

FLD DEAN'S REGULATION

No. 7/2026

Statute and Rules of Procedure of the Research Ethics Committee

Article 1

Introductory Provisions

(1) This Dean's Regulation shall apply to the Faculty of Forestry and Wood Sciences (hereinafter referred to as "FLD") of the Czech University of Life Sciences Prague (hereinafter referred to as "CZU") and governs the activities of the Research Ethics Committee of FLD, CZU.

Article 2

General Provisions

(1) The Research Ethics Committee of FLD, CZU (hereinafter referred to as the "Committee") is established by Dean's Regulation No. 6/2026.

(2) The Committee is an independent advisory and supervisory body of the Dean of FLD, CZU.

(3) The purpose of the Committee is to ensure that research conducted under the auspices of FLD, CZU complies with national and international ethical standards of research and scholarly work, such as the European Charter for Researchers, the European Code of Conduct for Research Integrity, and the Nagoya Protocol, and is in accordance with the applicable legal regulations of the Czech Republic and the European Union, as well as the internal regulations of FLD and CZU.

(4) The principal objective of the Committee is to ensure the ethical aspects of research carried out within the framework of the scholarly activities of employees and students of FLD, CZU.

Article 3

Scope of Competence and Powers of the Committee

(1) The Committee shall review submitted applications and assess the ethical aspects pursuant to Article 2(3) of this Regulation, in particular with regard to:

- a) research involving human subjects through surveys, interviews and participatory research,
- b) research involving animals and plants,
- c) research with environmental and social impacts in sensitive or protected areas,
- d) research involving the use of personal and sensitive data, including data covered by the GDPR.

(2) In assessing the ethical aspects of research, the Committee shall primarily consider the protection of research participants, while research proposers must ensure that the research does not impose a disproportionate burden or risk on participants.

(3) The Committee shall assess the ethical aspects of research only prior to, or where appropriate during, the conduct of the research. The Committee is not obliged to consider applications for the assessment of ethical aspects of research that has already been completed.

(4) The Committee shall not assess the legal implications and legal consequences arising from research proposals or from the conduct of applicants, other researchers, or research participants. The Committee shall bear no responsibility whatsoever for actions taken or legal consequences arising during the implementation of approved research.

(5) The Chair of the Committee shall be accountable to the Dean for the activities of the Committee. Once a year, the Chair of the Committee shall submit to the Dean of FLD, CZU a report summarising, in particular, the number of applications reviewed during the calendar year and the outcomes of the Committee's decisions; the key ethical issues identified in the applications; and recommendations for updates and institutional improvements in the field of research ethics.

Article 4

Composition of the Committee

(1) The members of the Committee shall be employees of FLD, CZU.

(2) The individual members of the Committee shall be appointed by the Dean of FLD, CZU for a term of office of three years. A member of the Committee may be reappointed. The Dean shall have the right to dismiss a member of the Committee at any time, in particular on

the grounds of inactivity or breach of the obligation of confidentiality pursuant to Article 5(9) of this Regulation.

(3) The Committee shall consist of three members and shall be chaired by a Chair of the Committee appointed by the Dean of FLD, CZU.

(4) Administrative support for the activities of the Committee (hereinafter referred to as “administrative support”) shall be provided by an authorised employee of the Department for Science, Research and Doctoral Studies of FLD, CZU, who shall not have voting rights in the assessment of applications. In particular, this employee shall receive applications for research assessment, assign them reference numbers, prepare minutes of Committee meetings, handle correspondence between the Committee and applicants, and perform other related tasks.

(5) Membership in the Committee shall terminate before the expiry of the term of office in the following cases:

- a) resignation from membership by means of a written declaration submitted by the member of the Committee to the Dean, or
- b) dismissal of the member of the Committee by the Dean of FLD, CZU pursuant to paragraph 2 of this Article of the Regulation,
- c) termination of the employment relationship with FLD, CZU.

(6) If the office of a member of the Committee terminates before the expiry of their term of office, a new member of the Committee shall be appointed only for the remainder of the relevant term of office of the original member of the Committee.

Article 5

Meetings of the Committee

(1) Ordinary meetings of the Committee shall generally be held twice a year (usually at the beginning of the semester; information on this regular meeting date of the Committee and the submission of applications for assessment shall be announced 30 calendar days in advance). In justified cases, the Chair of the Committee may convene an extraordinary meeting of the Committee outside the dates referred to in the preceding sentence. The Chair of the Committee shall always convene an extraordinary meeting of the Committee if requested to do so by the Dean of FLD, CZU. Meetings of the Committee may also be held online or in a hybrid format. During its meetings, the Committee shall, in particular, assess submitted applications.

(2) Meetings of the Committee shall be convened and chaired by its Chair or, where applicable, by a member of the Committee authorised by the Chair.

(3) The Committee shall constitute a quorum if an absolute majority of all its members is present.

(4) The Committee shall decide on the applications under assessment and any other matters discussed at its meetings by voting, which may also take place per rollam. An opinion expressing a favourable assessment of the ethical aspects of a research proposal, i.e. approval of the research, or any other decision, shall be adopted if an absolute majority of the members of the Committee vote in favour of it. The Chair and each member of the Committee shall have one vote.

