Faculty of Economics and Management

Statute and Rules of Procedure of the Advisory Board for Science and Research FEM CZU in Prague

Article 1

Introductory Provisions

(1) The Advisory Board for Science and Research (hereinafter referred to as the "Board" or "Advisory Board") is an advisory body to the Dean of the Faculty of Economics and Management at the Czech University of Life Sciences in Prague (hereinafter referred to as "FEM"). Its mission is to systematically contribute to the development of scientific and research activities, formulate recommendations regarding long-term goals and priorities in the field of science and research (S&R), support academic staff and students in doctoral study programs (DSP), and ensure adherence to high ethical and quality standards of scientific work at the FEM.

Article 2

Scope and Organization of the Board

(1) In particular, the Board:
   a. issues recommendations for determining long-term goals and priorities in the area of S&R at FEM,
   b. participates in the creation and development of the concept of science, research, development, innovation, and knowledge transfer at FEM,
   c. methodologically supports the activities of the DSP disciplinary councils, scientific laboratories, and the FEM Center of Excellence,
   d. submits proposals for the rules governing the activities of the FEM Grant Agency and participates in the evaluation of projects and the recommendation of their funding allocation,
   e. submits proposals for the parameters of incentive programs to support the publication and grant activities of academic and research staff and DSP students, as well as doctoral and scientific conferences,
   f. proposes and evaluates support programs for scientific activities, namely the Senior and Junior Researchers programs, and assesses their effectiveness,
   g. evaluates and recommends measures to strengthen the quality and ethical standards of research work,
   h. supports the establishment and development of the faculty's cooperation with prominent external research institutions and individuals,
   i. promotes the principles of ethical research and, through its recommendations, prevents undesirable publication practices at FEM.

(2) The board consists of a chairperson and at least four other members. The members are appointed and removed by the Dean of the Faculty of Economics and Management.

(3) A member of the board may be an academic or scientific and research staff member not engaged in teaching activities who holds a doctoral degree (Ph.D.) or higher, is a

professionally respected figure, and possesses high moral standing in the field of research and development. A person who has been found to have committed a serious violation of publication ethics or against whom disciplinary proceedings are pending may not be a member of the board.

(4) The term of office of the board members is tied to the dean's term of office.

(5) The term of office of a board member appointed pursuant to paragraph 2 shall expire on the date of:
   a. dismissal from the position of board member by the Dean of FEM;
   b. termination of employment at FEM;
   c. delivery of a written resignation by the board member to the Chair of the board;
   d. death of the board member.

Article 3

Duties of the Board Chair

(1) The Dean of FEM appoints and removes the Board Chair from among the members of the board.

(2) The Chair of the Board shall, in particular:
   a. convene and preside over meetings of the Board,
   b. prepare draft agendas,
   c. facilitate communication between the Board and the Dean and the Vice Dean for Science and Research of FEM,
   d. submit an annual report on the Board's activities to the Dean of FEM.

Article 4

Rules of Procedure for the Board

(1) The Chair shall convene a meeting of the Board at least twice a year, or whenever requested by the Dean, the Vice Dean for Science and Research, or at least half of the Board members.

(2) Meetings may be held in person, in a hybrid format, or remotely (online), provided that the members agree.

(3) The board has a quorum if a majority of its members are present.

(4) Each board member has one vote. Decisions are adopted by a majority of those present; in the event of a tie, the Chair has the deciding vote.

(5) In urgent cases, the chair may initiate a per rollam vote (via email or through the faculty's information system).

(6) Meetings are confidential. Records of the proceedings are taken and signed by the chair (or a representative authorized by the chair). The records include the date and location of the meeting, a list of members present, the agenda discussed, and the proposals and recommendations adopted. The records of the meetings are stored at the Department of Science, Research, and Quality at FEM.

(7) The Dean and the Vice Dean for Science and Research (or another Vice Dean authorized by them) may participate in the board's meetings.

(8) The board may invite guests to discuss the issues at hand, such as external experts, chairs or members of disciplinary councils, academic or research staff of the FEM, members of the FEM Academic Senate, or students in the FEM doctoral program. Guests have the right to speak in the discussion but do not have voting rights.

(9) The board's outputs take the form of recommendations, opinions, and an annual activity report addressed to the dean. The dean (or a vice dean designated by the dean) informs the FEM administration of the board's outputs.

Article 5
Ethical Provisions of the Board

(1) The Board serves exclusively in an advisory and recommendatory capacity to the Dean and the management of FEM.
(2) Board members are required to act impartially, in accordance with the CZU Code of Ethics and the ethical principles of scientific work.
(3) Board members perform their duties independently for the benefit of the faculty (not for their own benefit or that of their department).
(4) In the event of a conflict of interest, a member is required to disclose this fact and abstain from voting.
(5) Board members shall maintain confidentiality regarding matters under discussion, unless the board decides to make them public.

Article 6
Final Provisions

(1) This decision shall enter into force and take effect on the date of its announcement.

prof. Ing. Lukáš Čechura, Ph.D.
dean FEM CZU in Prague

In Prague on 24. February 2026