Internal regulation
University of Ss. Cyril and Methodius in Trnava
13/2021

Rules of Procedure of the Ethics Committee of the University of Ss. Cyril and Methodius in Trnava

§1 General provisions

1) Rector of the University of Ss. Cyril a Methodius in Trnava (hereinafter referred to as the "UCM") publishes in compliance with § 15 par. 1 letter m) of Act no. 131/2002 Coll. on Higher Education Institutions and amendments to certain laws as amended (hereinafter referred to as the "Higher Education Institutions Act"), § 48 par. 2 of the UCM Statute, § 15 par. 1 letter c) Organizational Rules of the UCM and § 6 par. 7 of the Code of Ethics of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as the "UCM Code of Ethics"), these Rules of Procedure of the Ethics Committee of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as the "rules of procedure").
2) The Rules of Procedure regulate the principles and manner of proceedings of the Ethics Committee of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as "committee").
3) The committee was established in accordance with § 6 of the Code of Ethics UCM.
4) In accordance with the UCM Code of Ethics, the Committee discusses violations of the UCM Code of Ethics and also requests for assessment of the ethical aspects of research and other projects.

§2 Committee meeting

1) The committee's meeting is convened by the chairperson of the committee as needed. In case of his absence, the committee meeting is convened by a member designated by the chairperson of the committee.
2) The meeting of the committee is chaired by its chairperson, in case of his absence or his bias in a specific matter, by a member designated by the chairperson of the committee.
3) The chairperson of the committee notifies the members of the committee (in writing or by e-mail) of the date of the committee's meeting no later than one week before the date of the meeting, including the agenda of the meeting committee.
4) Participation in the committee meeting is irreplaceable. If a member of the committee cannot attend the meeting of the committee, he is obliged to notify the chairperson of his absence in advance committee.
5) The present members of the committee confirm their presence at the meeting by signing the attendance sheet. In the event that the committee meeting takes place online via the university communication platform, the recorder shall enter the remote active presence of the participants in the attendance list on session.
6) Every meeting of the committee is closed to the public. It is attended only by members of the committee and invited participants who are affected by the committee's proceedings or may be affected by the committee's conclusions. Invited experts can also participate in the meeting, if it is necessary and the members of the committee agree with their presence. When voting on the committee's resolution, only one member is present committee.
7) Minutes, records and all materials related to the activity of the committee meeting are confidential, with the exception of statements and other documents directly intended for disclosure.

8) The chairperson of the committee may, in exceptional and extraordinary situations, in matters that cannot be postponed, ask the members of the committee for an opinion and a vote " *per roll* ". The minimum period for voting is five days from the date of sending the draft resolution.

§3 Decision-making by the committee

1) Resolutions of the committee are adopted by acclamation form.
2) If the majority of committee members are present, the committee is quorum.
3) Resolutions are approved by a majority vote of all members committee.
4) In the case of "*per rollam*" voting, a supermajority of all members' votes is required for the adoption of the resolution of the committee.
5) A member of the committee who voted against the draft resolution has the right to present his opinion in the minutes of the committee meeting.
6) A member of the committee who is presumed to have a conflict of interest is excluded from voting. In case of a conflict of interests, such member of the committee does not even participate in the proceedings of the committee to which this conflict is related.
7) If necessary, the committee may request additional documents, opinions and information for its resolution.

§4 Discussion of incentives

1) Proposals for discussion are submitted either in writing via the office of the University of Ss. Cyril and Methodius in Trnava to the address of the chairperson of the committee or electronically to the e-mail address of the chairperson of the committee listed on the website of the UCM.
2) Incentives must explicitly and unambiguously contain a notice from the submitter about which of the generally recognized moral principles, or which provision of the UCM Code of Ethics was violated and it must be justified.
3) In order to discuss the incentive, the committee has the right to summon every employee or student at the University of Ss. Cyril and Methodius in Trnava. The employee or student has the obligation to provide information on the negotiated incentive according to his best knowledge and conscience and in accordance with the Code of Ethics UCM.
4) The Committee is obliged to discuss the initiative and to notify its submitter in writing of its resolution within 30 working days of its delivery.
5) A written resolution must contain
   a) ascertaining whether there has been a violation of the Code of Ethics UCM,
   b) specific provisions of the UCM Code of Ethics that were broken,
   c) evaluation of the seriousness of the violation of individual provisions of the Code of Ethics UCM.

§5 Assessment of research projects

1) The request for the issuance of the resolution of the committee to assess the ethical aspects of research and other projects is submitted in writing through the office of the University of Ss. Cyril and Methodius in Trnava to the address of the chairperson of the committee or electronically to the e-mail address of the chairperson of the committee listed on the UCM website.
2) After receiving the request for the issuance of a resolution, the Committee proceeds with its formal examination. If it is discovered that the request for the issuance of a resolution does not contain all the necessary elements according to which it can be properly assessed, the committee will invite the applicant to supplement them, or to remove the errors.
3) If the application can be properly assessed by the committee, it will notify the applicant of its opinion in writing within 30 working days of its delivery.
4) If necessary, the committee may request additional documents to adopt the resolution and information, while the applicant is obliged to submit these to the chairperson of the committee within 30 days of receiving the request. If the applicant does not fulfil his obligation within this period, the application will be postponed.
5) The Ethics Committee can issue resolutions on the research project only before its submission. After its submission, the committee will no longer judge a research project.

§6 Minutes of the committee meeting

1) Minutes are made of each meeting of the committee; it shall include: date and place of the meeting, list of members present (attendance list), list of invited guests present, main points of discussion, record of adoption of the resolution including voting results, signature of the chairperson of the committee.
2) The written minutes of the committee meeting will be sent in electronic form to each member of the committee, no later than 10 working days after the meeting of the committee.
3) The members of the committee are obliged to maintain confidentiality about all facts of a confidential nature, which they became aware of in connection with their participation in the meeting committee.

§7 Final provisions

The directive enters takes effect on 13 April 2021, and enters into force on 1 May 2021.

In the university town of Trnava on April 13, 2021

prof. Ing. Roman Boča, DrSc.
rector of UCM

Rules of Procedure of the Ethics Committee of the University of Ss. Cyril and Methodius in Trnava, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.