



**UNIVERSITY OF ECONOMICS
IN BRATISLAVA**

**INTERNAL REGULATION
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA**

No. B/11/2022

**Rules of Procedure of the Ethics Committee of the University of
Economics in Bratislava**

2022

The Rector of the University of Economics in Bratislava (hereinafter also referred to as "EUBA") is issuing, in accordance with Article 15(1)(n) of Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws as amended (hereinafter also referred to as the "Higher Education Act") these Rules of Procedure of the Ethics Committee of the University of Economics in Bratislava (hereinafter also referred to as the "Rules of Procedure").

Article 1

Introductory Provisions

1. The Rules of Procedure of the Ethics Committee of the University of Economics in Bratislava (hereinafter also referred to as the "Ethics Committee") regulate details concerning the Ethics Committee make-up and procedure for conducting Ethics Committee meetings.
2. The Ethics Committee reviews possible violations of the Code of Ethics of the University of Economics in Bratislava (hereinafter also referred to as the "Code of Ethics" or "Code").
3. The Ethics Committee is autonomous as regards its status and deliberations.
4. The Ethics Committee may submit suggestions to the EUBA Rector concerning improvements of the Code content.
5. The Ethics Committee submits every year a report on its activities to the EUBA Rector.
6. The Committee's activities are not legally binding, and should be understood as activities contributing towards clarifying the situation so as to prevent unethical behaviour.

Article 2

Ethics Committee Make-up

1. The Ethics Committee has 9 members.
2. Proposals for appointment of Ethics Committee members are submitted to the EUBA Rector.
3. Ethics Committee members are appointed and recalled by the EUBA Rector.
4. One member of the Ethics Committee is proposed by the Dean's Board of each faculty from among the teaching staff; one member of the Ethics Committee is proposed by the Grassroot Organisation of the Trade Union of Employees in Education and Science at EUBA from among the non-teaching staff and one member of the Ethics Committee is proposed by the student section of the EUBA Academic Senate.
5. Ethics Committee members elect the Ethics Committee Chair and Vice-Chair in their first meeting.
6. The Ethics Committee Chair performs particularly the following tasks:
 - a) convenes and conducts Ethics Committee meetings,

- b) coordinates activities of the Ethics Committee in the intervening time between two meetings (particularly by using correspondence voting),
 - c) prepares agenda for Ethics Committee meetings in collaboration with the Ethics Committee Secretary,
 - d) is responsible for ensuring that the Rules of Procedure of the Ethics Committee are adhered to,
 - e) ensures that the principles of objectivity, transparency and confidentiality are observed,
 - f) communicates and coordinates activities with organisations and associations of which the University of Economics in Bratislava is a member and in which the University of Economics in Bratislava is represented by the Ethics Committee Chair.
7. The Ethics Committee Vice-Chair takes the place of the Chair to the full extent in the Chair's absence or where there arises a conflict of interest for the Ethics Committee Chair as regards the issues under discussion.
 8. Membership in the Ethics Committee is incompatible with the post of the EUBA Rector, Faculty Dean, Faculty Secretary and Bursar.
 9. The term of office for the Ethics Committee is 4 years, and starts running on the day stated in the appointment letter.
 10. Membership in the Ethics Committee terminates upon the expiry of the term of office, by a written notice, by the recall of a member by the EUBA Rector, by a member's conviction of a deliberate criminal offence, by termination of the employment relationship, by termination/completion of one's studies, or by death.
 11. Membership in the Ethics Committee requires:
 - a) written consent given by the person proposed to the appointment as an Ethics Committee member,
 - b) written consent to disclosure of the first name, surname, place of employment, and information about being an Ethics Committee member,
 - c) written commitment to maintain confidentiality of all matters having confidential nature that are related to Ethics Committee membership, or to the work of a staff member providing for administrative matters in the Ethics Committee, or to the work of a professional advisor invited to the Ethics Committee meeting as required by the nature of the complaint under discussion,
 - d) written commitment to notify the EUBA Rector of all facts that might lead to a conflict of interests in relation to Ethics Committee membership, or in relation to a particular case discussed in the Ethics Committee.
 12. Administrative matters regarding the Ethics Committee are provided for by the Ethics Committee Secretary, who is a EUBA Rectorate employee appointed by the EUBA Rector.
 13. The employee providing for the Ethics Committee matters and expert advisors invited to the Ethics Committee meeting under Article 3(3) shall be subject to the provisions of paragraph 11(c) of this Article hereof.

