

Directive No. 47/2020, the Faculty of Arts

at Jan Evangelista Purkyně University in Ústí nad Labem

**ETHICS OF SCIENTIFIC AND RESEARCH ACTIVITIES**

**AT THE FACULTY OF ARTS AT JAN EVANGELISTA PURKYNĚ UNIVERSITY**

***Motto***

*J. E. Purkyně: “Science is meant to create as many sparks for each individual as the power of sight is able to withstand.”*

**I.**  **basic provision**

1. Research work ethics at the Faculty of Arts at Jan Evangelista Purkyně University meets the standard Code of Ethics for the Academic Staff at Universities (further referred to as ‘Code of Ethics’), approved at the 5th session of the Council for Higher Education on 17th May 2007, compiled in accordance with the Code of Ethics for the Research Staff at the Czech Academy of Science. The ethics of scientific and research activities at the Faculty of Arts at Jan Evangelista Purkyně University have to also meet the principles based on the international ethical standards and regulations, respectively the Universal Declaration of Human Rights adopted on 10th December 1948 by the United Nations General Assembly. With regard to the specifics of the research activities at the Faculty of Arts at Jan Evangelista Purkyně University, other field standards are also binding, i.e. the Code of Ethics of the Czech Oral History Association.

2. The scientific and research activities at the Faculty of Arts at Jan Evangelista Purkyně University have to also comply with the European Parliament and Council Regulation 2016/679 of 27th April 2016 and the adequate corrective regulations for the protection of individuals related to the personal data processing and to the free movement of such data (GDPR), in particular Act No. 110/2019 Sb., regarding the personal data processing.

3. The binding document for the ethics of scientific and research activities at the Faculty of Arts at Jan Evangelista Purkyně University is the Rector’s Directive No. 3/2019 ‘Ethics in Research at Jan Evangelista Purkyně University in Ústí nad Labem’.

4. Complying with the ethics of scientific and research work is a duty of all researchers and members of the academic community. It applies to all research levels, i.e. from student papers as a part of their curriculum up to the faculty scientific projects and projects in which the faculty is involved.

**II. Ethics BOARD OF the Faculty of Arts at Jan Evangelista Purkyně University**

1. Mission of the Ethics Board of the Faculty of Arts at Jan Evangelista Purkyně University (further referred to as the Ethics Board)

* The Ethics Board is a permanent advisory body of the Dean of the Faculty of Arts at Jan Evangelista Purkyně University (further referred to as the Faculty) intended for assessing ethical issues relating to all forms of research and science within the academia.
* Motions for the activities of the Ethics Board may come from elected representatives of the faculty, elected bodies of the faculty and from any other member of the academic community of the faculty or an employee of the faculty. An external entity may raise a motion via the faculty management.

2. Structure of the Ethics Board

* The Ethics Board of the Faculty of Arts at Jan Evangelista Purkyně University has five members.
* The members of the Ethics Board are appointed by the Dean.
* A member of the Ethics Board may be a member of the academic community of the Faculty of Arts at Jan Evangelista Purkyně University, another part of Jan Evangelista Purkyně University or an external teaching or research organization that possesses extraordinary confidence in their moral qualities, exemplary personal relationship with their colleagues and the entire faculty.

3. Competences and Authority of the Ethics Board

* Proposals for motions by the Ethics Board are submitted to the chair of the commission.
* The chair conveys meetings of the Ethics Board based on a proposed motion; the proposal must explicitly contain a statement from the submitter regarding the generally accepted moral principles within the research, respectively, which provision of the Code of Ethics has been violated. The submitter has to justify the motion that has to contain the submitter’s name, surname and address and it must be signed by the submitter. Anonymous motions are not discussed except for cases where the Dean decides so. If required by the nature of the case under consideration, the Dean may appoint other board members based on a proposal by the Chairman of the Ethics Board.
* The Ethics Board is obliged to issue a resolution regarding the motion within two months of submission date of the motion. If the Dean has extended the deadline for a decision in a particularly complicated case, the Board is obliged to issue a resolution within this deadline. A case is classified as particularly complicated by voting of the board.
* The commission resolution contains:

1. a statement whether there has been a violation of the generally accepted moral principles or the provision of the Code of Ethics or whether there is any violation within the planned scientific and research activities.
2. explicit mention of moral principles or provisions of the Code of Ethics that have been violated or may be violated.
3. evaluation of the gravity of the stated principles violation or the Code of Ethics provisions.

