

The Ministry of Education, Youth and Sports registered the Rules of Procedure of the Academic Senate of the University of Pardubice in accordance with Section 36, Subsection 2 of Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), on December 7, 2020 under Ref. No. MSMT-44805/2020-4.

Alterations of the Rules of Procedure of the Academic Senate of the University of Pardubice have been registered by the Ministry of Education, Youth and Sports pursuant to § 36 sections 2 and 5 Act on Universities on 5 March 2021 under ref. N. MSMT-6501/2021-1.

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Mgr. Karolína Gondková
Head of the Higher Education Department

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RULES OF PROCEDURE OF THE ACADEMIC SENATE
OF THE UNIVERSITY OF PARDUBICE
OF DECEMBER 7, 2020

PART ONE

Introductory Provisions

Article 1

Preamble

The Rules of Procedure of the Academic Senate of the University of Pardubice (the "Rules of Procedure of the Senate") are an internal regulation of the University of Pardubice (the "University") pursuant to Section 17, Subsection 1, Clause c) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended (the "Act").

Article 2

Member of the Academic Senate

- (1) (1) A member of the Academic Senate of the University of Pardubice (the "senator") has the right and obligation to participate in the sessions.
- (2) Members of the Academic Senate of the University (the "Senate") may not be substituted.
- (3) Each senator is obliged to act in the interest of the University as a whole, both at and outside the sessions. The senator is responsible for the performance of his/her function to members of the academic community of the university.
- (4) Each senator is obliged to immediately inform the President of the Senate in the event that he/she resigns his/her seat in the Senate, or that his/her membership expires pursuant to Section 8, Subsection 2 of the Act.
- (5) If a senator is unable to attend one of the sessions for a serious reason, he/she is obliged to justify his/her absence to the President of the Senate before the beginning of the session.

PART TWO

Senate Sessions

Article 3

Constitutive Session

- (1) The inaugural first session of the newly elected Senate in the election period (the „inaugural session“) is called on by the retiring chair or by a person appointed by him/her from the newly elected Senate who chairs the inaugural session until the new chair is elected. The inaugural session is called on in a way to be held no later than 10 days after the beginning of the election period.
- (2) The inaugural session is exclusively convened for establishing the bodies of the Senate. It is not possible to submit matters for approval or discussion at this session pursuant to Section 9 of the Act.

Article 4

Ordinary and Extraordinary Sessions, Convening of Sessions

- (1) Sessions of the Senate are public.
- (2) Sessions of the Senate are regular, special and constitutive.
- (3) Regular sessions of the Senate shall always be held at least once a semester. During the first quarter of a calendar year, the Senate Presidium shall draw up and publish the schedule of regular sessions for that calendar year. The change of the date of a regular session shall be decided by the Senate Presidium.
- (4) Sessions of the Senate shall be convened by the President of the Senate or a member of the Presidium of the Senate authorized by him.
- (5) Special sessions of the Senate shall be convened without delay by the President of the Senate on the proposal of the Senate Presidium, on the proposal of the Rector, or on the proposal of at least one-fifth of the senators. The proposal to convene a special session shall be substantiated in writing and accompanied by relevant material.
- (6) In the event that the Board of Directors of the University of Pardubice (the "Board of Directors") does not approve the draft budget pursuant to Section 15, Subsection 2, Clause b) of the Act, the Senate is obliged to meet for a new debate thereto within 14 days of delivery of the resolution to the President of the Senate through the information system of the University.
- (7) Sessions of the Senate may be held in a remote form by a suitable means of distance communication which enables the transmission of sound and images ("distance sessions"). The Senate Presidium shall decide whether a session of the Senate will take place in the form of a distance session. The Senate Presidium is obliged to ensure that the distance session is accessible to the academic community and the public.
- (8) The rules for distance sessions and voting, which are published together with the materials for the sessions, shall be approved by the Senate at the beginning of the distance sessions. If the draft rules for distance sittings and voting are not approved, a debate shall take place, after which the Senate Presidium shall submit amended draft rules, taking into account the comments made in the debate. If the rules for the distance session and voting are still not approved, the President (pursuant to Article 9, Paragraph 1) shall close the session.

