



RULES OF PROCEDURE OF THE RESEARCH BOARD

of the Faculty of Science, University of Hradec Králové

PART ONE

Basic Provisions

Article 1

- 1) The Rules of Procedure of the Research Board of the Faculty of Science, University of Hradec Králové are an internal regulation of the Faculty of Science as per section 33 (2) (c) of Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts, as amended (hereinafter the Act).
- 2) The Research Board of the Faculty of Science, University of Hradec Králové (hereinafter the Research Board) is the top scientific authority of the Faculty of Science, University of Hradec Králové (hereinafter the PŘF).
- 3) The legal status of the Research Board is regulated by sections 29 and 30 of the Act.
- 4) The Research Board members are appointed and removed in accordance with section 27 (1) (f) and section 29 (1) of the Act by the PŘF Dean (hereinafter the Dean) following the approval of the motion to appoint or remove by the PŘF Academic Senate (hereinafter the AS PŘF).
- 5) The Research Board membership is unsubstitutable.
- 6) The Research Board is chaired by the Dean.

PART TWO

Research Board Meetings

Article 2

- 1) The Research Board meetings are convened by the Dean whenever necessary, however, at least once in a semester. The Dean is obliged to convene the Research Board meeting if at least one third of the Research Board members ask so in writing.
- 2) The Research Board meetings are chaired by the Dean or, in the Dean's absence, by a Vice-Dean authorized by the Dean or another Research Board member appointed by the Dean.
- 3) The Research Board meetings follow the agenda proposed by the Dean and published on the PřF Notice Board. The agenda and groundwork relating the agenda items are sent in a documentary or electronic form to each Research Board member at least two weeks before the meeting. Each member of the Research Board has the right to ask for a change of the agenda in advance and in writing or, in justified cases, orally (but not later than at the meeting opening). The agenda must be approved before the meeting is opened.
- 4) The Research Board meetings are public unless the law specifies otherwise.
- 5) The Research Board has a quorum if more than one half of its members are present.
- 6) If the Research Board does not have a quorum, the Dean determines, in agreement with the present members, a new date of meeting.
- 7) Serious decisions are adopted by the Research Board in form of a resolution. A resolution proposal is put to the vote.
- 8) A resolution is approved especially in the following cases:
 - a) Discussion of long-term plans of the PřF educational, scientific, research, development and other creative activity;
 - b) Approval of study programme proposals for accreditation;
 - c) Exercise of statutory powers in the procedure for granting associate professorship and full professorship.
- 9) A resolution as per Article 2 (8) (a) and (b) above is approved if more than one half of the present Research Board members vote for it. A resolution as per

Article 2 (8) (c) above is approved if more than one half of all Research Board members vote for it. Voting may be by an open or secret ballot. If a resolution in personal matters is to be adopted, it must be decided through secret ballot. Before the secret ballot takes place, the Research Board elects two members who assess the votes and announce the voting result. Measures preventing any interventions in the voting ballots must be taken for such members' work. Secret ballot may also be used for other matters if proposed by one of the present Research Board members and voted for by the absolute majority of all present members. Open voting out of the Research Board meeting may also take place in form of correspondence voting (either by a letter or electronically).

- 10) The Research Board administration is ensured by the Dean's Office. Minutes of each Research Board meeting are sent to all its members and, at the same time, published in the PŘF UHK information system within maximum two weeks from the Research Board meeting. Any comments to the minutes are discussed at the next Research Board meeting.

Article 2a

Special Provisions for the Research Board Meeting Using Distance Communication Means

- 1) If there is danger in delay or if important circumstances justify so, the Dean may convene the Research Board meeting using distance communication means.
- 2) The Research Board agenda and groundwork relating the agenda items that must be approved by the Research Board are sent to each Research Board member at least two weeks before the meeting.
- 3) An audio-visual record of the Research Board meeting is made. An audio-visual record is not made if the nature of the discussed matter or any legal regulation prevents it. The audio-visual record is stored for one year.
- 4) If the Research Board is to vote by secret ballot at the meeting held via distance communication means, technical means ensuring the voting secrecy are used. More detailed conditions of both the public voting and secret ballot are determined by the Dean.
- 5) Article 2 is applied unless Article 2a specifies otherwise.

PART THREE

Special Provisions

Article 3

- 1) Each Research Board member may ask the Dean in writing to terminate his/her membership in the Research Board. In such cases, the Dean has the right to terminate the membership without further proceedings. The Dean notifies the AS PŘF chair of the termination of the Research Board member's membership within maximum 14 days.
- 2) The Dean has the right to remove the Research Board member in serious and justified cases with the agreement of the AS PŘF.
- 3) The Dean may, with the agreement of the AS PŘF, add other members to the Research Board subject to compliance with section 27 (1) (f) of the Act.

PART FOUR

Final Provisions

Article 4

- 1) These Rules are available in the PŘF Dean's Office, Research Board members and on the PŘF website.
- 2) These Rules were approved by the AS PŘF on 14 October 2020 in accordance with section 27 (1) (b) of the Act.
- 3) These Rules were approved by the UHK Academic Senate on 4 November 2020 in accordance with section 9 (1) (b) of the Act.
- 4) These Rules become valid and effective on the day of approval by the UHK Academic Senate in accordance with section 9 (1) (b) of the Act.
- 5) By the approval of these RB PŘF Rules of Procedure, the RB PŘF Rules of Procedure approved by the AS PŘF and by the AS UHK on 27 April 2011 and on 11 May 2011, respectively, are cancelled.

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