

On 15 March 2021, 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-7303/2021-3.

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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 15 MARCH 2021**

Rules of Procedure of the Scientific Board of the Czech University of Life Sciences Prague dated 15 March 2021

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 “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 chairman of CZU SB is the CZU Rector (hereinafter the “chairman”).
- (2) Members of CZU SB are appointed and dismissed by the chairman 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 chairman;
 - 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 chairman;
 - 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) 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 CZU 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 CZU, and the annual plan for its implementation before it is submitted to CZU 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 CZU submitted by the chairman before the draft is submitted to CZU AS;
- i) discusses the intent of the chairman to appoint or dismiss members of the CZU 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 CZU Council for Internal Evaluation before the draft is submitted to CZU AS, as well as drafts of addendums to such a report;
- k) discusses the draft of the annual report on the activities of CZU before the draft is submitted to CZU AS.

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

Article 4

Rules of Meetings of the CZU Scientific Board

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

(2) CZU SB meets at least twice per year. The chairman 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 chairman, and the meetings generally take place on the basis of documents that are made accessible to CZU SB members on the CZU intranet.

(8) The chairman 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 chairman of CZU SB will firstly ensure that a draft of the resolution is sent to all of the CZU SB members, and the chairman will also determine the email address at which CZU 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 CZU SB members voted to adopt it;
- c) after the end of the deadline for voting, the chairman of CZU SB will inform CZU SB members of the results of the voting. The chairman of CZU SB will also make a record of all of the documents relating to the voting. At the earliest CZU 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 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 Chairperson 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 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 Chairperson 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 29 March 2017 under ref. no MSMT 7774/2017 are cancelled.

- (2) These Rules were approved pursuant to Section 9, paragraph 1, letter b) of the Act by CZU AS on 12 November 2020.
- (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