Article 5

Quorum for Session

- (1) The Senate has a quorum to hold a session and pass resolutions if an absolute majority of all senators is present.
- (2) If the required number of senators does not arrive within a reasonable time after the beginning of the session, or if the required number of senators does not join the distance session within a reasonable time, the President (pursuant to Article 9, Paragraph 1) shall close the session.

Article 6 **Responsibilities of the Senate**

- (1) The responsibilities of the Senate are defined by Section 9 of the Act. In particular, the Senate:
 - a) approves the university budget submitted by the Rector and controls the use of funds,
 - b) approves the annual report on activities and the annual report on the management of the university submitted by the Rector,
 - c) approves the report on the internal evaluation of the quality of educational, creative and related activities of the University submitted by the chair of the Internal Assessment Board,
 - d) gives the Rector prior consent for the appointment and removal of members of the Scientific Board and members of the Internal Assessment Board,
 - e) approves the strategic plan of the educational and creative activities of the University and the annual plan for the implementation of the strategic plan submitted by the Rector,
 - f) on the proposal of the Rector, annuls an internal regulation, decision or other act of a body of a part of the University or suspends its effectiveness if this internal regulation, decision or act is in conflict with special regulations or internal regulations of the University,
 - g) comments on the Rector's intention to appoint or remove Vice-Rectors,
 - h) comments on legal proceedings requiring the approval of the Board of Directors,
 - i) comments on the suggestions and opinions of the Board of Directors pursuant to Section 15, Subsection 3 of the Act,
 - j) decides on the Rector's proposal on the establishment, merger, division and dissolution of faculties and other parts of the University, or other parts thereof according to § 9 of the Act,
 - k) approves the Rules of Procedure of the Senate on the proposal of the Senator, the Senate shall request the Rector's opinion on this proposal,
 - l) approves the internal regulations of the faculties on the proposal of the academic senate of the faculties, the senate shall request the Rector's opinion on this proposal,
 - m) approves other internal regulations of the University and its parts on the proposal of the Rector.
- (2) The Senate decides by a resolution. Resolutions shall be listed verbatim in the minutes of the session.
- (3) A resolution is adopted if an absolute majority of all senators vote for it, unless otherwise provided by law.
- (4) The Senate usually makes decisions by public vote. The Senate shall make decisions by secret ballot, if so provided by a legal regulation, the Statutes of the University, or the Rules of Procedure of the Senate, or if the Senate so decides. Persons are always voted on by secret ballot. This does not apply to the election of session scrutineers and members of the election commission.

Article 7 **Documents for sessions, discussion of proposals in the Senate**

- (1) As a rule, the proposer participates in the discussion of individual matters. In his/her absence, the Senate may postpone the discussion.
- (2) The proposer shall send written documents to the Presidium well in advance for matters to be discussed at a session of the Senate, but not later than 14 days before the session of the Senate. The

documents shall contain the name of the proposer, the justification of the proposal and, as a rule, the proposal for the wording of the resolution. Draft internal regulations of the University, including a proposal for their amendments, are submitted to the Senate Presidium one month before the discussion at the Senate session. If possible, the proposer shall already inform the Senate Presidium about the preparation of the draft internal regulation or its amendment.

