



RECTOR'S DIRECTIVE No. 3/2019

ETHICS IN RESEARCH AT THE JAN EVANGELISTA PURKYNĚ UNIVERSITY IN ÚSTÍ NAD LABEM

UNIVERSITY DIRECTIVE

Assoc. Prof. Dr. Martin Balej, Ph.D., Rector

Valid from: 2 October 2019
Effective from: 1 January 2020
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Article 1 Introductory Provisions

1. This Directive stipulates the competences of the University Ethics Committee in terms of the ethics in research, in particular, dealing with the ethical risks of the university research projects, as well as research projects of the faculties, should the respective faculty or the faculty committee for ethics in research (the “faculty committee”) request the University Ethics Committee to assess such risks, defining the framework of the ethical principles and requirements applicable to the University research personnel.
2. This Directive applies to all research personnel of the University, University Ethics Committee and the faculty committees operating at the University faculties.
3. For the purposes of this Directive, the University research personnel means
 - a) the University academic personnel, except for lecturers,
 - b) other science, research and development personnel of the University.

Article 2 University Ethics Committee

1. The establishment of the University Ethics Committee is detailed in line with the University Organisation Code in the Rules of Procedure of the University Ethics Committee which are, having been discussed by the University Academic Senate, issued in the form of the Rector’s Directive (Article 32, paragraph 3 of the University Statute).
2. The University Ethics Committee elects a vice-chairman from among its members to coordinate performance of the University Ethics Committee in terms of the ethics in research (the “vice-chairman for ethics in research”).
3. Under its competences in terms of the ethics in research, the University Ethics Committee mainly
 - a) formulates the principles for assessing the ethical risks of the research projects at the University,
 - b) monitors application of such principles at the faculties and recommends the faculties to make changes as appropriate, or makes integrating recommendations or statements which are binding for the faculty committees, unless the rector decides otherwise,
 - c) makes decisions on the requests for the university research approval concerning human participation, personal and other ethically relevant details which are submitted to the University Ethics Committee by the rector or vice-rector for science,
 - d) makes decisions on the requests for the faculty research approval concerning human participation, personal and other ethically relevant details which are submitted to the University Ethics Committee by the respective faculty or faculty committee,
 - e) supports awareness of the principles and requirements applicable to the University research personnel according to the European Charter for Researchers and awareness of the principles of research integrity according to the European Code of Conduct for Research Integrity.
4. In the area of ethics in research, the University Ethics Committee applies the University Ethical Code, European Charter for Researchers and European Code of Conduct for Research Integrity.

Article 3 Submitting Requests for Research Project Assessment

1. The requests for approval of the research projects concerning human participation, personal or other ethically relevant details are to be passed on to the University Ethics Committee by the rector or vice-rector for science in case of the university projects, or by the dean, vice-dean for science or faculty committee chairman in the case of the faculty projects (the “applicant”).
2. The request as per paragraph 1 is submitted by e-mail to the vice-chairman for ethics in research.
3. In the case of research projects which may not pose any risk to the research participants and projects which may pose a minor risk, the request shall contain
 - a) a brief description of the project,



- b) wording of the research participant's informed consent,
 - c) the applicant's statutory declaration that the research does not pose any risk to the research participants, or poses only a minor risk that is comparable to the risk which the research participants are exposed to during a normal day at work or school,
 - d) the faculty committee's statement on the ethical aspects of the proposed research, provided the applicant is the faculty or the faculty committee.
4. In case of research projects which may pose a medium or big risk to the research participants, the request shall contain
- a) a brief description of the project,
 - b) wording of the research participant's informed consent,
 - c) detailed description of the situation analysis, including
 - justification of the need of procedures which increase the risk for the participants,
 - justification of the need to use deception, if used in the research,
 - justification of the need to conduct the research on participants from vulnerable population, if so conducted in the research,
 - d) description or procedures mitigating the risk for the research participants, or minimising the negative impacts on the participants,
 - e) the faculty committee's statement on the ethical aspects of the research, provided the applicant is the faculty or the faculty committee.
5. The research project shall be submitted to the University Ethics Committee for approval before it is launched. The project approval by the University Ethics Committee cannot be obtained retroactively.

Article 4

Rules of Procedure of the University Ethics Committee in the Area of Ethics in Research

1. The rules stipulated in Article 3 of the Rules of Procedure of the University Ethics Committee shall apply to the conduct of the University Ethics Committee in the area of ethics in research accordingly; the provisions of Article 3, paragraph 6 of the Rules of Procedure of the University Ethics Committee shall not apply.
2. The University Ethics Committee may decide on matters related to the ethics in research which are urgent based on voting via electronic mail ("per rollam"). The draft decision per rollam shall be sent to the e-mail addresses of all members of the University Ethics Committee. The decision shall be deemed adopted if approved by absolute majority of the committee members with a voting right in line with paragraph 3.
3. The voting process shall not be participated in by a University Ethics Committee member who has a conflict of interest in connection with the subject matter.
4. The University Ethics Committee may either approve the submitted research project, or reject it with a written justification and eventual proposal for rework.
5. Unless inhibited by serious reasons, the University Ethics Committee shall make the decision within 30 days as of the application receipt.
6. The unifying recommendations and binding statements of the University Ethics Committee are published in the public section of the University website, the University Ethics Committee tab.

Article 5

Faculty Committee

1. The faculty committee members are appointed and dismissed by the dean.
2. The faculty committees are responsible for assessment of the ethical risks of the faculty research projects.
3. The faculty research project shall be submitted to the faculty committee for approval before it is launched. The project approval by the faculty committee cannot be obtained retroactively.
4. The faculty committee applies the University Ethical Code, European Charter for Researchers and European Code of Conduct for Research Integrity and their unifying recommendations and binding statements of the University Ethics Committee.



Article 6 Joint Provisions

1. The ethics principles and requirements applicable to the University research personnel are generally defined in the University Ethical Code, European Charter for Researchers and European Code of Conduct for Research Integrity.
2. Publication of the documents stipulated in paragraph 1 in the public section of the University website, University Ethics Committee tab, is the responsibility of the University Ethics Committee.

Article 7 Transitional and Final Provisions

1. The deans shall establish the faculty committee within 3 months as of the effective date of this Directive.
2. When such committee has already been established at the faculty, its members shall perform their activities in line with this Directive.
3. This Directive was discussed by the Rector's council on 1 October 2019.
4. This Directive shall become valid on 2 October 2019.
5. This Directive shall become effective on 1 January 2020.