

Czech Technical University in Prague
Statute of the Committee for Ethics in Research
Of the Scientific Council of the Czech Technical University in Prague

Part I Introductory provisions

Article 1 Basic provisions

- 1 A Committee for Ethics in Research of the Scientific Council of the Czech Technical University in Prague is established by coming into effect of this provision, hereinafter referred to as the “Committee” and “SC CTU in Prague”.
- 2 This provision regulates the activity and organization of work of the Committee.
- 3 In the framework of CTU in Prague, the activity of the Committee falls within the remit of the Vice-Rector for Science, Creative Activities and PhD Study.
- 4 The Rector’s Secretariat provides administrative support to the Committee.

Article 2 Activity of the Committee

1. The main aim of the Committee’s activity is to ensure the protection of the rights of persons participating in research in the framework of scientific and research projects undertaken by CTU employees and students at CTU in Prague (hereinafter referred to as “participants in research”, “project” and “projects”).
2. The Committee assesses the ethical aspects of the proposed projects in which CTU in Prague or its employees participate as coordinators or main researchers, both in terms of their overall focus and in terms of the planned procedures and tools used in the research. The Committee will assess the level of planned awareness of the participants in research, its adequacy and the measures to protect their rights.
3. In case of project proposals in which CTU in Prague is a partner or a secondary researcher, the Committee may, at the request of the head of department where the researcher works, assess the ethical acceptability of those parts of the project proposals that will be undertaken by employees or students at CTU in Prague.
4. Upon the initiative of the researchers, the Committee may also provide preliminary consultations during the preparation phase of projects and applications regarding ethical assessment.
5. In its activity, the Committee abides by the legislation of the Czech Republic, the EU General Data Protection Regulation 2016/679, the CTU Code of Ethics and internal and other regulations of CTU in Prague, as well as by specific requirements of providers of financial resources or other bodies and institutions that require an assessment of a project.
6. The Committee does not assess ethical aspects of behaviour and conduct of individual researchers during implementation of projects.

Part II Organization of the Committee

Article 3 Composition of the Committee

- 1 The Committee is composed of a minimum of five and a maximum of 13 members. Its chair and vice-chair are also members of the Committee.
- 2 The Committee is composed of academic and scientific workers at CTU in Prague and at least two external workers.
- 3 Members of the Committee are selected from persons that have sufficient experience and expertise so that they are able to responsibly assess project proposals in line with the Committee's activity. At the same time, they are selected in such a manner that the main scientific disciplines cultivated at CTU in Prague, for which the Committee's activity is relevant, are represented in the Committee.
- 4 In particular, members of the Committee must attend physical and electronic sessions of the Committee and contribute actively to the quality of the Committee's work.

Article 4 Term of office, establishment and termination of membership

1. The term of office of the Committee's members is five years; members can be appointed repeatedly.
2. The Committee's members, chair and vice-chair are appointed and recalled by the Rector of CTU in Prague following an opinion issued by the Scientific Council of CTU in Prague.
3. Before the end of the term of office, the membership in the Committee expires a) when the member's employment at CTU is terminated, b) on the day a statement in writing by which the member resigns from the Committee is delivered to the Rector of CTU in Prague.
4. An authorized employee at the Rector's Secretariat at CTU in Prague will act as the Committee's secretary responsible for the administrative activities of the Committee.

Part III Work of the Committee

Article 5 Actions undertaken by the Committee

- 1 The chair and the vice-chair are responsible for the functioning of the Committee to the Rector of CTU in Prague. The vice-chair will stand in for the chair in their absence.
- 2 The chair or the vice-chair represents the Committee in contact with the leadership of CTU in Prague and the individual researchers.
- 3 Sessions of the Committee shall be convened as necessary and are presided over by the chair. The Committee has a quorum in the presence of an absolute majority of all members and decides by an absolute majority of the members present.
- 4 The Committee takes action on the basis of individual applications for ethical assessment of projects submitted by researchers on the prescribed form, a sample of which is attached as Annex 1 of this provision, or on a form that is required by the rules of the particular project. The application for ethical assessment of the project must also include the expected structure of information on the project for participants in research and the form of the informed consent with participation in the research, a sample of which is attached as Annex 2 of this provision, and with the processing of personal data.

5 The Committee is entitled to invite individual researchers to its sessions in order to complete the information necessary for the assessment of their applications or to ask them to provide additional information in another way. In justified cases, the Committee may ask another person that is not a member of the Committee to provide additional information or comments on the application submitted, if this is deemed necessary in view of the specificities of the project under assessment.

6 In case a member of the Committee participates in any role in the project under assessment or in case they may have a different interest in the outcome of the assessment of the given project, they must inform other members of the Committee about this fact and must not participate in the assessment of the given project.

7 The Committee's actions mostly have written electronic form. The Committee chair will send the relevant documents to the other members of the Committee, announce a vote in writing and set a deadline for voting, which must not be less than five days from the date of the announcement. The voting is public; the ballot must include the name and surname of the voter and their vote, i.e. agree, disagree, abstain, otherwise the ballot is not valid. Voting is valid if an absolute majority of all Committee members cast a valid ballot. In this kind of vote, the Committee shall take a decision by an absolute majority of its members. The minutes of this vote will be approved by the Committee at its next regular session and will include a list of names of the members of the Committee and how they voted.

Part IV Outcomes of the Committee's activity

Article 6 Documents

- 1 The Committee will take minutes of its sessions signed by the chair and by at least one other member of the Committee. The minutes are archived at the Rectorate of CTU in Prague and on the website of CTU in Prague.
- 2 Applications for assessment of projects are submitted to the Rector's Secretariat.
- 3 The Committee issues assessment of the submitted project proposals as separate documents within 60 days after the application was submitted duly and in full. A sample of the project assessment is attached as Annex 3 of this document. The assessments are signed by the chair. In case the assessment of the application is negative, the Committee shall include detailed objections and comments. The Committee is entitled to ask the researcher to submit additional information on the course of the project implementation as part of the process of project assessment.
- 4 The Committee prepares an annual report on its activities for each calendar year and submits the annual report to the Rector of CTU in Prague and to the Scientific Council of CTU in Prague by 31 March of the following calendar year.
- 5 The Committee is entitled to issue general recommendations for researchers based on practical experience from the assessment of individual projects.
- 6 Where appropriate in view of the expected use of the outcomes of the Committee's work, the Committee shall draw up its statement in English.

Part V Final and temporary provisions

Article 7 Temporary provisions

- 1 The Rector shall appoint the members of the Committee, the chair and the vice-chair by the date of entry into effect of this provision at the latest.
- 2 The Vice-Rector for Science, Creative Activities and PhD Studies shall appoint the Committee's secretary by the date of entry into effect of this provision at the latest.

Article 8 Final provisions

- 1 The following annexes are an inseparable part of this provision:
 - a. Annex 1 – Sample application for ethical assessment of project,
 - b. Annex 2 – Sample informed consent,
 - c. Annex 3 – Sample assessment of project.
- 2 The activity of the Committee and appointment of members of the Committee was discussed by the Scientific Council of CTU in Prague at its session on 26 March 2013.
- 3 This provision comes into force on 18 June 2019.