- (3) The Senate Presidium submits the documents to the Rector well in advance, usually one month before the discussion in the Senate, not later than 14 days before the session of the Senate. The Rector shall submit his/her opinion on the matter in question so that the deadline for the publication of materials discussed at the Senate session can be met.
- (4) In extraordinary situations, the proposer may request the Presidium to shorten the deadline for the submission of the proposal. The request shall be duly substantiated, and the inclusion thereof in the agenda of the session shall be decided by the Senate Presidium pursuant to Article 13, Paragraph 6, Clause a).
- (5) The Senate Presidium may request the opinion of the commission of the Senate on the matters under discussion. In order to prepare an opinion, the commission can, in a justified case, request through the Vice-rector or Bursar the cooperation of any organizational unit of the University or its part, the submitter of documents, or request the opinions of other entities.

Article 8

Proposals, suggestions and comments of senators and members of the academic community

- (1) During a session, a senator has the right to submit his/her proposals, suggestions and comments to the academic bodies of the university or the Senate Presidium, ask questions and get answers.
- (2) The Rector, or the Vice-Rector or Bursar authorized by him/her, shall answer questions posed by the senator to the University Executive Board straight at the session.
- (3) If time is needed to prepare an answer, or if it is not possible to answer a question on the spot for another serious reason, the Rector or the Vice-Rector or Bursar authorized by him/her shall reply in writing within 14 days of the session. The written answer shall be read by the chair at the next session of the Senate.
- (4) Members of the academic community of the University shall address their suggestions, comments and questions to the Senate through senators elected by them or submit them directly to the President of the Senate.

Article 9

Chair and agenda of sessions

- (1) Sessions of the Senate shall be chaired by the President of the Senate or a member of the Senate Presidium authorized by him/her (the "Chair").
- (2) At the beginning of each session of the Senate, the proposed agenda of the session prepared and submitted by the Senate Presidium is first discussed and approved.
- (3) If the proposed agenda is not approved, a debate shall be held, after which the Senate Presidium shall submit an amended draft agenda, taking into account the comments made in the debate. If the draft agenda for the session is still not approved, the Chair shall close the session.

Article 10

Debate

- (1) A debate shall be held on individual items on the agenda.

- (2) Before debating individual matters, the Chair may invite the submitter of documents on the item under discussion or a representative of a senate commission to give an introductory word.
- (3) During the debate, the Senate may, by a resolution, adjourn the item under discussion and return the material for completion.
- (4) Items on the agenda, the subject of which is information to be taken into account by the Senate, shall not be debated if written background material was available and if none of the senators requests the holding of the debate.
- (5) During the debate, the Chair gives the floor to the senators in the order in which they signed up. Under time pressure, the Chair has the right to set a speaking time or to close the debate, even if some of the participants have not yet been given the floor.
- (6) The Chair shall always give the floor as a matter of priority (whenever they request it) to:
 - a) the Rector, or the Vice-Rector on his/her behalf,
 - b) the Dean of the Faculty or the Vice-Dean on his/her behalf,
 - c) the Chair of the Board of Directors or a member of the Board of Directors authorized by him/her,
 - d) a member of the Internal Assessment Board who has been appointed by the Chair of that Board,
 - e) the proposer.
- (7) With the consent of the Chair, any member of the academic community of the University may speak in the debate.

Article 11

Correcting incorrect measures

- (1) If, in the opinion of the Senate, a decision or measure of another body of the University or its part contravenes a legal regulation or an internal regulation of the University, the Senate may discuss the matter and decide on a request for remedy. Such a decision shall include a statement of reasons.
- (2) If another body of the University or its part fails to implement a resolution of the Senate pursuant to Paragraph 1 of this Article, the Senate may discuss the matter at the next session and resolve on a request for remedy, usually inviting the competent authority or its representative. Such a decision shall include a statement of reasons.

