



University of Hradec Králové

**RULES OF PROCEDURE
OF THE ACADEMIC SENATE
OF THE UNIVERSITY
OF HRADEC KRÁLOVÉ**

Under section 36 (2) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), the Ministry of Education, Youth and Sports registered this Student Disciplinary Code of the University of Hradec Králové under ref. No. MSMT-21982/2017 on 10 August 2017.

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Mgr. Karolína Gondková
Director of the Higher Education Department

RULES OF PROCEDURE OF THE ACADEMIC SENATE of the University of Hradec Králové of 10 August 2017

The Academic Senate of the University of Hradec Králové, pursuant to Section 9 (1) (b) (1) and 17 (1) (c) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act), as amended, has decided on the Rules of Procedure of the Academic Senate of the University of Hradec Králové:

PART ONE

GENERAL PROVISIONS

Article 1

General Provisions

(1) The Academic Senate of the University of Hradec Králové (hereinafter referred to as the “AS UHK”) is a self-governing academic body pursuant to the Section 7 and 8 of the Act No. 111/1998 Sb. on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended (hereinafter referred to as the “Act”) and is made up of elected representatives of the academic community of the University of Hradec Králové pursuant to the Constitution of the University of Hradec Králové (hereinafter referred to as the “Constitution of the UHK”). The AS UHK is accountable for its activity to the academic community of the University of Hradec Králové.

(2) The Rules of Procedure of the AS UHK (hereinafter referred to as the “Rules of Procedure”) are an internal regulation of the University of Hradec Králové (hereinafter referred to as the “UHK”) pursuant to Section 17 (1) (c) of the Act and the Constitution of the UHK.

(3) The Rules of Procedure regulate the rights and obligations of members of the AS UHK, scope of activity of the AS UHK, organisational structure of the AS UHK, establishment of the AS UHK bodies, rules of deliberations of the AS UHK and its bodies, election of the candidate to be appointed the Rector of the UHK (hereinafter referred to as the “Rector”).

PART TWO

RIGHTS AND OBLIGATIONS, SCOPE OF ACTIVITY OF THE AS UHK

Article 2

Rights and Obligations of Members of the AS UHK

- (1) Membership of the AS UHK is honorary, voluntary and non-substitutable.
- (2) Each member of the AS UHK defends the interests of the UHK only, not the interests of workplaces, nor their own interests.
- (3) Members of the AS UHK are responsible for performance of their duties to the academic community of the UHK.
- (4) Members of the AS UHK are bound by their consciousness in the exercise of their office.
- (5) Members of the AS UHK are obliged to attend the AS UHK meetings, to participate actively in them and to carry out responsibly the tasks assigned.
- (6) Members of the AS UHK have the right to put forth their proposals, suggestions and comments on the matters discussed within the scope of activity of the AS UHK at the meetings of the AS UHK.
- (7) Members of the AS UHK have the right to vote on all matters under discussion at the AS UHK. They may waive the right by making an oral statement prior to voting at the AS UHK meeting.

Article 3

Scope of Activity of the AS UHK

- (1) The scope of activity of the AS UHK is defined by Articles 9, 23 (3) and 34 (2) of the Act and by the Constitution of the UHK. The AS UHK:

- (a) Acting upon a proposal from the Rector, takes decisions on establishing, merging, amalgamating, splitting or dissolving individual constituent parts of the UHK, faculty, or higher education institution,
- (b) Decides on the basis of the approval of the official bodies or persons designated by the Constitutions of the UHK on establishing or dissolving joint workplaces of constituent parts of the UHK,
- (c) Approves the Rules of Procedure acting upon a proposal from a member of the AS UHK; the AS UHK shall request to this proposal an opinion of the Rector,
- (d) Approves internal regulations of the UHK faculty which are proposed by the Academic Senate of the UHK Faculty; the AS UHK shall request to this proposal an opinion of the Rector,
- (e) On the basis of a proposal of the Rector, approves the other internal regulations of the UHK and parts thereof,
- (f) Approves the budget and the medium term of the UHK, which is submitted by the Rector, and monitors the financial management,
- (g) Approves the annual reports on the activities and on the financial management of the UHK, which are presented by the Rector,
- (h) Approves the report of internal quality assessment of educational, creative, and other associated activities of the UHK, which is presented by the Chair of the Internal Assessment Board, and amendments thereto,
- (i) Approves the admission requirements for study programmes that are not offered by individual faculties of the UHK,
- (j) Approves the strategic plan for the educational and creative activities of the UHK and the annual implementation plan of the strategic plan of the UHK that have been submitted by the Rector,
- (k) Gives its prior consent to the Rector's proposals for nominating or dismissing members of the Research Board of the UHK, members of the Internal Evaluation Board of the UHK, and members of the Disciplinary Board of the UHK,
- (l) Expresses its view on the proposals of study programmes which are not performed at the faculties,
- (m) Expresses its view on the Rector's plan to appoint or dismiss the Vice-Rectors of the UHK,

