

Rules of Procedure of the PŘF UHK Subject-Area Boards for Doctoral Study Programmes

In accordance with Section 47(6) of Act No. 111/1998 Sb., on Higher Education Institutions, as amended (hereinafter the "Higher Education Institutions Act") and in connection with Article 33 of the valid UHK Study and Examination Code (hereinafter the *SEC*), the Dean of the PŘF UHK, after consultation with the existing PŘF Subject-Area Boards of Doctoral Study Programmes (hereinafter referred to as *DSP*) and approval by the PŘF Academic Senate, issues the Rules of Procedure of the DSP Subject-Area Boards of the PŘF UHK.

Article 1 Establishment of the DSP Subject-Area Board of the PŘF UHK

1. Each individual DSP accredited by the PŘF UHK is monitored and evaluated and, within the scope of the powers granted below, is also managed by the Subject-Area Board of this DSP.
2. The name of the DSP Subject-Area Board consists of the words "Subject-Area Board of a Doctoral Study Programme" and the name of the relevant DSP given by the accreditation.
3. The DSP Subject-Area Board is established without undue delay after the accreditation of the respective DSP. The DSP guarantor, who was named in the accreditation application on the basis of which the DSP was granted accreditation, is appointed the chair of the DSP Subject-Area Board.
4. Upon the proposal of the chair of the DSP Subject-Area Board, the Dean appoints, within 60 days after the granting of accreditation, another 6 to 14 members of the DSP Subject-Area Board from among the academic staff or researchers nominated as members of the Subject-Area Board as part of the accreditation application that was approved by the PŘF Scientific Board prior to submission and on the basis of which the accreditation was granted to the given DSP, while at least $\frac{1}{4}$ (one quarter) of the members of the DSP Subject-Area Board must be employees of the University of Hradec Králové.

5. On the proposal of the chair of the Subject-Area Board, the Dean may appoint a secretary of the DSP Subject-Area Board from among the PřF academic staff or PřF technical and economic staff or students of the relevant DSP.

Article 2 Composition of the PřF UHK DSP Subject-Area Board and the term of office of their members

1. The DSP Subject-Area Board may propose to the Dean to change the number of members by adding a member or members from among the academic staff or researchers.
2. The DSP Subject-Area Board may propose the removal of any of its members.
3. The DSP Subject-Area Board may propose to the Dean to appoint one of the current members as a member of the Subject-Area Board for the next term of office.
4. A proposal for a change in the numerical or personnel composition of the DSP Subject-Area Board or a proposal for the appointment of an existing member of the DSP Subject-Area Board for the next term of office must always be discussed by the PřF Scientific Board.
5. In case of any change in the composition of the previously established DSP Subject-Area Board, the Dean shall observe the following conditions:
 - a. The number of members of the DSP Subject-Area Board shall not fall below seven;
 - b. The number of members of the DSP Subject-Area Board of Studies shall not exceed fifteen;
 - c. At least $\frac{1}{4}$ (one quarter) of the members of the DSP Subject-Area Board are academic staff or researchers who are not employees of the University of Hradec Králové.
2. The term of office of a member of the DSP Subject-Area Board, other than the Chairperson, is five years.
3. Membership of the DSP Subject-Area Board is ending:
 - a. By the expiry of the term of office of a member of the DSP Subject-Area Board;
 - b. By resigning as a member of the DSP Subject-Area Board submitted in writing to the chair of the DSP Subject-Area Board;
 - c. By removal from the position of DSP Subject-Area Board member by the PřF Dean.