Article 12

Minutes of the session

- (1) The minutes of the session shall be prepared and published by the Chair in cooperation with the administrative support of the Senate, as determined by the Rector.
- (2) The minutes of the session, signed by the Chair, including the annexes, shall be archived. The text of the minutes shall be published within 10 calendar days of the session in the public part of the University's website and shall be sent to all senators by e-mail. The minutes, including approved documents, shall be delivered to the Rector within 10 calendar days of the session.
- (3) The minutes of the session shall contain in particular:
 - a) the place, date and time of the session,
 - b) a list of senators and other participants present,
 - c) a list of absent senators with an indication of unexcused ones,
 - d) the approved agenda of the session,
 - e) resolutions and statements of the Senate on individual submitted motions or discussed matters, including an indication of the manner and result of the vote,

- f) the opinion of the senator on the adopted resolution or the matter under discussion, if the senator so requests during the session.

PART THREE

Senate bodies

Article 13

Senate Presidium

- (1) The Senate shall constitute the Senate Presidium (the "Presidium") by election at the constitutive session and then always after the expiration of the term of office of the Presidium.
- (2) The Presidium is elected for one year. The term of office of the Presidium shall always end at the latest at the same time as the term of office of the Senate.

(2) The Presidium is elected for the entire term of the Senate, with the term of office of the Presidium ending with the term of the Senate.

effective from January 6, 2023

- (3) The Presidium has five members. The Presidium is headed by the President of the Senate (the "President").
- (4) The Presidium shall decide by voting. A majority of the members of the Presidium shall be required for the adoption of a decision. If the number of members of the Presidium falls below three, the Presidium shall have no quorum. The proceedings shall then be continued in accordance with Article 16.
- (5) One member of the Presidium shall be elected from among the students. The other members of the Presidium shall be elected from among the academic staff so that each member of the Presidium from among the academic staff is from a different constituency specified in the Electoral Rules of the University.
- (6) The Presidium shall manage the activities of the Senate, in particular:
 - a) prepares the draft agenda of the Senate session,
 - b) coordinates the work of commissions established by the Senate,
 - c) deals with urgent matters between sessions. It shall inform about its decisions at the next session of the Senate,
 - d) monitors the implementation of resolutions from previous sessions,
 - e) submits to the Senate a draft internal budget spending of the Senate and its evaluation,
 - f) communicates with other university bodies, including their components.

Article 14

Election of the Senate Presidium

- (1) The election of the Senate Presidium shall be conducted by the resigning chair or a member of the resigning Presidium authorized by him/her.
- (2) The Senate shall elect a three-member election commission to organize the election of the Presidium. The election at the constitutive session shall be preceded by a brief introduction of the senators.
- (3) The election is direct and secret. The choice is a maximum of three rounds.

- (4) In the first round, each senator shall nominate one candidate from among the students and four candidates from among the academic staff so that the condition pursuant to Article 13, Paragraph 5 is met.
- (5) Two candidates from the ranks of students and eight candidates from the ranks of academic staff with the highest number of votes shall advance to the second round, if they can be unambiguously determined. If the given number of candidates cannot be clearly distinguished due to the equality of votes, all other candidates who received the required number of votes for the last qualifying place shall advance to the second round.
- (6) Before voting in the second round, each candidate shall publicly agree with the candidacy. In the second round, each senator shall select one student candidate and four academic candidates in order to meet the condition set out in Article 13, Paragraph 5.
- (7) The candidate who receives the highest number of votes in the second round shall become a member of the Presidium from among the students. The first four candidates who receive the highest number of votes in the second round shall become members of the Presidium from among the academic staff in order to meet the condition set out in Article 13, Paragraph 5.
- (8) If it is not possible to unambiguously determine all candidates who become members of the Presidium due to the equality of votes in the second round, the third round of election shall decide between these candidates. The senators shall vote on the candidates in such a way that the condition pursuant to Article 13, Paragraph 5, is met. If there is no clear decision in the re-election, the decision between these candidates shall be made by lot.

Article 15 President of the Senate

- (1) The election is direct and secret.
- (2) The Senate shall elect its President from among the members of the Presidium. The member of the Presidium having the greatest number of votes shall be the President.
- (3) In the event of a tie for two or more candidates, another round of election shall take place. Only those candidates who tied in the previous round shall advance to it.