- (n) Expresses its view on the legal transactions, which require the approval of the UHK Board of Trustees pursuant to the Section 15 (1) (a) to (d) of the Act,
- (o) Expresses its view on the suggestions and opinions of the UHK Board of Trustees pursuant to Section 15 (3) of the Act,
- (p) Acting upon a proposal from the Rector, revokes an internal regulation, decision or other act issued by an official body of a constituent part of the UHK, or suspends its effect, if this internal regulation, decision or act is in violation of the special regulations or internal regulations of the UHK,
- (q) Votes on proposals to appoint the Rector, or proposes to dismiss the Rector.

PART THREE

ORGANISATIONAL STRUCTURE

Article 4

Structure and Bodies of the AS UHK

- (1) The AS UHK is bicameral. One chamber consists of academic staff members ("Chamber of Academic Staff Members"), the other chamber consists of students (the "Chamber of Students").
- (2) The Chamber of Academic Staff Members represents the interests and will of the part of the UHK academic community made up of academic staff members in the AS UHK and represents it externally as well.
- (3) The Chamber of Students represents the interests and will of the student part of the UHK academic community in the AS UHK and represents it externally as well.
- (4) Each faculty and each higher education institution is represented by three academic staff members and three students.
- (5) Elections to the AS UHK are regulated by the UHK Electoral Code.
- (6) The bodies of the AS UHK are as follows:
 - (a) Presidium of the AS UHK (hereinafter referred to as the "Presidium"),
 - (b) Chair of the AS UHK (hereinafter referred to as the "Chair"),
 - (c) Commissions of the AS UHK (hereinafter referred to as the "Commissions").
- (7) The AS UHK bodies are responsible for the performance of their duties to the

AS UHK.

(8) The clerical work of the AS UHK is carried out, in agreement with the Chair of the AS UHK, by an employee of the UHK (hereinafter referred to as the “Secretary”) authorised by the Rector.

(9) The Secretary performs organisational and administrative activities related to the activities of the AS UHK. The Secretary is managed by the Chair of the AS UHK in these activities.

Article 5

Presidency of the AS UHK

(1) The Presidency of the AS UHK consists of the Chair of the AS UHK, one Vice-Chair of the AS UHK for the Chamber of Academic Staff Members and one Vice-Chair of the AS UHK for the Chamber of Students. The Chair and Vice-Chairs shall be elected at the constituent meeting of the AS UHK; in case that these functions are vacated in the course of the term of office of the AS UHK, they shall be elected at the regular meeting of the AS UHK.

(2) The election procedure of the Presidency is governed by the UHK Electoral Code.

(3) The Chair shall in particular:

(a) Prepare and manage the meetings of the AS UHK,

(b) Sign the minutes of the AS UHK meetings, internal regulations approved by the AS UHK and other documents issued by the AS UHK,

(c) Represent the AS UHK externally in accordance with its resolutions,

(d) Coordinate the activities of the Commissions,

(e) Coordinate the cooperation of the AS UHK with other UHK official bodies and constituent parts thereof,

(f) Represent the AS UHK at the meeting of the Rector’s Board,

(g) Report to the academic community of the UHK at least once a year on the activities of the AS UHK.

