

FACULTY OF ECONOMICS AND MANAGEMENT
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE



**RULES OF PROCEDURE OF THE SCIENTIFIC BOARD
OF THE FACULTY OF ECONOMICS AND MANAGEMENT
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE**

Prague
2017

Upon the proposal of the Dean of the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague, pursuant to Section 27, paragraph 1, letter b), and Section 33, paragraph 2, letter d), Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to other Acts (Act on Higher Education Institutions), as amended, on 21 June 2017, the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague approved the draft of the Rules of Procedure of the Scientific Board of the Faculty of Economics and Management of the Czech University of Life Sciences Prague.

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Ing. Martin Pelikán, Ph.D.
Dean
of the Faculty of Economics and Management
CULS Prague

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Mgr. Ing. Pavel Michálek, Ph.D.
Chairman of the Academic Senate
Faculty of Economics and Management, CULS Prague

Pursuant to Section 9, paragraph 1, letter b), item 2, Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to other Acts (Act on Higher Education Institutions), as amended, on 29 June 2017, the Academic Senate of the Czech University of Life Sciences Prague approved the Rules of Procedure of the Scientific Board of the Faculty of Economics and Management of the Czech University of Life Sciences Prague.

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Ing. Zdeněk Votruba, Ph.D.
Chairman of the Academic Senate
of the Czech University of Life Sciences Prague

RULES OF PROCEDURE OF THE SCIENTIFIC BOARD OF THE FACULTY OF ECONOMICS AND MANAGEMENT OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE

The Rules of Procedure of the Scientific Board of the Faculty of Economics and Management of CULS Prague (hereinafter FEM CULS) are issued in accordance with the wording of the “Rules of Procedure of the Scientific Board of the Czech University of Life Sciences Prague” registered under reference number MSMT-7774/2017, in accordance with the Statute of the Faculty of Economics and Management of the Czech University of Life Sciences Prague dated 25 May 2017, and in accordance with the relevant provisions of Act No. 111/1998 Coll., on Higher Education Institutions, as amended (hereinafter the “Act on Higher Education Institutions”).

Article 1

Establishment of the Scientific Board of FEM CULS

- (1) The Rules of Procedure of the Scientific Board of the Faculty of Economics and Management of the Czech University of Life Sciences Prague (hereinafter “Rules of Procedure”) are an internal regulation of the Faculty of Economics and Management of the Czech University of Life Sciences Prague (hereinafter “FEM CULS”) pursuant to Act No. 111/1998 Coll., on Higher Education Institutions, (hereinafter the “Act on Higher Education Institutions”), as amended, (hereinafter the “Act”), and determines the rules of meetings of the Scientific Board of the Faculty of Economics and Management of the Czech University of Life Sciences Prague (hereinafter “SB FEM”).
- (2) In accordance with Section 11, paragraph 1 of the Act, SB FEM is established by the Statute of FEM CULS as an autonomous academic body of FEM CULS pursuant to Section 7, paragraph 1, letter c) of the Act.

Article 2

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

- (1) The chairman of SB FEM is the Dean of FEM CULS (hereinafter the “Chairman”).
- (2) Members of SB FEM are appointed and dismissed by the Chairman upon the prior consent of the Academic Senate of FEM CULS (hereinafter “AS FEM”).
- (3) Membership in SB FEM is honorary and not substitutable.
- (4) Members of SB FEM 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 an SB FEM member appointed pursuant to paragraph 2 shall be terminated:

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

Article 3

Powers of the Scientific Board of FEM CULS

- (1) The powers of SB FEM are set out by Section 29 and Section 30 of the Act, by Article 3 of the Statute of FEM CULS, and by these Rules of Procedure.
- (2) SB FEM primarily:
 - a) discusses the draft of the Strategic Objective of Educational and Creative Activities of FEM CULS and proposals of the annual plan for its implementation;
 - b) approves drafts of FEM CULS study programmes and transfers them through the Rector for approval to the CULS Scientific Board;
 - c) proposes to the Rector the intent to submit a request on accreditation, expanding accreditation or extending the validity period of accredited study programmes that are carried out at FEM CULS;
 - d) proposes to the Rector the intent to submit a request on accreditation of habilitation proceedings and or professor appointment proceedings for proceedings carried out at FEM CULS;
 - e) exercises powers in professor appointment proceedings and in habilitation proceedings;
 - f) discusses a proposal to fill the post of special FEM CULS professor, if such a post is established.
- (3) SB FEM also makes statements regarding matters that were submitted to it by the Chairman.

Article 4

Rules of Meetings of the Scientific Board of FEM CULS

- (1) SB FEM is convened and chaired by the Chairman. If the Chairman is not present, SB FEM shall be convened and chaired by a Vice Dean authorized by the Chairman.
- (2) SB FEM meets at least twice per year. The Chairman shall be obliged to convene SB FEM if at least half of its members request as such in writing.
- (3) Members of SB FEM shall be obliged to take part in a convened meeting and vote on matters that require it.
- (4) An SB FEM meeting shall not be held for the public for the duration of voting and potential debates on a proposal for appointing an associate professor or professor.

- (5) SB FEM shall have a quorum if the absolute majority of SB FEM members are present. SB FEM shall 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 FEM CULS professorrequires the absolute majority of the votes of all SB FEM members. The voting is secret.
- (7) The agenda of an SB FEM meeting is determined by the Chairman, and the meetings generally take place on the basis of documents that are made accessible to SB FEM members on the FEM CULS intranet.
- (8) The Chairman may invite to an SB FEM meeting persons who are not members of SB FEM, 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 SB FEM meetings, in which shall be specified the individual points of the agenda and adopted resolutions.
- (10) If SB FEM is to decide on matters falling under its powers, and if this is a matter for which a SB FEM meeting would be convened needlessly with regard to its contents, relevance and time availability, then SB FEM 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 SB FEM shall first ensure that a draft of the resolution is sent to all of the SB FEM members, and the Chairman will also determine the email address at which SB FEM 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 SB FEM members voted to adopt it;
 - c) after the end of the deadline for voting, the Chairman of SB FEM shall inform SB FEM members of the results of the voting. The Chairman of SB FEM shall also make a record of all of the documents relating to the voting. At the next SB FEM meeting, the Chairman shall provide to the members information about the course and results of the per rollam voting, which shall become part of the minutes from the SB FEM meeting.
- (11) In the manner pursuant to paragraph 10, a resolution cannot be adopted on a matter about which SB FEM is to vote in secret pursuant to these Rules of Procedure.
- (12) The SB FEM agenda is secured by the FEM CULS Department for Science and Research, which primarily:
 - a) archives outputs from SB FEM meetings and publishes minutes on the public part of the faculty's website;
 - b) organizationally-secures SB FEM meetings;
 - c) prepares documents for SB FEM meetings according to the assignments of the Chairman;

- d) assists the Chairman and members of SB FEM in performing their activities pursuant to these Rules of Procedure.

Article 5

Closing Provisions

- (1) The Rules of Procedure of the Scientific Board of the Faculty of Economics and Management of the Czech University of Life Sciences Prague dated 25 September 2014 are cancelled.
- (2) These Rules shall become valid and effective on the date they are approved by the Academic Senate of the Czech University of Life Sciences Prague.