Article 16 Termination of membership in the Senate Presidium and by-elections to the Senate Presidium

- (1) Membership in the Presidium shall terminate:
 - a) upon termination of membership in the Senate,
 - b) by resignation,
 - c) by removal,
 - d) upon expiry of the term of office in the Presidium.
- (2) The Presidium, or its individual members, may be removed during the term of office by voting in the Senate on the proposal of at least one-fifth of the senators. Senators who submit a motion to remove the Presidium or its member shall justify their motion before the vote.
- (3) If the membership in the Presidium is terminated to one or more members of the Presidium during the term of office, the Senate shall elect the appropriate number of members of the Presidium at the next session. If the number of members of the Presidium falls below three, the remaining members of the Presidium are obliged to convene a session within 14 days, at which the required number of members of the Presidium shall be elected.

- (4) In the by-election, the procedure shall be similar to Article 14, with each senator proposing the appropriate number of missing members of the Presidium in the first round of elections and twice this number advancing to the second round.
- (5) The term of office of such members of the Presidium elected in a by-election shall end at the same time as the term of office of the Presidium as a whole.

Article 17

Senate Commissions

- (1) The Senate shall establish commissions of the Senate ("commissions"), which are an advisory body of the Senate. At the request of the Presidium, they shall comment on proposals discussed at sessions of the Senate.
- (2) The Senate shall establish an economic commission, a legislative commission and a commission for study and creative activities. The establishment or dissolution of other commissions shall be proposed by the Presidium and approved by the Senate at its session.
- (3) The commissions shall have at least five members. Any member of the Senate can apply for being a member of the commission at any time. A member of the commission may resign from the commission at any time. The resignation shall take effect on the date of notification to the Presidium.
- (4) On the proposal of the chair of the commission, the Presidium may also appoint another person as a member of the commission, who is a member of the academic community of the University.
- (5) The chairs of the senate commissions shall be elected by the Senate on the proposal of the President of the Senate.

PART FOUR

Other bodies established by the Senate

Article 18

Election of a candidate for the office of Rector

- (1) The Senate shall announce the election of a candidate for the office of Rector (the "election of a candidate") not later than three months before the end of the term of office of the current Rector.
- (2) In order to prepare the election of a candidate, the Senate shall establish a five-member election commission, appointing its chair. Members of the election commission shall not run for the office of Rector.
- (3) All members of the academic community of the University of Pardubice and members of the Scientific Board of the University of Pardubice are entitled to submit nominations for a candidate for the office of Rector (the "candidate"). Nominations for candidates shall be submitted to the election commission within the time limit set by the Presidium when announcing the election of the candidate for the office of Rector. Nominations shall be submitted in writing, supplemented by the identification and signature of the proposer.
- (4) The nomination shall be discussed in person with the proposed candidates by the chair of the election commission or a member of the election commission authorized by him/her, ensuring their consent to the candidacy. If the proposed candidate does not agree with the candidacy, the election commission shall reject this proposal for the candidate.

- (5) After the expiration of the deadline set for the submission of nominations for the candidate, the election commission shall immediately inform the Presidium of the submitted nominations for the candidate.
- (6) The proposed candidates shall be introduced to the academic community and employees of the University of Pardubice at the pre-election assembly. The pre-election assembly shall be convened by the Senate Presidium so that it takes place not later than one week and not earlier than 30 days before the election of the candidate for the office of Rector. The pre-election assembly shall be chaired by the President of the Senate.

