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<p>Title of the document:</p> <p style="text-align: center;"><b>STATUTES AND PROCEDURAL RULES OF THE ETHICS COMMITTEE FOR RESEARCH</b></p> <p><b>Elaborated:</b> (guarantor of the document)</p> <p style="text-align: right;">doc. Ing. Milan Jan Půček, MBA, Ph.D. Vice-Rector for Science and Research</p> <p><b>Approved</b> (publisher of the document)</p> <p style="text-align: right;">Date 1. 10. 2021</p> <p style="text-align: right;">Dr. Martina Mannová Rector</p>		
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<b>First</b>		

## **Art. I Preamble**

The purpose of this directive is to define the statute and procedural rules of the Research Ethics Committee at AMBIS University (hereinafter referred to as "the Committee" and "AMBIS").

## **Head I Statute of the Committee**

### **Art. II Establishment of the Committee**

The Research Ethics Committee at AMBIS oversees the adherence to ethical principles in research and creative activities within the institution. The committee is established by the rector through the appointment of its members.

### **Art. III Scope of activity of the Committee**

- (1) The Committee is an independent multidisciplinary body and an integral part of the quality assurance system and adherence to ethical standards in research at AMBIS.
- (2) The Committee deals with ethical aspects of research conducted at AMBIS, especially involving human subjects and animals.
- (3) The Committee acts upon the request of the proposer or the principal investigator of a research project requiring assessment, who is an employee or student of AMBIS, or on its own initiative.

### **Art. IV Membership in the Committee**

- (1) Membership in the Committee is established by appointment. Members of the Committee are appointed by the Rector upon the proposal of the Vice-Rector for Research. Members of the Committee are obliged to actively participate in its activities.
- (2) Only individuals can be members of the Committee who:
  - a) consent to their membership in the Committee,
  - b) agree to maintain confidentiality regarding the content of the assessed projects to prevent misuse of information contained in the project,
  - c) commit to declaring any conflict of interest in advance, whenever such a conflict may arise in connection with membership in the Committee.
- (4) The activities of the Committee are managed by its Chair, or by another designated member of the Committee. The Chair of the Committee is appointed by the Rector.
- (5) Membership in the Committee terminates upon the resignation of a member upon their own written request or upon dismissal by the Rector.

## **Art. V**

### **Activities of the Committee**

- (1) The mission of the Committee is to ensure the protection of the dignity, freedom, health, quality of life, and safety of all individuals and animals involved in research.
- (2) The primary function of the Committee is to oversee the implementation and adherence to ethical standards in research conducted at AMBIS, including human subjects (including work with biological material of human origin) and animals.
- (3) The Committee may involve experts or experts in legal ethics in research, who provide expert opinions on the compliance of evaluated projects with legal regulations. These experts are not members of the Committee.
- (4) Within its scope at AMBIS, the Committee, in particular:
  - a) ensures that all research projects requiring ethical review for any reason submitted for assessment will be evaluated by a competent, objective, and independent process;
  - b) assesses whether the proposed research project submitted to the Committee complies with ethical standards and issues a written statement on this matter;
  - c) is authorized to monitor the progress of a research project for which it has issued a recommending statement;
  - d) assesses whether research conducted at AMBIS involving human subjects (including work with biological material of human origin) and animals meets ethical standards and respects the dignity, freedom, health, quality of life, and safety of all individuals participating in the research;
  - e) pays particular attention to the protection of vulnerable or dependent individuals participating in the research.
- (5) The Committee provides, upon request, consultations to research staff and students of AMBIS regarding the identification of potential ethical risks in research and relevant preventive or corrective measures.

## **Head II**

### **Rules of Procedure of the Committee**

## **Art. VI**

### **Proceedings of the Committee**

- (1) The Committee proceedings are convened and chaired by the chairperson, or in their absence, by a designated member of the Committee (hereinafter referred to as the "Chairperson").
- (2) The Committee is quorate for the purpose of assessing project proposals if a majority of its members are present.
- (3) Committee proceedings are non-public unless otherwise decided by the Chairperson. Proceedings may be attended, at the invitation of the Committee, by experts providing opinions on the projects under consideration, and other guests, particularly the principal investigators of the projects being reviewed.
- (4) A written record is made of the Committee proceedings.

## **Art. VII Committee Voting**

- (1) The Committee votes by acclamation during meetings; however, in justified cases, the Chairperson may decide on a secret ballot. Committee voting is always non-public.
- (2) A member who has declared a conflict of interest regarding the discussed proposal does not participate in the voting.
- (3) The Committee may conduct per-rollam voting on projects without prior discussion at Committee meetings. The conditions for per-rollam voting are determined by the Chairperson.
- (4) Consensus of a majority of the voters is required for a proposal to be accepted.
- (5) The process and results of the voting are recorded in the voting protocol.

## **Art. VIII Submission of Proposals**

- (1) Proposals for research projects are submitted to the e-mail address [research@ambis.cz](mailto:research@ambis.cz). The Commission accepts requests for project assessment on an ongoing basis.

## **Art. IX Proceeding of projects**

- (1) During the vote on a project proposal, the Commission may request an expert opinion on the submitted proposal, including legal regulations.
- (2) The Commission issues written opinions on the projects under review.
- (3) The Commission or other reviewing experts are not allowed to make any changes to the submitted project proposals.
- (4) If the Commission recommends a change to the project or a change to any of the submitted documents (e.g., instructions and informed consent) in its opinion, it is the responsibility of the proposer to decide whether to accept these proposals and submit revised documents to the Commission for discussion.

## **Art. X Conflict of Interest**

- (1) Conflict of interest is considered for Commission members, especially in situations where a member of the Commission:
  - a) is a proposer or a member of the research team of the project under consideration,
  - b) has personal or professional relationships with the proposer or other members of the research team of the project under consideration that could influence their independence in considering this project,
  - c) submits a project as a proposer or other member of the research team to the same competition to which the project under consideration is being submitted (in the case of competitions of larger grant agencies, only submission to the same panel or disciplinary committee, etc., is taken into account).

- (2) A Commission member who has declared a conflict of interest in connection with a particular project cannot vote on that project.

## **Art. XI Concluding provisions**

This measure shall enter into force on the day of signature by the Vice-Rector for Science and Research of AMBIS.

## **Art. XII Distribution list**

- (1) Copy No. 1 administrator copy  
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