

BUT ETHICS COMMITTEE

PART ONE RULES OF PROCEDURE

Article 1 Subject of the Guideline

1. The Rector issued the Code of Conduct, which was discussed by the Academic Senate of BUT on 3 May 2016 and will enter into effect on 1 June 2016.
2. This Annex implements Art. VII of the Code of Conduct, which provides for the existence and competence of the BUT Ethics Committee (hereinafter the "Committee").

Article 2 Composition of the Committee

1. Such academic staff or other BUT employees who enjoy general trust of the academic community due to their morals and who exhibit exemplary relationship to their colleagues and to BUT as a whole may be appointed members of the Committee.
2. The members of the Committee shall be appointed and removed by the Rector after discussing the matter with the BUT Academic Senate. Membership in the Committee is incompatible with the office of Rector, Vice-rector, Bursar, Dean, Vice-dean, Secretary of the faculty and head of a BUT institute.
3. The Committee shall have 5 members, one of which shall be appointed by the Rector as the Chairperson of the Committee. The term of office of the members of the Committee is three years.
4. The newly appointed members of the Committee shall sign a written commitment to maintain confidentiality with respect to all confidential or otherwise sensitive matters they learn in relation to the discharge of their office or in connection therewith.
5. Members of the Committee are obliged to participate in its meetings and actively take part in its activities.

Article 3 Meetings of the Committee

1. A meeting of the Committee shall be convened by its Chairperson on the basis of a motion submitted by the Rector.
2. Meetings shall be closed to the public.
3. A person suspected of committing an infraction against the Code of Conduct must be invited to the meeting in writing and has the right to present his/her standpoint at the meeting.
4. The Committee may invite other persons to discuss a specific case if it deems this appropriate.
5. Meetings of the Committee shall be opened and chaired by its Chairperson.

Article 4
Course of the Committee Meetings

1. The Committee has a quorum when a majority of all its members are present. In voting, a resolution is deemed adopted if voted for by a majority of the Committee's members.
2. The result of a meeting of the Committee is a resolution which the Committee is obliged to issue within 2 months of the date of receipt of the complaint by the Committee. The Rector may extend this time limit at the request of the Chairperson.
3. The resolution shall contain:
 - statement as to whether or not the generally recognised moral principles or rules of the Code of Conduct have been violated;
 - explicit specification of generally recognised moral principles or rules of the Code of Conduct which have been violated;
 - a proposal for publication of the case (if necessary).
4. The Chairperson of the Committee shall submit its resolution to the Rector and acquaint the person suspected of breaching the Code of Conduct therewith.

Article 5
Decision of the Rector

1. If the hearing of the case reveals violation of the general moral principles or rules of the Code of Conduct, the case may be published in an appropriate manner.
2. The Rector shall decide on the manner and form of publication.

Article 6
Minutes of Meeting

1. Written minutes shall be drawn up of the contents and course of a meeting of the Committee, including, without limitation, the Committee's resolutions and the result of voting on the resolutions.
2. The attendance list of the members of the Committee and guests present at the meeting shall be attached to the minutes.
3. Minutes of the meeting of the Committee shall be verified by the Chairperson of the Committee.
4. The signed minutes of the meeting of the Committee shall be sent to all members of the Committee and to the Rector within 5 business days in written or electronic form.

PART TWO
APPOINTMENT OF COMMITTEE MEMBERS

Surname and name	Academic degree	Position	Function
Honzík Jan M.	prof. Ing., CSc.	FIT	Chairperson
Jura Pavel	prof. Ing., CSc.	FEEC	Member
Nový Alois	prof. Ing. Arch., CSc.	FCE	Member
Pochylý František	prof. Ing., CSc.	FME	Member
Putnová Anna	doc. RNDr., Ph.D., MBA	FBM	Member