* The record with the resolution shall be submitted by the Board chair to the Dean of the faculty. The resolution is the basis for the chair’s response to the submitter of the motion.

**III. RESEARCH AREAS INVOLVING HUMAN PARTICIPANTS**

* The Ethics Board also assess the issues regarding research activities involving human participants and issues statements on its implementation at the Faculty of Arts at Jan Evangelista Purkyně University.
* Projects with an experimental nature involving human participants and projects involving the collection of confidential and sensitive personal data by questionnaire survey methods are submitted to the Ethics Board for an approval.
* This obligation also applies to bachelor’s, master’s, rigorous (advanced master’s), doctoral dissertation and all other qualification theses if they are of the above-mentioned nature. The level of confidentiality and sensitivity of the obtained information is assessed by the study programme supervisor during the approval of the thesis assignment; the study programme supervisor also decides on the proposal of the motion to the Ethics Board.
* The Application is submitted to the Ethics Board together with a proposal of Informed Consent. In the case of ex ante assessment of research methods in the proposed project, the board resolution to consult the consent with the proposed research methods can be done per rollam in a shortened decision period of 4 weeks.
* Voluntary and informed consent must be obtained before any research involving human participants is initiated. If there are children in the research group, the child’s legal representative must consent to the child’s participation in the research. An alternative to a separate Informed Consent is a case when the research information is an integral part of the questionnaire or a structured overview of questions for the structured interview. In some cases, the Informed Consent is impossible or inappropriate. In such cases, the Ethics Board should determine whether the research plans guarantee the security and privacy of the participants.
* The Informed Consent must state the anonymity of the research participants and the method of using the data obtained from the research.
* The research is provided by sufficiently qualified and experienced staff, whose duty is to protect the life, health, dignity, integrity, privacy and personal data of the research participants.
* In the case of the publication of the research results, which included human participants, it is stated (as required by the publisher’s editorial board) that the research was carried out in accordance with the following principles.

**IV. FINAL PROVISIONS**

The implementation of this Directive is valid since 1 January 2020.

Prof. PhDr. Michaela Hrubá, Ph.D.

Dean of the Faculty of Arts at Jan Evangelista Purkyně University

***Attachments:***

1. Request for a statement of the Ethics Board

2. Statement of the Ethics Board of the Faculty of Arts at Jan Evangelista Purkyně University

3. The Informed Consent

4. The Informed Consent of the narrator

***Attachment No. 1***

**The Faculty of Arts at Jan Evangelista Purkyně University**

**Request for a statement of the Ethics Board**

**of the Faculty of Arts at Jan Evangelista Purkyně University**

**Name of the project / thesis:**

**The research form: \***

|  |  |
| --- | --- |
|  | Basic research project |
|  | Applied research project |
|  | Habilitation work |
|  | Doctoral dissertation |
|  | Rigorous (Advanced Master’s) work |
|  | Master’s thesis |
|  | Bachelor thesis |
|  | Seminar paper |
|  | Other |
| \* tick please | |

**Author** (main researcher):

**Supervisor of the work** (in the case of student’s work):

**Response of the supervisor of the work:**

**Description of the project (max. 10 lines):**

**Description of ethical aspects of the research:**

**The Informed Consent of the participants: YES x NO**

**Date: Applicant’s Signature:**

***Attachment No. 2***

**The Faculty of Arts at Jan Evangelista Purkyně University**

**Statement of the Ethics Board of the Faculty of Arts at Jan Evangelista Purkyně University**

**Name of the project / work:**

**Author** (main researcher):

The Ethics Board of the Faculty of Arts at Jan Evangelista Purkyně University evaluated the submitted project and **found / did not find** any conflicts with the valid principles, regulations and international directives for research (involving human participants).

The main project researcher **did not meet / met** the terms required to obtain the Ethics Board approval.