Article 3

Ethics Committee Procedure

1. The Ethics Committee meets as needed, but at least once in a calendar year.
2. The meeting is convened and conducted by the Ethics Committee Chair; in his/her absence by the Ethics Committee Vice-Chair.
3. The persons concerned or also expert advisors may be invited to Ethics Committee deliberations.
4. The Ethics Committee performs activities of conceptual and preventive nature as well as activities having the nature of a proposal and penalty.
5. Activities of conceptual and preventive nature include, in particular:
 - a) preparation of the EUBA Sustainable Development Report and participation in the implementation thereof,
 - b) preparation and presentation of the Sustainable Conduct Report for the UN Global Compact,
 - c) preparation, implementation and execution of ISO 37001,
 - d) preparation of a catalogue of activities having an inclusion and diversity nature, based on the Charter of Diversity,
 - e) participation in the preparation and implementation of "Our City" event,
 - f) consultancy and advisory activities aimed at compliance with the Code of Ethics,
 - g) preparation, on a regular basis, of a catalogue of activities for the Ethics Committee, following from the accession to the Declaration on Fostering a Culture of Scientific Integrity in Slovakia,
 - h) participation in the consultation process concerning EUBA documents and regulations (if needed and required by the EUBA management),
 - i) participation in any other EUBA activities and projects (particularly involvement in the accreditation process, implementation of the Declaration on Fostering a Culture of Scientific Integrity in Slovakia, involvement in the EUBA's Journey to HR Award project, involvement in the European Ethics Bowl project etc.).
6. Activities of conceptual and preventive nature involve dealing with submissions and suggestions by EUBA staff members and students, related to Code violations.
7. If a submission concerning a breach of the Code principles is a complaint by nature, valid EUBA internal regulations associated with submission, verification and registration of complaints filed under the Act No. 307/2014 Coll. on certain measures related to reporting of anti-social activities and on amendments and supplements of certain laws shall apply. Such a submission is not handled by the Ethics Committee.
8. The infringement of the Code principles, if EUBA students are involved, is handled by the Ethics Committee, unless the Code violation is regarded as a disciplinary offence and falls within the competence of the Disciplinary Board of the appropriate EUBA faculty.
9. The submission concerning a breach of the Code principles may be made by a EUBA employee or student (hereinafter the "Notifier") in writing directly to the EUBA Rector

or to the Ethics Committee's address published on EUBA's website, either by mail or by means of the EUBA Filing Department.

10. Every submission concerning a breach of the Code principles is registered in the Complaints Register, which is deposited at the EUBA Rector's Secretariat.
11. The Ethics Committee evaluates the submissions not later than one month of the date of the delivery thereof to the Ethics Committee Chair, and decides whether it will continue to deal with them or not.
12. The Ethics Committee Secretary providing for administrative matters in the Ethics Committee drafts a record of the Ethics Committee meeting.
13. The Ethics Committee reports on its activities to the EUBA Rector once a year, on or before January 31 of the current calendar year, for the previous calendar year.
14. The Ethics Committee constitutes a quorum, if more than half of all of its members are present. Ethics Committee decisions, and opinions are approved by a simple majority of the Ethics Committee members in attendance.
15. Deliberations of the Ethics Committee are non-public.
16. Deliberations, documents under discussion and records related to Ethics Committee activities are confidential.
17. The Ethics Committee will consider the submission, providing the following evaluation: non-violation, slight violation or severe violation of the Code.
18. The Ethics Committee Chair informs the persons concerned of the outcome of the deliberations within two weeks of discussing the complaint.
19. The Ethics Committee will refuse to discuss submissions that are vulgar, non-specific and ideological by nature, offend the dignity of a person or discredit EUBA and its entities.
20. The Ethics Committee may require persons who have offended against the Code to publicly or personally apologize in the presence of at least one member of the Ethics Committee. Such act will be recorded as an expression of acknowledging one's own misconduct, a form of reconciliation, as well as a willingness to address the problem in an ethical manner. Such act will be stated in the Ethics Committee record, as well as in the annual report of the Ethics Committee.

Article 4

Final Provisions

1. In order to discuss a submission made against a member of the Ethics Committee, the EUBA Rector appoints an alternate member of the Ethics Committee for the period of discussion on a proposal from the faculty where the Ethics Committee member concerned is employed, or on a proposal from the Grassroot Organisation of the Trade Union of Employees in Education and Science at EUBA, or on a proposal from the student section of the EUBA Academic Senate.
2. If the submission under discussion is one made against the Ethics Committee Chair, the EUBA Rector appoints another Ethics Committee Chair from among the Ethics Committee members for the period of discussion, and also appoints another Ethics

Committee member for the period of discussion on a proposal from the faculty where the Ethics Committee Chair concerned is employed, or on a proposal from the Grassroot Organisation of the Trade Union of Employees in Education and Science at EUBA, or on a proposal from the student section of the EUBA Academic Senate.

3. These Rules of Procedure of the Ethics Committee become valid and effective from their date of issue.
4. Upon entry hereof into force and effect, the Rules of Procedure of the Ethics Committee of the University of Economics in Bratislava annexed to the Code of Ethics dated 12 April 2018 shall expire and cease to have an effect.

Bratislava, on this 14th day of December 2022

prof. Ing. Ferdinand Daňo, PhD.
Rector of the University of Economics in
Bratislava