Article 3 Chair of the DSP Subject-Area Board – DSP Guarantor

1. The position of the chair of the DSP Subject-Area Board and his/her membership is linked to the position of the given DSP guarantor.
2. The term of office of the Chair of the DSP Subject-Area Board lasts for the entire period during which the academician is the guarantor of the given DSP in accordance with the decision on the granting of accreditation. The Chair of the DSP Subject-Area Board may not resign.
3. The Chair convenes and manages the meetings of the DSP Subject-Area Board. If for serious reasons he/she is unable to attend a meeting of the Subject-Area Board in person, he/she delegates the chairing of the meeting to one of the members of the DSP Subject-Area Board present.
4. The Chair submits the agenda electronically to the members of the DSP Subject-Area Board no later than 5 days before the date of the Board meeting.
5. Submits the material to the members of the DSP Subject-Area Board electronically for a per rollam vote no later than 5 days before the deadline for the vote.
6. The Chair must meet the conditions set out in Section 44(6) of the Higher Education Institutions Act and the Government Regulation No. 274/2016 Sb., on standards for accreditation in higher education.
7. The Chair may be appointed or removed by the PŘF Dean only after prior discussion and approval by the PŘF Scientific Board.
8. Any change in the person of the DSP guarantor is a substantial change according to Section 85(c) of the Higher Education Institutions Act, which must be notified to the National Accreditation Office for Higher Education.

Article 4 Secretary of the DSP Subject-Area Board

1. The secretary of the DSP Subject-Area Board is appointed by the Dean for the duration of the accreditation of the respective DSP. The Dean may dismiss the secretary of the DSP Subject-Area Board upon the proposal of the Subject-Area Board. After the removal of the current secretary, a new secretary of the DSP may be appointed from among the PŘF academicians or PŘF technical and economic staff or students of the relevant DSP.
2. The Secretary of the DSP Subject-Area Board attends the meetings of the DSP Subject-Area Board with an advisory vote.

3. The Secretary of the DSP Subject-Area Board prepares the documents for the DSP Subject-Area Board meeting, sends invitations to meetings, calls for per rollam voting and information sheets to the members.

Article 5 Activities of the DSP Subject-Area Boards

1. The primary duty of each of the DSP Subject-Area Boards is to monitor and evaluate the study and teaching in its respective DSP and to manage it within the scope of its delegated powers.
2. The duties and powers of the DSP Subject-Area Board are stipulated by the Higher Education Institutions Act and in particular by Article 33 of the current UHK SEC.
3. The DSP Subject-Area Board meets as needed, but at least twice a year.
4. The DSP Subject-Area Board discusses and approves modifications to the DSP curriculum or syllabuses of individual courses included in the curricula of the respective DSP and other requirements for DSP students. In doing so, it monitors whether these are substantial changes that fall under the information obligation according to the methodological material of the National Accreditation Office for Higher Education on the obligation of higher education institutions to inform about changes in the implementation of accredited activities. In the event that the modification would be subject to the information obligation, the chair of the DSP Subject-Area Board is obliged to request approval of the modification and subsequent provision of information to the National Accreditation Office by the PřF Dean.
5. The DSP Subject-Area Board discusses the specification of the topics for the doctoral state examinations in the form of comprehensive sets of questions valid for the upcoming period of several academic years.

Article 6 Meetings of the DSP Subject-Area Board

1. The meeting of the DSP Subject-Area Board starts with the discussion and approval of the agenda. Each member of the DSP Subject-Area Board has the right to propose additional items to the draft agenda sent in advance.
2. Meetings of the DSP Subject-Area Board are closed to the public. However, if necessary, the chairperson of the DSP Subject-Area Board may invite other persons to attend the meeting of the DSP Subject-Area Board, in

particular from among the supervisors, consultants or students of the given DSP. Invited persons shall have an advisory vote.

