

East European University

Regulation of the Ethics Committee

Article 1. General Provisions

1. This Regulation governs the status, objectives, powers, composition, and operating procedures of the Ethics Committee of East European University (hereinafter – the “University”) (hereinafter – the “Committee”).
2. The Ethics Committee is a permanent collegial body of the University that considers issues related to organizational and institutional ethics.
3. The competence of the Committee does not extend to matters related to research ethics, which are regulated by separate research ethics mechanisms.
4. In its decision-making, the Ethics Committee is independent, and interference in its activities by the University’s administrative bodies is not permitted.
5. For the purposes of this Regulation, a conflict of interest means a situation in which a person’s personal, professional, financial, or other interests actually, potentially, or perceivedly influence or may influence their impartiality or decision-making process.

Article 2. Objectives and Functions of the Committee

1. The objective of the Committee is to ensure ethical governance, integrity, transparency, and accountability within the University.
2. The functions of the Committee include:
 - a) reviewing claims and complaints related to ethical conduct, discrimination, harassment, conflicts of interest, and other organizational ethical matters;
 - b) preventing ethical violations and developing relevant recommendations;
 - c) ensuring the principles of confidentiality and protection against retaliation;
 - d) promoting the development of an ethical culture.

Article 3. Powers of the Committee

1. The Committee is authorized to:
 - a) receive and review statements, claims, and complaints related to ethical matters;
 - b) request relevant information from the University’s structural units;
 - c) issue conclusions and recommendations to the University management;
 - d) refer matters to other internal bodies within their respective competence, where necessary;
 - e) prepare an annual activity report.
2. The Committee’s recommendations are mandatory for consideration by the relevant University bodies. These bodies are obliged to respond to the Committee’s decisions and to inform the Committee in writing of the measures taken.

Article 4. Composition of the Committee

1. The Ethics Committee consists of no fewer than five (5) members.
2. The composition of the Committee includes:
 - a) representatives of the academic staff;
 - b) a representative of the administrative staff;
 - c) a student representative (with consultative vote), ensuring consideration of students' interests in the decision-making process.
3. Members of the Committee shall be appointed by the Representative Council upon the nomination of the University Rector for a term of five (5) years..
4. A Committee member is obliged to recuse themselves from participating in the consideration of a matter in the event of a conflict of interest.
5. Committee members are required to submit a written Conflict of Interest Declaration upon the commencement of their mandate and subsequently on an annual basis.

Article 5. Meeting Schedule and Operating Procedures

1. The Ethics Committee convenes regularly, once a month.
2. Extraordinary meetings may be convened when necessary.
3. Meetings may be held in physical or remote format.
4. A meeting is quorate if attended by a majority of the Committee members.
5. Minutes are recorded for each meeting.
6. Consideration of a statement shall commence no later than ten (10) working days from the date of its receipt.
7. The Committee shall adopt a decision no later than thirty (30) working days from the commencement of the consideration of the statement.

Article 6. Submission of Statements, Claims, and Complaints

1. Any person has the right to submit, in good faith, a statement, claim, or complaint to the Ethics Committee.
2. Submission of a statement is possible:
 - a) via electronic mail;
 - b) through a form published on the University's website.
3. Information on the submission of statements is public and accessible on the University's website, including through the Conflict of Interest Declaration Form.

Article 7. Confidentiality and the Principle of Non-Retaliation

1. The Ethics Committee ensures the confidential consideration of all statements.
2. Any form of retaliation against a person who has submitted a statement to the Ethics Committee in good faith is prohibited.
3. Violation of the principle of non-retaliation shall be considered an ethical violation.

Article 8. Annual Report

1. The Ethics Committee prepares an annual activity report each year.
2. The report includes:
 - a) the number of meetings held;

- b) general categories of issues reviewed (without personal data);
 - c) key recommendations and trends.
3. The annual report of the Ethics Committee is published on the University's website.

Article 9. Monitoring and Accountability

1. The activities of the Committee are subject to institutional monitoring within the framework of the internal quality assurance system.
2. The Committee's recommendations are used to improve the University's internal policies and processes.

Article 10. Appeal of Decisions

1. A decision of the Ethics Committee may be appealed to the University's Representative Council within ten (10) working days from the date of notification.
2. An appeal shall not suspend the effect of the Committee's recommendations unless otherwise determined by the Representative Council.

Article 11. Final Provisions

1. This Regulation is approved by the University's Representative Council.
2. This Regulation enters into force upon approval.
3. This Regulation is published on the official website of the University.