Article 19

Election of the candidate for the office of Rector in the Senate

- (1) The Election Commission shall prepare the list of candidates for the election of the candidate for the office of Rector in the Senate.
- (2) The election is direct and secret. The election shall not be made remotely. A ballot paper is valid only if it has a maximum of one candidate clearly marked.
- (3) The candidate for the office of Rector shall be the nominee, for whom an absolute majority of all senators has voted.
- (4) If none of the candidates receives an absolute majority, a new round of election shall always be held with the deletion of the candidate who received the smallest number of votes in the previous round. If more than one candidate receives the same minimum number of votes, all those candidates shall be deleted.
- (5) If none of the candidates receives the required number of votes in the last round, the Presidium shall immediately announce a new election so that it is held with the newly proposed candidates within thirty days.
- (6) If a pre-election assembly is held during a new election, the Presidium shall convene it so that it takes place not later than three days before the election of the candidate in the Senate.
- (7) A proposal for appointing the elected candidate to the office of Rector shall be submitted by the President of the Senate, pursuant to Section 10, Subsection 2 of the Act to the President of the Republic through the Minister of Education, Youth and Sports.

Article 20

Removal of the Rector from office

- (1) A motion to remove the Rector from office may be filed:
 - a) for conduct that is in conflict with the principles of human rights, humanity and democracy,
 - b) for a serious violation of the legal order and non-compliance with the internal regulations of the University,
 - c) if the Rector has compromised the civic, scientific or pedagogical honour.
- (2) A motion to remove the Rector from office shall be filed in writing by the self-governing academic body of the University or its part, or by a group of at least twenty members of the academic community. The motion shall include a detailed justification.
- (3) The Senate shall request the opinion of the Rector and shall discuss and assess this opinion as well as the motion for removal from office.
- (4) The Senate shall decide on the motion to remove the Rector from office by secret ballot. The motion is approved if at least three-fifths of all senators vote for it.

- (7) The motion for the removal of the Rector from office shall be submitted by the President of the Senate, pursuant to Section 10, Subsection 2 of the Act to the President of the Republic through the Minister of Education, Youth and Sports.

Article 21

Proposal for the appointment of members of the Internal Assessment Board

- (1) Proposals for the appointment of members of the Internal Assessment Board proposed by the Senate may be submitted by the Senators through the Presidium not later than 14 days before the session of the Senate at which the proposals are to be resolved. The written consent of the nominated members to the appointment shall be submitted with the proposal.
- (2) The number of nominated members may be higher than the number of members of the Internal Assessment Board, who are to be appointed on the proposal of the Senate according to the Statutes of the University.

PART FIVE

Common, transitional and final provisions

Article 22

Publication of documents related to the Senate sessions

- (1) The Presidium shall ensure the publication of documents for a Senate session on the University's website enabling remote access not later than seven calendar days before the session. The documents shall be sent to the senators by e-mail. In particular, it is the publication of the date, place and draft agenda of the session and written documents for the session.
- (2) In the case of a proposal to amend the rules of procedure of the Senate, submitted by a senator or a group of senators, the Presidium shall ensure that the proposal is made available immediately after the proposal is submitted to it.

Article 23

Administrative agenda

- (1) The administrative agenda, including cooperation in creating the minutes of the Senate session, shall be provided by an employee appointed by the Rector.
- (2) All written materials related to the activities of the Senate shall be archived for a period of ten years after the end of the election period in which they were made.

Article 24

Repealing provisions

- (1) The Rules of Procedure of the Academic Senate of the University of Pardubice approved by the Senate on April 25, 2017, registered by the Ministry of Education, Youth and Sports on June 9, 2017 under Ref. No. MSMT-12551/2017, are hereby repealed.

Article 25

Force and effect

- (1) These Rules of Procedure of the Senate were discussed and approved in accordance with Section 9, Subsection 1, Clause b), Subclause 1 of the Act on November 10, 2020.
- (2) These Rules of Procedure of the Senate shall come into force pursuant to Section 36, Subsection 4 of the Act on the day of registration by the Ministry of Education, Youth and Sports.
- (3) These Rules of Procedure of the Senate shall come into effect on the day of registration by the Ministry of Education, Youth and Sports.

Ing. Petr Bělina, Ph.D., by own hand
President of the Senate