3. For the purpose of assessing the quorum and voting results, the number of members of the DSP Subject-Area Board shall be understood as the number of members including the Chair of the DSP Subject-Area Board. The votes of all members of the DSP Subject-Area Board shall be equal.
4. The DSP Subject-Area Board has a quorum if more than one half of its members are present.
5. If the DSP Subject-Area Board does not have a quorum, the Chair shall, with the consent of the members present, set a new date for the meeting.
6. Major decisions are taken by the DSP Subject-Area Board in the form of a resolution. A vote is taken on the adoption of the proposed resolution.
7. A resolution is approved if more than half of the members of the DSP Subject-Area Board present vote in favour of it.
8. Voting can be secret or public. At any time, including when voting on matters that are normally open to the public, any member of the Board may propose a secret ballot. The Board shall decide on such a motion by a public vote. As a rule, the DSP Subject-Area Board shall vote publicly if it:
 - a. Approves the draft dissertation topics submitted by the supervisor;
 - b. Expresses its opinion on the proposal to appoint a supervisor for a given DSP student (according to Article 34(2) of the current SEC);
 - c. Expresses its opinion on the proposal for the appointment of a dissertation consultant (pursuant to Article 34(6) of the current SEC);
 - d. Discusses changes in the structure of courses that are part of the relevant study programme;
 - e. Expresses its opinion on the individual study plans of doctoral students (according to Article 35 of the current SEC) and on any changes to them;
 - f. Discusses the evaluations of doctoral students submitted by supervisors resulting from the study programme;
 - g. Initiates proposals for modifications to the study programme in relation to the conditions of accreditation;
 - h. Approves the content and scope of the state doctoral examination (in accordance with Article 42(1) of the current SEC);

- i. Determines the scope and form of the hearing (according to Article 42(2) of the current SEC);
 - j. Proposes chairpersons and members of committees for state doctoral examinations and dissertation defences;
 - k. Discusses the amount of doctoral bursaries.
9. A secret ballot is taken by the DSP Subject-Area Board if it:
 - a. Proposes to the Dean a change in the number of members by a member or members from among the academic staff or researchers;
 - b. Proposes to the Dean the removal of one of its members;
 - c. Proposes to the Dean to appoint one of its members from among the academic staff or researchers as a member of the Board for the next term of office;
 - d. Expresses its opinion on the proposal to remove the supervisor of the given DSP student (according to Article 34(2) of the current SEC);
 - e. Approves the proposal of a dissertation topic which, in accordance with the provisions of Section 62(1)(f), has been proposed by the DSP student himself/herself but has not yet obtained a supervisor to submit such a topic;
 - f. Recommends to the Dean the termination of the study of the Ph.D. student of the given DSP for non-fulfilment of the requirements;
 - g. Evaluates the performance of supervisors and submits the conclusions to the Dean;
 - h. In all personnel matters not explicitly listed in the preceding paragraph 8.
10. For the secret ballot, the DSP Subject-Area Board shall elect two members in advance to evaluate the votes cast and announce the result of the ballot. The election of these members shall be public and measures shall be taken to prevent interference with the ballot papers.
11. Minutes of the meetings of the DSP Subject-Area Board are taken by the Secretary of the DSP Subject-Area Board. If there is no secretary appointed for a given DSP Subject-Area Board, the chair of the DSP Subject-Area Board may use the clerk of the department responsible for teaching the given DSP to take the minutes. The minutes of each meeting of the DSP Subject-Area Board are sent to all members of the departmental council and to the head of the study department of the Dean's Office of the PřF UHK, no later than two weeks from the date of the meeting of the DSP Subject-Area Board. The

complete minutes are not published. Comments to the minutes are always discussed at the next meeting of the DSP Subject-Area Board.

12. In addition, the resolution of the DSP Subject-Area Board which contains neither the names or other personal details of the persons discussed, nor the specific amount of doctoral bursaries discussed shall be separately extracted from the minutes of the DSP Subject-Area Board. The resolution is published on the website of the PŘF UHK, no later than two weeks from the date of the meeting of the DSP Subject-Area Board.
13. Voting outside the term of the meeting of the DSP Subject-Area Board, which is not secret, may also take the form of per rollam voting by electronic means. A record of the per rollam vote and its result shall be made and, in addition, a resolution shall be extracted separately from the minutes. Paragraphs 11 and 12 of this Article shall apply mutatis mutandis to the circulation and publication of these minutes and resolutions.

