

As per Article 36, subsection 2 of the Act No. 111/1998 Coll. on Higher Education Institutions and on Modification and Amendment of Other Acts (The Higher Education Act), the Ministry of Education, Youth and Sports registered the Standing Orders for the Scientific Board of the University of Pardubice under Ref. No. 29 325/2006-30 on 12th December 2006.

Alterations to the Rules of Procedure of the Scientific Board of the University of Pardubice were registered by the Ministry of Education, Youth and Sports pursuant to § 36 subsections 2 and 5 of the Act on Universities on 21 April 2021 under file No. MSMT-11091/2021-1.

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Director of the Division for Higher Education*

THE STANDING ORDERS FOR THE SCIENTIFIC BOARD OF THE UNIVERSITY OF PARDUBICE DATED 12TH DECEMBER 2006

Article 1

Fundamental provisions

- (1) Conditions of nominating and removing members of the Scientific Board of the University of Pardubice (hereinafter referred to as "Scientific Board") are determined by Article 9, subsection 1, letter f) and Article 11 of the Act No. 111/1998 Coll. on Higher Education Institutions and on Modification and Amendment of Other Acts (The Higher Education Act), in the wording of later regulations, (hereinafter referred to as "Act") and Article 16 of the Statute of the University of Pardubice. The competencies of the Scientific Board are defined by Article 12 of the Act.
- (2) Scientific Board membership is non-transferable.

Article 2

Scientific Board proceedings

- (1) Scientific Board proceedings are called by the Rector to discuss matters provided for in the Act. The schedule of Scientific Board meetings is specified by the Rector as needed in the course of the academic year.
- (2) The agenda of Scientific Board proceedings is proposed by the Rector. Invitation for Scientific Board meeting along with a proposal of the agenda will be sent in writing to every Scientific Board member at least two weeks before the meeting. Every Scientific Board member has the right to request the Rector to add topics to the agenda.
- (3) Scientific Board proceedings are presided by the Rector, or the Vice-Rector authorised by the Rector in case of his absence.
- (4) The Scientific Board acts and is competent to decide by resolution should there be the majority of all Scientific Board members present. The Scientific Board acts and is competent to decide by resolution in the process of exercising its duties in habilitation procedures and professor appointment procedures should there be the two-thirds of all Scientific Board members present.
- (5) Should the Scientific Board not be competent to decide by resolution, the Rector shall specify new proceeding term with approval of the present Scientific Board members.
- (6) The Scientific Board makes a decision by means of its resolution. The proposed resolution is accepted by voting.
- (7) Scientific Board's resolution is approved should the present majority of Scientific Board members vote for the resolution with the exceptions listed in subsection 8.

(8) Scientific Board's resolution is approved should the majority of Scientific Board members vote for the resolution in the following cases:

- a) Approval of study programmes provided by the University of Pardubice (hereinafter referred to as "University") unless the decision was delegated to the Scientific Board of pertinent higher education institution;
- b) Approval of proposals for the accreditation of fields for habilitation procedures and professor appointment procedures provided by the University;
- c) Vote in the process of exercising its duties in habilitation procedures and professor appointment procedures.

(9) The Scientific Board can vote by secret ballot or publicly. The Scientific Board shall vote by secret ballot to decide by resolution upon proposals pertaining to a person. To perform a secret ballot, the Scientific Board appoints two members by public voting who evaluate and announce the results of voting directly in the boardroom.

(10) The Scientific Board can vote by secret ballot upon other issues should the Scientific Board decide by resolution upon the voting.

(11) The Scientific Board can make decisions without proceedings (per rollam). In such case, the Rector presents a written proposal of resolution with deadline to all Scientific Board members, in which the members shall make a statement in written form. Should a Scientific Board member fail to make a statement in time, it shall be considered as disagreement. The resolution is approved should the two-thirds of all Scientific Board members make a statement and should the majority of all Scientific Board members vote for the resolution. The Rector notifies immediately all Scientific Board members about the results of voting in writing. Decisions without proceedings cannot be accepted in case of subject matters in subsection 8.

(12) Ceremonial Scientific Board meeting, habilitation lecture, professorship lecture and other lectures in front of the Scientific Board are public. Exclusion of the public from Scientific Board proceedings is decided by its Chair. If necessary, the Rector can invite other persons for Scientific Board proceedings. Invited persons have advisory vote.

(13) Administrative agenda of the Scientific Board is provided by the Vice-Rector authorised by the Rector. Scientific Board proceedings are attended by the University employee who is authorised by the Rector and keeps the records. Records from the Scientific Board proceedings are sent to all Scientific Board members. Comments on the records are always discussed on the next Scientific Board meeting.

Article 2a

Special provisions for meetings of the Scientific Board using means of distance communication

(1) If there is a risk of delay or if important circumstances justify such a procedure, the Chair of the Scientific Board may convene a meeting of the Scientific Board using means of distance communication ("distance meetings").

(2) The rules for distance meetings and voting ("the rules") shall be laid down by the Chair of the Scientific Board. The rules are sent to the members of the Scientific Board together with the invitation and documents for the distance meeting at least two weeks before the meeting.

(3) The Scientific Board has a quorum if an absolute majority of all members of the Scientific Board participate in the distance meeting. If an absolute majority of all members of the Scientific Board is not present at the distance meeting, the Chair of the Scientific Board shall close the distance meeting.

(4) The rules must be approved by the Scientific Board at the beginning of the distance meeting. If the draft rules are not approved, the Chair of the Scientific Board shall close the meeting.

(5) Minutes shall be taken of the distance sitting.

(6) Article 2 shall apply, save as otherwise provided in Article 2a.

Article 3

Special provisions

(1) Every Scientific Board member can request the Rector to terminate his/her Scientific Board membership. In such case, the Rector shall put in a request for the removal of the Scientific Board member on the next meeting of the Academic Senate of the University.

(2) In severe and legitimate cases, the Rector can remove a Scientific Board member with approval of the Academic Senate of the University.

Article 4
Final provisions

(1) The Standing Orders for the Scientific Board of the University of Pardubice registered by the Ministry of Education, Youth and Sports dated 3rd May 1999 under Ref. No. 20 682/99-30 are revoked.

(2) These Standing Orders for the Scientific Board were approved as per Article 9 subsection 1 letter b) of the Act by the Academic Senate of the University dated 5th December 2006.

(3) These Standing Orders for the Scientific Board come into effect as per Article 36 subsection 4 of the Act on the date of their registration by the Ministry of Education, Youth and Sports.

prof. Ing. Jiří Málek, DrSc., v. r.

Rector