case of non-approval of the Research Proposal, the Research Ethics Committee shall be obliged to give proper reasons for its opinion.
- 8) In case of non-approval of the Research Proposal, the applicant has the right to submit a revised Research Proposal 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 Proposal, in which it shall indicate one of the following:

- a) preliminary approval² in the case of a project whose implementation will commence only after the grant funding has been approved; in the event that the grant is awarded, the Research Proposal must be resubmitted;
 - b) approval without comments;
 - c) approval with comments and recommendations, where the Committee shall specify whether the Research Proposal must be resubmitted prior to the commencement of the research;
 - d) a negative opinion, requiring the Research Proposal to be revised in accordance with the Committee's comments and resubmitted.
- 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 Proposal 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 Proposal, 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 Proposal, has personal links with the applicant or other members of the research team, that could affect his/her independence.
 - 7) The result of the vote shall be recorded in the minutes of 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 applicant shall be informed of the outcome of the vote by the Secretary after the verification of the minutes of the Research Ethics Committee.

PART FOUR

Article 6

Changes during the course of the research implementation

² In the case of preliminary approval, the Research Ethics Committee shall assess in particular the ethical aspects of the proposed research (including its objectives, basic design, anticipated risks and benefits for participants, and the principles of informed consent and data protection). It is not required to examine in detail the procedural and administrative requirements (such as the specific wording of informed consent forms, detailed standard operating procedures, contractual documentation, etc.), which may be further developed after the actual award of grant funding and prior to the commencement of data collection.

In the event of any significant deviations from the approved Research Proposal, the applicant is required, during the course of the project or research, to request a reassessment.

PART FIVE

Article 7 Final provisions

- 1) This Directive repeals and replaces Rector's Directive No. SR/18/2023.

Document version			
Date	Version	Changed	Description of change
23 February 2026	01		Creation of document

This English version of the internal regulation is not legally binding; it is for informational purposes only and does not have to correspond to the Czech version of the document.