Article 7 Provisions on the DSP Sectoral Board proceedings using distance communication means

1. The Chair of the DSP Subject-Area Board may convene a meeting of the DSP Subject-Area Board using the distance communication means.
2. For the meetings of the DSP Subject-Area Board using the distance communication means, the chair of the DSP Subject-Area Board must send the members of the DSP Subject-Area Board, together with the agenda, all materials to be approved, discussed, evaluated or commented on by the DSP Subject-Area Board at least 5 days before the date of the meeting.
3. In the event that the DSP Subject-Area Board does not have a quorum at the time set for the meeting, the meeting shall be held using the distance communication means within seven days of the convened meeting at the same time, or at such other time as the Chair of the DSP Subject-Area Board may determine with the consent of the members participating in the distance communication.
4. Due to the fact that the meeting of the DSP Subject-Area Board is closed to the public, no audio-visual recording of the meeting is made.
5. If the Subject-Area Board is to vote by secret ballot at a meeting held by distance communication means, technical means used for voting shall be such as to ensure the secrecy of the vote. The detailed conditions for both

public and secret voting shall be determined by the Chair of the DSP Subject-Area Board.

6. Article 6 shall apply unless otherwise provided in Article 7.

Article 8 Special Provisions for the Joint Subject-Area Board for the DSP Toxicology

1. The DSP Toxicology which is accredited in cooperation with the Faculty of Medicine of Palacký University in Olomouc (hereinafter the "UPOL"), is monitored and evaluated by a joint subject-area board which, according to Annex 2 of the Agreement on Mutual Cooperation in the Implementation of the Joint Doctoral Study Programme Toxicology made by the Rectors of both universities on 17 December 2018 (hereinafter the "Agreement"), is governed by the UPOL internal regulations and internal standards in matters not covered by the Agreement.
2. The decision of the Dean of the PřF UHK does not apply to the activities of the joint Subject-Area Board for the DSP Toxicology.

Article 9 Transitional provisions

1. In the period from 1 September 2021 to 31 December 2024, it is possible to complete studies within the DSPs accredited before 2016, which can no longer accept new students. For the said period of time, the studies of two of these DSPs will be under the powers of the DSP Subject-Area Board accredited under the new accreditations as follows:
 - a. Studies in the DSP Biology with code P1501 will be subject to the powers of the Subject-Area Board for the DSP Biology and Ecology (DSP with code P0511D030023);
 - b. Studies in the DSP Physics with code P1701 and studies in the DSP Specialization in Education with code P7507 will subject to the powers of the Subject-Area Board for the DSP Didactics of Physics (DSP with code P0111D110001).
2. Another DSP accredited before 2016, in which it is possible to complete studies from 1 September 2021 to 31 December 2024 but which can no longer accept new students, is the DSP Chemistry with the code P1407 and with the study field Didactics of Chemistry. This DSP will continue to have a

separate Subject-Area Board called the Subject-Area Board for the DSP Didactics of Chemistry.

Article 10 Final Provisions

3. These Rules of Procedure of the DSP Subject-Area Boards of the UHK Faculty of Science have been discussed:
 - a. By the Subject-Area Board for the DSP Biology and Ecology on 26 August 2021;
 - b. By the Subject-Area Board for the DSP Didactics of Physics on 27 July 2021;
 - c. By the Subject-Area Board for the DSP Information and Communication Technologies in Education on 30 June 2021;
 - d. By the Subject-Area Board for the DSP Didactics of Chemistry on 15 September 2021;
 - e. By the Subject-Area Board for the DSP Toxicology on 23 September 2021.
4. These PŘF UHK Rules of Procedure of the DSP Subject-Area Boards were approved by the Academic Senate of the Faculty of Science on 21 June 2021.
5. This Decision shall enter into force and effect on the date of signing.

In Hradec Králové, 5 October 2021

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Dean of the PŘF UHK



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