(4) The Vice-Chair elected for the Chamber of Academic Staff Members shall in particular:

- (a) Act as a deputy for the Chair of the AS UHK in their absence,
- (b) Prepare and manage meetings of the Chamber of Academic Staff Members,
- (c) Present resolutions of the Chamber of Academic Staff Members at the AS UHK meetings and to other official bodies of the AS UHK, represent the Chamber of Academic Staff Members at the meeting of the Rector's Board,
- (d) Represent the Chamber of Academic Staff Members of the AS UHK externally in accordance with its resolutions.

(5) The Vice-Chair elected for the Chamber of Students shall in particular:

- (a) Prepare and manage meetings of the Chamber of Students,
- (b) Present resolutions of the Chamber of Students at the meetings of the AS UHK and to other official bodies of the AS UHK,
- (c) Countersign the minutes of meetings of the AS UHK,
- (d) Represent the Chamber of Students of the AS UHK externally in accordance with its resolutions,
- (e) Represents the Chamber of Students at the meeting of the Rector's Board.

Article 6

Commissions

(1) For the purpose of its activities, the AS UHK shall establish permanent or temporary working Commissions. The Chairs of the Commissions are members of the AS UHK based on the result of a secret vote. The Chairs of the Commissions are responsible for the activities of the Commissions they are in charge of. Members of the Commissions may be members of the academic community of the UHK and employees of the UHK. The activities of the Commissions terminate with the end of the AS UHK term of office at the latest.

(2) The AS UHK shall establish permanent Commissions no later than 30 days after its establishment: the Economic Commission and the Legislative Commission.

PART FOUR

AS UHK PROCEDURE

Article 7

Constituent Meeting of the AS UHK

- (1) The constituent first meeting of the newly elected AS UHK shall be convened by the Chair of the outgoing AS UHK no later than thirty calendar days from the date of the announcement of the election results to the AS UHK. In the event that the AS UHK meeting is not convened within this time limit, the Rector shall do so within fifteen days of the time limit expiry.
- (2) At the constituent meeting of the newly elected AS UHK, the Presidency of the AS UHK pursuant to Article 9 and Article 5 of the UHK Electoral Code shall be elected.
- (3) The constituent meeting of the newly elected AS UHK shall be directed by the member of the AS UHK, who is an academic worker and whose surname is the last in alphabetical order of the members of the AS UHK, until the new Chair of the AS UHK is elected.

Article 8

Convening the AS UHK Meetings

- (1) The Chair of the AS UHK convenes regular and extraordinary meetings of the AS UHK in writing or in electronic form. Regular meetings of the AS UHK are held at least twice per semester at regular dates approved by the AS UHK. Extraordinary meetings of the AS UHK shall be convened by the Chair of the AS UHK, where provided for under the law, or where requested by at least half of all elected members of the AS UHK, the Rector, or any of the Chambers of the AS UHK.
- (2) Where requested by the Rector to convene a meeting of the AS UHK, the Chair of the AS UHK shall convene a meeting pursuant to the Section 8 (4) of the Act without delay, i.e. within seven working days; when requested by the members of the AS UHK within ten working days, unless they request a different time limit.
- (3) In the event that the Chair of the AS UHK does not convene the meeting of the AS UHK pursuant to paragraphs 1 and 2, the meeting shall be convened by the

Presidency of the AS UHK.

(4) The invitation to the AS UHK meetings, together with the agenda, place and date of the meeting, shall be sent by the Presidency of the AS UHK to all members of the AS UHK and the Rector at least 7 days in advance by e-mail or in the form of a written invitation. The invitation is also published in electronic form on the UHK websites and in a paper form on the official notice board of the UHK. In specific cases, meetings of the AS UHK may be convened otherwise than under paragraph 1, but so that all members of the AS UHK receive the notification of its convening and have the opportunity to attend.

(5) Members of the AS UHK are obliged to attend all meetings. If members of the AS UHK cannot attend the AS UHK meeting for serious reasons, they are obliged to inform the Chair of the AS UHK immediately stating the reasons as soon as they become aware of the reason for non-attendance.

Article 9

Preparation of the AS UHK Meetings

(1) The matters to be discussed at the meeting of the AS UHK may submitted by:

(a) Members of the AS UHK,

(b) Commissions of the AS UHK,

(c) Rector, Vice-Rector or Bursar,

(d) Deans, Academic Senates of the Faculties, Directors of Higher Education Institutions,

(e) Trade unions operating at the UHK.