(5) The voting procedure in per rollam form shall proceed as follows:

a) the Chair of the Committee shall first ensure, through the administrative support, that the application under assessment or other matter, including the proposed decision to be approved, is distributed to all members of the Committee. At the same time, the Chair shall set a time limit within which the members of the Committee are to cast their votes, which shall not be shorter than 5 working days, and specify the e-mail address to which the members of the Committee are to send their votes, or alternatively determine another procedure for voting outside a meeting;

b) if any member of the Committee notifies the Chair of the Committee within the prescribed time limit that they request discussion of the decision intended to be adopted per rollam, such a decision may not be adopted per rollam;

c) a decision shall be adopted if an absolute majority of all members of the Committee vote in favour of it;

d) after the expiry of the voting period, the Chair of the Committee shall ensure, through the administrative support, that the results of the vote are distributed to all members of the Committee. The administrative support shall also keep records of all documents related to such voting and, at the next meeting of the Committee, shall provide the members of the Committee with information on the course and results of the per rollam vote, which shall form part of the minutes of that meeting of the Committee.

(6) If any member of the Committee is in a conflict of interest in relation to an application for the assessment of research under consideration, they shall immediately notify the Chair of the Committee of this circumstance. If the Chair of the Committee is in a conflict of interest, they shall inform the other members of the Committee, who shall elect by vote from among themselves a member of the Committee to chair the discussion of the respective application. A member of the Committee who is in a conflict of interest in relation to the application for the assessment of research under consideration shall not participate in the meeting of the Committee, in the assessment of the ethical aspects of such application, or in the voting on the decision. For the purposes of this Regulation, a conflict of interest shall mean a situation in which the personal interests of a member of the Committee may affect the proper performance of their duties as a member of the Committee, in particular in cases where the member of the Committee is the applicant submitting the application for

the assessment of the ethical aspects of research, or where the applicant is a person close to them, or where the member of the Committee or a person close to them is actively involved in the research that is the subject of the application, or where the member of the Committee is the supervisor of a student or the supervisor of a student's thesis in the case of student research.

(7) Meetings of the Committee shall not be public. In addition to the members of the Committee and the administrative support, the Dean of FLD, CZU shall also have the right to attend meetings. The applicant submitting the application under assessment shall also be entitled to attend those parts of the Committee meeting concerning the assessment of the specific application; however, the applicant shall not participate in the voting on the application under assessment. Where necessary to obtain an expert opinion on the application under assessment, the Committee may invite additional persons to attend the meeting. Such persons shall participate only in those parts of the meeting designated by the Chair of the Committee.

(8) Minutes shall be taken of the course and outcomes of the Committee's meetings, and their preparation shall be ensured by the administrative support. No later than one week after the meeting of the Committee has taken place, the administrative support shall submit the final version of the minutes to all members of the Committee.

(9) Members of the Committee, the administrative support, and, where applicable, other persons attending Committee meetings pursuant to paragraph 7 of this Article shall be obliged to maintain confidentiality regarding all confidential or otherwise sensitive matters discussed at Committee meetings, it being understood that all meetings and documents discussed are confidential. The Chair of the Committee, or another member of the Committee authorised to chair the meeting, shall always inform in advance any other persons attending the Committee meeting pursuant to paragraph 7 of this Article of their obligation to maintain confidentiality regarding the matters discussed, and the consent to and undertaking of confidentiality by such persons shall form part of the minutes of the respective Committee meeting.

Article 6

Procedure for the Submission of Applications for Assessment and the Issuance of Committee Opinions

(1) The need for the assessment of the ethical aspects of proposed research by the Committee shall be determined by the employee of FLD, CZU responsible for the respective research. This employee shall subsequently become the applicant submitting the application for assessment. An external researcher whose research is carried out in cooperation with FLD, CZU may also act as the applicant. The need for the assessment of the ethical aspects of proposed student research within the framework of qualification theses by the Committee shall be determined by the relevant supervisor of the qualification thesis.

Students of FLD, CZU shall be obliged to request the Committee to assess the ethical aspects of the research of their qualification thesis only on the basis of a written recommendation from the thesis supervisor. The ethical aspects of student research that imposes no burden or only a minimal burden, or that presents no risk or only minimal risk to participants, may be assessed and such research approved by the supervisor of the qualification thesis.

(2) The applicant shall be obliged to submit an application for the assessment of research by the Committee by means of the official form available in the Contact Centre of the UIS. If an external provider to whom the project proposal, scientific output or other output is submitted requires an ethical assessment on its own form, the applicant shall use that form and shall simultaneously supplement the form used by FLD with all information not contained in the form of the external provider.

(3) Each application for assessment by the Committee shall be assigned a reference number and, following consideration of the application, a decision shall be issued in the form of a written opinion of the Committee, which may be as follows:

a) The Committee shall issue an opinion expressing a favourable assessment of the ethical aspects of the research proposal, i.e. it shall approve the research.

b) The Committee shall issue an opinion expressing an unfavourable assessment of the ethical aspects of the research proposal, i.e. it shall reject the research.

c) The Committee shall issue an opinion specifying the areas or topics that require supplementation or revision, i.e. the application shall be deferred. The applicant must submit the revised application for further consideration by the Committee no later than 30 calendar days from notification of the need to supplement/revise the application. Failure to do so within this period shall result in the rejection of the research.

d) The Committee shall confirm that the research has been conducted in accordance with ethical standards.

(4) The Committee shall review submitted applications at its regular meetings or, where applicable, at an extraordinary meeting if convened, and shall prepare a written opinion no later than 30 calendar days from the consideration of the application for assessment. If the Committee has requested the revision/supplementation of the application, the 60-calendar-day period shall be calculated from the date of submission of the revised application.

(5) The opinion of the Committee shall always be issued with the signature of the Chair or, where applicable, the authorised member of the Committee who chaired the respective meeting.

Article 7

Final Provisions

(1) This Regulation shall enter into force and take effect on the date of its signature by the FLD Dean.

Prague, 28 April 2026

prof. Ing. Róbert Marušák, PhD.

FLD Dean