

*On 11 July 2025, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Rules of Procedure of the Scientific Board of the Czech University of Life Sciences Prague under no. MSMT-17114/2025-2.*

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*Mgr. Vojtěch Tomášek*  
*Director of the Higher Educational Institutions Section*

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## **RULES OF PROCEDURE OF THE SCIENTIFIC BOARD OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE**

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This Statute of CZU shall become valid pursuant to Section 36, paragraph 4 of the Act on the date they are registered by the Ministry of Education, Youth and Sports	11 July 2025
This Statute of CZU shall become effective	11 July 2025

# **Rules of Procedure of the Scientific Board of the Czech University of Life Sciences Prague**

## **Article 1**

### **Introductory provisions**

(1) The Rules of Procedure of the Scientific Board of the Czech University of Life Sciences Prague (hereinafter the “Rules of Procedure”) are an internal regulation of the Czech University of Life Sciences Prague (hereinafter “CZU”) pursuant to Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended, (hereinafter the “Act”), and they determine the conditions for the conduct of the Scientific Board of the Czech University of Life Sciences Prague (hereinafter “CZU SB”).

(2) In accordance with Section 11, paragraph 1 of the Act, CZU SB is established by the Statute of the Czech University of Life Sciences Prague as an autonomous academic body of CZU pursuant to Section 7, paragraph 1, letter c) of the Act.

## **Article 2**

### **Composition of the CZU Scientific Board and Term of Office of its Members**

(1) The President of CZU SB is the CZU Rector (hereinafter the “President”).

(2) Members of CZU SB are appointed and dismissed by the Rector upon the prior consent of the Academic Senate (hereinafter “CZU AS”).

(3) Membership in CZU SB is honorary and not substitutable.

(4) Members of CZU SB are important experts and representatives of the fields in which the university carries out educational, scientific, research, development and innovation, artistic and other creative activities (hereinafter the “creative activities”). At least one third of the members must be persons other than members of the CZU academic community.

(5) The term of office of a CZU SB member appointed pursuant to paragraph 2 will be terminated:

- a) upon being dismissed from the position of CZU SB member by the President;
- b) upon termination of employment at CZU for CZU SB members who are academic employees of CZU;
- c) upon the delivery of a written resignation of a CZU SB member to the President;
- d) upon the death of a CZU SB member.

## **Article 3**

### **Powers of the CZU Scientific Board**

(1) The powers of CZU SB are set out by Section 12 of the Act, by Article 7 of the Statute of the Czech University of Life Sciences Prague, and by these Rules of Procedure.

(2) CZU SB primarily:

- a) considers, at the proposal of the President, a draft strategic plan of educational and creative activities of CZU and the annual plan of its implementation prior to its submission to CZU AS (pursuant to Section 12, paragraph 1, letter a) of the Act);
- b) exercises its powers in proceedings to be appointed by professor and habilitation proceedings (pursuant Section 12, paragraph 1, letter g) of the Act);
- c) discusses the draft for the rules of the system for ensuring quality of educational, creative and the related activities, and internal evaluation of the quality of educational, creative and the related activities of CZU submitted by the President before the draft is submitted to CZU AS (pursuant Section 12, paragraph 1, letter h) of the Act);
- d) discusses the intent of the President to appoint or dismiss members of the CZU Internal Evaluation Board (pursuant Section 12, paragraph 1, letter i) of the Act);
- e) discusses the draft of a report on the internal evaluation of the quality of educational, creative and the related activities of a public university submitted by the President of the CZU Internal Evaluation Board before the draft is submitted to CZU AS, as well as drafts of addendums to such a report (pursuant Section 12, paragraph 1, letter j) of the Act);
- f) discusses the draft of the annual report on the activities of CZU before the draft is submitted to CZU AS (pursuant Section 12, paragraph 1, letter k) of the Act);
- g) approves the awarding of commemorative medals and other awards (pursuant Section 12, paragraph 1, letter l) of the Act);
- h) decides on awarding the honorary title of “doctor honoris causa” (abbreviated “dr. h. c.”), and the “honourable professor” title (pursuant Section 12, paragraph 1, letter l) of the Act);
- i) discusses a proposal to fill the post of special CZU professor, if such a post is established (pursuant Section 70 paragraph 2 of the Act).

