

**Regulations  
of the Section for Ethics  
of the State Accreditation Committee**

On the strength of § 4 (3) of the Statutes of the State Accreditation Committee dated 13 October 2005 (as amended), the Section for Ethics resolves as follows:

§ 1

The provisions of these Regulations shall be applicable to proceedings in matters falling within the remit of the Section for Ethics of the State Accreditation Committee, hereinafter referred to as “the Section”.

§ 2

1. The Section shall make its decision within the scope of the provisions of the Code of Ethics of the State Accreditation Committee, hereinafter referred to as “the Code”.
2. Matters relating to the violation of the Code provisions by members of the Section for Ethics shall be considered by the Presidium.

§ 3

1. The Chair of the Section for Ethics shall be elected from among its members at the first meeting of the newly appointed Section.
2. Should a member resign from further work for the Section, a new member of the Section shall be elected at the nearest plenary session of the Presidium of the State Accreditation Committee.
3. Should the Chair resign from his responsibilities, the Section shall elect his successor from among its members.

§ 4

1. The person to whom the application concerns, hereinafter referred to as “the Party”, shall have the right to offer written or oral explanations for the record.
2. On a Party’s application the Section may agree to hear the explanations of a person who is not a Party.
3. The Section shall be obliged to take into consideration all circumstances both in favour of and against a given Party.
4. Innocence shall be presumed until guilt is proven and confirmed in the Section’s final and legally binding decision. Doubts that cannot be eliminated shall be considered in the Party’s favour.
5. Circumstances surrounding the commitment of the act should also be explained.

§ 5

1. The Section shall instigate proceedings following an application.
2. The withdrawal of the application made by the Applicant is not binding for the Section.
3. No proceedings shall be instigated and any instigated proceedings shall be discontinued, if there are no sufficient reasons to suspect that the act described in the application has been committed.

#### § 6

1. Applications and other statements can be made in writing or orally for the record.
2. Applications should contain: the indication of the person to whom it is addressed and of the matter to which it refers, the indication and address of the Applicant, application contents with reasons, date and signature of the Applicant.
3. Applications should be accompanied by other documents which may facilitate the Section to formulate its decision.
4. If necessary, the Section may demand that the data contained in an application be completed within a set time limit.

#### § 7

1. The meeting shall be chaired by the Chair of the Section or other person appointed by him and being a member of the Section.
2. The Chair shall grant his authorisation in writing or orally for the record.
3. The Presidium of the State Accreditation Committee supervises the proceedings.

#### § 8

1. The Section shall formulate its decision within 4 months.
2. The Section shall commence considering the matter described in the application within 30 days of its receipt.
3. The purpose of the first meeting in the matter is to establish whether or not the act has been committed and whether or not the subject of the matter falls into the Section's remit.
4. Time intervals between subsequent meetings cannot be longer than 30 days.

#### § 9

1. The Section shall notify the Party of the proceedings in the matter after the meeting at which the decision to instigate the proceedings was made.
2. The Party shall be notified of the right to participate in the Section's meeting not later than 7 days before the date of the meeting.
3. The notification should indicate the sender and state in which matter, capacity, place and at what time the recipient is to attend and whether or not this attendance is compulsory, as well as warn about the consequences of failure to attend.
4. If the Party is composed of more than one person, each of the persons shall be notified independently.
5. The Party has the right to access the application documents.
6. The Applicant and other persons supporting the application may remain undisclosed if such disclosure might infringe their personal interests.

#### § 10

1. The matter shall not fall under the statute of limitations.
2. If the proceedings cannot be conducted due to a long-term hindrance, the proceeding shall be suspended for the duration of the hindrance.
3. If the duration of the hindrance rendering the proceedings impossible exceeds 3 months, the Section shall hand over the matter to the Presidium.

#### § 11

1. The Section shall gather at ordinary meetings and extraordinary meetings.
2. An ordinary meeting is held once a year, not earlier than 6 weeks and not later than 7 days before the summer plenary session of the Presidium of the State Accreditation Committee.

3. An annual report covering the Section's activity, subsequently presented by the Chair at the plenary session of the Presidium of the State Accreditation Committee, shall be prepared at an ordinary meeting.
4. The provisions of § 12 of these Regulations shall apply to the report.
5. An extraordinary meeting shall be convened at the request of the Chair of the Section.

#### § 12

1. The Section shall act in the presence of at least three members.
2. Final decisions on personal matters shall be formulated by the Section sitting in the full composition.

#### § 13

1. A member of the Section, at his own request or at the request of the Section or the Party, may be excluded from participating in the proceedings.
2. The proceedings shall take place with the participation of a person who is not a Section member as laid down in these Regulations.

#### § 14

1. The Section's decisions are taken by a majority of votes.
2. Voting is valid if at least a half of the Members present have not abstained from it.
3. Should the opinions divide in such a way that none of them receives a majority, the Section shall continue its deliberations.
4. The Section shall deliberate until a decision has been formulated.
5. Members who have voted against finding the Party guilty, may abstain from taking a vote on further issues.

#### § 15

1. The grounds for the decision shall be given in writing.
2. The decision shall be signed by the Chair of the Section.
3. If the Party is composed of more than one person, an independent decision shall be prepared for each of the persons.
4. The decision shall be communicated to the Party within 14 days of the meeting at which it was made.

#### § 16

1. The course of the meeting and voting shall be secret and no release from the obligation to keep secret shall be admissible.
2. The provisions of the Code shall apply mutatis mutandis to failure to keep the voting and deliberation secret.
3. Apart from the members of the adjudication panel only the keeper of the minutes may be present during the deliberations and voting, unless the Chairman deems his presence not necessary.

#### § 17

1. The course of the proceedings shall be recorded as minutes containing the indication of the action, its time, place and persons participating in it, its course and the statements and requests of its participants as well as the course and outcome of the votes taken.
2. The Keeper of the minutes shall be the Secretary of the Section or other person appointed for this by the Chair of the Section.
3. The minutes shall be signed by the Chair and the keeper of the minutes.

4. Deletions, amendments and additions to the minutes shall require the signature of the Chair of the Section. Obvious typographical or mathematical errors may be corrected also by the keeper of the minutes.

#### § 18

1. The time limit shall exclude the day when the time limit starts.
2. If the time limit is given in weeks or months, its end shall fall upon this day of week or month which corresponds to the beginning of the time limit; if there is no such day in a specific month, the end of the time limits shall fall upon the last day of that month.
3. If the end of the time limit falls upon a bank holiday, the action may be performed the following day.

#### § 19

1. Letters shall be delivered against a receipt.
2. Undelivered letters shall be returned to the Section.
3. In urgent cases telephone notifications shall be admissible. Information about the date and contents of such notifications shall be contained in the minutes of the following meeting.

#### § 20

Under the provisions of § 10 (3) of the Code, the Section's decisions can be appealed against to the Presidium of the State Accreditation Committee within 14 days of delivering the decision to the Party. After this time the Section's decision becomes legally binding.

#### § 21

These Regulations become effective on the day of their adoption.