

On 29 March 2017, 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-7774/2017.

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Mgr. Karolína Gondková
Director of the Higher Educational Institutions Section



**RULES OF PROCEDURE OF THE SCIENTIFIC BOARD
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]
DATED 29 MARCH 2017**

UNOFFICIAL TRANSLATION

This internal regulation was published on 10 May 2017 on the public part of the CULS website.

Rules of Procedure of the Scientific Board of the Czech University of Life Sciences Prague dated 29 March 2017

Article 1

Establishment of the Scientific Board of the Czech University of Life Sciences Prague

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

Article 2

Composition of the CULS Scientific Board and Term of Office of its Members

- (1) The chairman of CULS SB is the CULS Rector (hereinafter the “chairman”).
- (2) Members of CULS SB are appointed and dismissed by the chairman upon the prior consent of the Academic Senate (hereinafter “CULS AS”).
- (3) Membership in CULS SB is honorary and not substitutable.
- (4) Members of CULS 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 CULS academic community.
- (5) The term of office of a CULS SB member appointed pursuant to paragraph 2 will be terminated:
- a) upon being dismissed from the position of CULS SB member by the chairman;
 - b) upon termination of employment at CULS for CULS SB members who are academic employees of CULS;
 - c) upon the delivery of a written resignation of a CULS SB member to the chairman;
 - d) upon the death of a CULS SB member.

Article 3

Powers of the CULS Scientific Board

- (1) The powers of CULS 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) CULS SB primarily:

- a) approves, upon the proposal of the chairman, the intent to submit a request on institutional accreditation for the area or areas of education, and on expanding institutional accreditation for another area or areas of education;
- b) approves, upon the proposal of the chairman, the intent to renounce institutional accreditation, the intent to cancel a study programme and the intent to renounce accreditation of habilitation proceedings or professor appointment proceedings;
- c) approves the awarding of commemorative medals and other awards;
- d) exercises its powers in professor appointment proceedings and habilitation proceedings;
- e) decides on awarding the honorary title of “doctor honoris causa” (abbreviated “dr. h. c.”), and the “honourable professor” title;
- f) discusses a proposal to fill the post of special CULS professor, if such a post is established;
- g) upon the proposal of the chairman, discusses the draft for the Strategic Objective of Educational and Creative Activities of CULS, and the annual plan for its implementation before it is submitted to CULS AS;
- h) 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 CULS submitted by the chairman before the draft is submitted to CULS AS;
- i) discusses the intent of the chairman to appoint or dismiss members of the CULS Council for Internal Evaluation;
- j) 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 chairman of the CULS Council for Internal Evaluation before the draft is submitted to CULS AS, as well as drafts of addendums to such a report;
- k) discusses the draft of the annual report on the activities of CULS before the draft is submitted to CULS AS.

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

Article 4

Rules of Meetings of the CULS Scientific Board

- (1) CULS SB Meetings are convened and chaired by the chairman. If the chairman is not present, a CULS SB meeting is convened and chaired by a Vice Rector authorized by the chairman.
- (2) CULS SB meets at least twice per year. The chairman shall be obliged to convene a CULS SB meeting if at least half of its members request as such in writing.
- (3) Members of CULS SB shall be obliged to take part in a convened meeting and vote on matters that require it.
- (4) A CULS 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) CULS SB will have a quorum if the absolute majority of CULS SB members are present. CULS 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 CULS professor,
- require the absolute majority of the votes of all CULS SB members. The voting is secret.
- (7) The agenda of a CULS SB meeting is determined by the chairman, and the meetings generally take place on the basis of documents that are made accessible to CULS SB members on the CULS intranet.
- (8) The chairman may invite to a CULS SB meeting persons who are not members of CULS 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 CULS SB meetings, in which shall be specified the individual points of the agenda and adopted resolutions.
- (10) If CULS SB is to decide on matters falling under its powers, and if this is a matter for which a CULS SB meeting would be convened needlessly with regard to its contents, relevance and time availability, then CULS 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 chairman of CULS SB will firstly ensure that a draft of the resolution is sent to all of the CULS SB members, and the chairman will also determine the email address at which CULS SB members are to vote, and the deadline by which they are to vote;
 - b) the resolution shall be adopted if the absolute majority of all CULS SB members voted to adopt it;
 - c) after the end of the deadline for voting, the chairman of CULS SB will inform CULS SB members of the results of the voting. The chairman of CULS SB will also make a record of all of the documents relating to the voting. At the earliest CULS SB meeting, the chairman 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 CULS SB meeting.
- (11) In the manner pursuant to paragraph 10, a resolution cannot be adopted on a matter about which CULS SB is to vote in secret pursuant to these Rules of Procedure.

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 29 January 2009 under ref. no 1 042/2009-30 are cancelled.
- (2) These Rules were approved pursuant to Section 9, paragraph 1, letter b) of the Act by CULS AS on 2 March 2017.
- (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 they are published on the public part of the CULS website.

Prof. Ing. Jiří Balík, CSc., dr. h. c., in his own hand
Rector