(3) CZU SB also makes statements regarding matters that were submitted to it by the President.

(4) Proposals under paragraph 2, letters c) through f) must be made available by their submitter to members of CZU SB in a manner allowing remote access at least 7 days before the drafts are discussed.

#### **Article 4**

##### **Rules of Meetings of the CZU Scientific Board**

(1) CZU SB Meetings are convened and chaired by the President. If the President is not present, a CZU SB meeting is convened and chaired by a Vice Rector authorised by the President.

(2) CZU SB meets at least twice per year. The President shall be obliged to convene a CZU SB meeting if at least half of its members request as such in writing.

(3) Members of CZU SB shall be obliged to take part in a convened meeting and vote on matters that require it.

(4) A CZU SB meeting takes place in camera during the period of voting and potential debates on a proposal for appointing an associate professor or professor.

(5) CZU SB will have a quorum if the absolute majority of CZU SB members are present. CZU SB will adopt resolutions via the absolute majority of the votes of the present members.

(6) The approval of:

- a) habilitation proceedings proposals,
  - b) professor appointment proposals,
  - c) resolutions on proposals for filling the post of a special CZU professor,
- require the absolute majority of the votes of all CZU SB members. The voting is secret.

(7) The agenda of a CZU SB meeting is determined by the President.

(8) The President may invite to a CZU SB meeting persons who are not members of CZU SB, so long as the content of the meetings requires as such. Invited persons do not have the right to vote.

(9) Minutes shall be taken at CZU SB meetings, in which shall be specified the individual points of the agenda and adopted resolutions.

(10) If CZU SB is to decide on matters falling under its powers, and if this is a matter for which a CZU SB meeting would be convened needlessly with regard to its contents, relevance and time availability, then CZU SB may also adopt resolutions outside the meeting (resolutions through per rollam voting), and this may be done electronically. The course of this form of voting is as follows:

- a) the President of CZU SB will firstly ensure that a draft of the resolution is sent to all of the CZU SB members, and the President will also determine the email address at which CZU SB members are to vote, or may determine a different procedure for voting conducted outside of meetings, and the deadline by which they are to vote;
- b) the resolution shall be adopted if the absolute majority of all CZU SB members voted to adopt it;
- c) after the end of the deadline for voting, the President of CZU SB will inform CZU SB members of the results of the voting. The President of CZU SB will also make a record of all of the documents relating to the voting. At the earliest CZU SB meeting, the President shall provide to the members information about the course and results of the per rollam voting, which will become part of the minutes from the CZU SB meeting.

(11) In the manner pursuant to paragraph 10, a resolution cannot be adopted on a matter about which CZU SB is to vote in secret pursuant to these Rules of Procedure.

(12) In exceptional situations, the President may convene the SB CZU with negotiations and voting outside the session by means of distance communication, in full (distance session) or partially (hybrid session). If, at such a meeting, SB CZU is to vote on matters which require a secret ballot according to law, the act of voting may be conducted only using devices that ensure a secret ballot. If the SB CZU decides to do so, it may also decide by public vote on matters that require a secret ballot according to the CZU internal regulations. The President shall determine the exact conditions for negotiations and voting outside the session by means of distance communication. The provisions concerning negotiations and voting of the SB CZU shall be applied *mutatis mutandis* to negotiations and voting by means of distance communication.

**Article 5**  
**Closing Provisions**

- (1) The Rules of Procedure of the Scientific Board of the Czech University of Life Sciences Prague registered by the Ministry of Education, Youth and Sports on 15 March 2021 under ref. no MSMT 7303/2021-3 are cancelled.
- (2) These Rules were approved pursuant to Section 9, paragraph 1, letter b) of the Act by CZU AS on 22 May 2025.
- (3) These Rules shall become valid pursuant to Section 36, paragraph 4 of the Act on the date of their registration by the Ministry of Education, Youth and Sports.
- (4) These Rules shall become effective on the date of valid.

Prof. Ing. Petr Sklenička, CSc., in his own hand  
Rector