The project was discussed by the Ethics Board of the Faculty of Arts at Jan Evangelista Purkyně University:

Board members present:

Chair of the Ethics Board of the Faculty of Arts at Jan Evangelista Purkyně University

***Attachment No. 3***

**The Faculty of Arts at Jan Evangelista Purkyně University**

**The Informed Consent**

Name of the project / work:

Author / main researcher:

Implementation period:

Dear Madam or Dear Sir,

We would like to ask you for your participation in a research project, the aim of which is (...) *(the project author explains the goals, describes the research subject and the research methods – comprehensible to a layperson)*. Participation in the project results in these benefits or risks for you (...) *(the project author describes a detailed list and instructions regarding all benefits and risks – comprehensible to a layperson)*. If you agree with the project participation, please attach your signature expressing your agreement to the statement below.

**Statement**

I declare that I agree to participate in the above-mentioned project. The project researcher informed me about the research nature and acquainted me with the goals, methods and procedures that will be used during the research, as well as the benefits and risks that come with participating in the project. I agree that all obtained data will be used only for research purposes and that the research results may be published anonymously. I had the opportunity to consider everything properly, deliberately and in sufficient time. I had the opportunity to ask the researcher about everything I had considered essential and necessary for me to know. I have received a clear and comprehensive answer to my questions. I am informed that I have the opportunity to withdraw from the project cooperation at any time, even without giving a reason. This informed consent is made in two copies, each with the validity of the original, one of which will be received by me (or the legal representative) and the other by the project main researcher.

Name, surname, signature of the project main researcher:

In: Date:

Name, surname, signature of the project participant:

In: Date:

***Attachment No. 4***

**The Faculty of Arts at Jan Evangelista Purkyně University**

**The Informed Consent of the Narrator**

Name of the project / work:

Author – main researcher:

I, signed below (further referred to as the narrator):

According to Act No. 110/2019 Coll., regarding the personal data processing, Act No. 89/2012 Coll. of the Civil Code, as amended by later regulations and in accordance with the regulation (EU) 2016/679 about the protection of individuals regarding the personal data processing and the free movement of such data (GDPR), I hereby give my explicit and free consent to processing of all my personal data which I have provided during interviews conducted in an audio or audio-visual form for the following purposes:

 scientific or historical research in humanities;

 archiving in the public interest;

 educational activities (a possibility to use excerpts or examples from the interviews for teaching purposes);

 publishing activities (academic papers, articles, studies, conference proceedings, monographs, etc.).

I am aware of the fact that by signing this consent, the supervisor of the data is to be:

I agree that the interviews and information contained in them should be provided in written or electronic form based on conditions laid down by the supervisor to other entities (domestic or foreign academic workplaces and research institutions), for the sole purpose of scientific and historical research in the field of humanities – tick as appropriate

 I agree

 I do not agree

I declare that I have been informed that, in accordance with the above-mentioned legal regulations regarding personal data processing, I have the right to:

* revoke the consent at any time, for each of the above purposes independently;
* request information about what personal data are being processed about me;
* request a correction or an addition of my own personal data;
* request an erasure of personal data of which are no longer needed;
* request a restriction on data processing which are inaccurate, incomplete or for which there is no need for their processing, but I do not agree with their erasing;
* request transferring of processed data to be allowed;
* object to the processing of my personal data for direct marketing that also applies to customer profiling;
* not to be the subject of automated individual decision-making, including customer profiling
* I have the right to receive a reply to my request without undue delay,   
  in any case within one month since the request has been received by the supervisor.

The following can be used to contact the supervisor regarding personal data protection:

Individual requirements of the narrator(s), which the supervisor is obliged to meet (e.g. anonymity of the data, request for authorization of the transcription before its publication, rejection of making the personal and sensitive data available online after their compliance with conditions laid down by the supervisor, utilization of the interview only for some of the above-mentioned purposes, prohibition of the use of interviews by other entities / third parties or within other research, etc.) – tick as appropriate:

 I do not request

 I request, state your specific requirements:

Name, surname, signature of the project main researcher:

In: Date:

Name, surname, signature of the project narrator:

In: Date: