

**Workplace Rules and Regulations
for the Best Practices and Ethics Committee
of Poznan University of Technology**

§ 1 General provisions

1. The aim of the Committee's activity is:
 - a) to disseminate the principles of work ethics and best practices in scientific and research activities in the academic community of Poznan University of Technology, in particular to counter unreliability in conducting research and publishing scientific papers;
 - b) to shape among the young generation of researchers ethical values necessary in the work of a scientist.
2. The Committee's task is:
 - a) to develop the principles of the Publication Policy;
 - b) to devise procedures for reporting violations of the principles of conducting scientific work;
 - c) to develop, disseminate and update documents related to the principles of ethics of a researcher and best practices in scientific and research activities, in particular documents related to the principles of conducting research and publishing scientific papers at Poznan University of Technology (Publication Policy); the Publication Policy developed by the Committee will be submitted to the Academic Senate of Poznan University of Technology for approval and published on the intranet website and the University's Public Information Bulletin (BIP);
 - d) to provide recommendations to the relevant University bodies and authorities and, in the event of a gross violation of ethical principles and best practices of conducting research and publishing scientific papers, submit applications to the University authorities and the University Disciplinary Committee for Academic Teachers;
 - e) to investigate (following an application) the violation of the principles of ethics of a researcher and violation of best practices in the area of scientific work and publication of scientific papers (individual and collaborative); applications may be submitted by all research and didactic employees and administrative staff at the University, including a confidential mode by whistleblowers and Ph.D. students.

§ 2 Composition of the Committee

1. Members of the Committee are appointed by the Rector. The Committee's term of office begins on the date indicated in the nomination and ends on 31 August 2028.
2. During the first meeting, the Committee elects a chairperson from among its members. In the event of an equal number of votes "for" and "against", the vote of the person chairing the meeting is decisive.
3. In justified cases, the Chairperson may appoint an expert(s) from outside the Committee who will act as an advisor(s).
4. The Rector dismisses a member of the Committee in the event of:
 - a) resignation submitted in writing via the Chairperson;

- b) an application submitted by the Chairperson when a member of the Committee does not participate in its meetings or delays its work;
 - c) discovering that a member of the Committee has failed to fulfil his/her obligations or is unable to fulfil them properly;
 - d) other justified cases.
5. The provision of section 4 is applicable to the Chairperson.
 6. In the event of dismissal of a member of the Committee, the Rector appoints a new member.
 7. In the event of dismissal of the Chairperson, after completing the composition, the Committee elects a new chairperson.

§ 3 Cooperation with the University authorities and organizational units

Regarding its activity, the Best Practices and Ethics Committee of Poznan University of Technology cooperates with the University authorities and other organizational units responsible for maintaining standards of scientific work and tuition.

§ 4 Committee's mode of operation

1. The work of the Committee is directed by the Chairperson. The position of the Committee (decisions, resolutions) is determined by way of discussion and consensus. If necessary, open or secret voting is held (personal matters). Decisions are taken by a simple majority of votes.
2. The Committee's meetings are held during the academic year, on-site or online. Administrative support of the Committee is provided by the Rector's Office.
3. The Committee operates at meetings. Meetings are convened by the Chairperson by electronic means in accordance with incoming applications. Minutes are taken during the Committee's meetings. The provisions of the Statutes of Poznan University of Technology are applicable to the Committee's meetings. Documents and resolutions adopted at remote meetings are signed by the Chairperson or a substituting person.
4. The Committee adopts resolutions (including opinions) by a simple majority of votes in the presence of more than half of the members of the Committee, including the Chairperson. In the event of an equal number of votes "for" and "against", the vote of the person chairing the meeting is decisive.
5. The Committee issues opinions based on information obtained from a person reporting a case on the basis of his/her own knowledge and specialized opinions obtained from experts.
6. The Committee considers cases as soon as it receives an application to report violation.
7. The Committee submits a report on its activity to the Rector once a year at the end of the academic year as well as a final report at the end of its term of office.

§ 5 Final provisions

1. The Chairperson ensures that the relevant documentation is properly stored in a manner that protects its confidentiality and, at the same time, remains in conditions that allow access to persons who have received appropriate consent to do so.
2. Access to the documentation of persons other than members of the Committee and appointed experts requires the Chairperson's written consent.
3. Administrative support of the Committee is provided by the Rector's Office.
4. Applications to report cases of violation of ethical principles and best practices in science will be available on the Intranet of Poznan University of Technology, under the "Committee" tab.