(2) If members of the academic community of the UHK are interested in the AS UHK to act on a particular matter, they shall do so through their representative in the AS UHK, employees shall do so through the trade union.

(3) For the deliberation of the AS UHK in a matter requiring its decision, the documents shall usually be submitted in electronic or written form to the Chair or Vice-Chair of the AS UHK ten working days in advance. The documents submitted within this time limit shall be discussed at any of the two subsequent AS UHK meetings, unless the AS UHK decides otherwise by an absolute majority of the votes of all its elected members.

(4) The Presidency of the AS UHK shall immediately present the documents to the Chairs and members of the relevant AS UHK Commissions for discussion and preparation for the AS UHK meeting, if necessary.

(5) The Presidency of the AS UHK shall ensure all written documents for the deliberation of the AS UHK so that the members of the AS UHK receive the documents not later than 3 working days prior to the AS UHK meeting. In case of the proposals referred to in Article 3 (1) (a) to (j) and the documents needed for adopting a decision referred to in Article 3 (1) (q), the Presidency of the AS UHK shall send proposals and documents to the members of the AS UHK at least 7 calendar days prior to the meeting of the AS UHK. Submitters of the proposals under the previous sentence are obliged to make them available to all members of the UHK academic community in a manner allowing remote access, i.e. on the AS UHK websites, in accordance with the Section 9 (3) of the Act, at least 7 calendar days prior to their discussion.

Article 10

AS UHK Meetings

(1) The meetings of the AS UHK are public. The AS UHK meetings are usually directed by the Chair. The AS UHK meetings or parts thereof may be directed by the Vice-Chair.

(2) The UHK AS has a quorum if an absolute majority of the members of each Chamber of the AS UHK is present, unless otherwise stated by the law or by these Rules of Procedure.

(3) Should the AS UHK not have a quorum within the time limit determined, a substitute meeting shall be held within 14 calendar days of the meeting convened at the same time and at the same place.

(4) The AS UHK meetings are attended by:

(a) Members of the AS UHK,

(b) Chairs of the Academic senates of the faculties or Vice-Chairs duly authorised by them,

(c) Rector, Vice-Rector, Bursar and Deans, Directors of Higher Education Institutions,

(d) Chair of the Internal Evaluation Board of the UHK or Vice-Chair of the Internal Evaluation Board of the UHK, any member of the Internal Evaluation Board duly authorised,

(e) Chair of the Board of Trustees of the UHK or any member of the Board of Trustees of the UHK authorised by the Chair acting as a deputy for the Chair,

(f) Representatives of the academic community of the UHK delegated to the Council of Higher Education Institutions,

(g) Other permanent participants under the decision of the AS UHK,

(h) Invited persons.

(5) At the beginning of the AS UHK meeting following the adoption of the decision or resolution, the AS UHK shall examine implementation of the resolutions and decisions adopted or the ongoing implementation thereof.

(6) Under the Section 8 (4) of the Act, the Rector or the Vice-Rector, acting as a deputy for the Rector, the Dean, the Chair of the Board of Trustees of the UHK or

any member of the Board of Trustees of the UHK authorised by the Chair, acting as a deputy for the Chair, as well as any member of the Internal Evaluation Board of the UHK authorised by its Chair, have the right to have a speech at the meetings whenever they so request. The same right is given to the participants of the meetings of the AS UHK pursuant to paragraph 4 (a) to (f) by the present Rules of Procedure. The persons invited under paragraph 4 (h) have the right to have a speech in discussion of the matters for which discussion they have been invited. Other participants of the meeting have the right to have a speech in the discussion by the approval of the absolute majority of the members of the AS UHK present.

(7) Participants of the AS UHK meetings under paragraph 4 (c) and (e) are entitled to attend the meeting of the AS UHK with an advisory vote and may at any time request and be given precedence to speak. Their requests shall be granted.

(8) Other persons may be invited to attend the AS UHK meeting, in particular to provide information or comments on a certain point of the discussion, by:

(a) Chair or Vice-Chair of the AS UHK,

(b) Submitter of the proposal under discussion, informing the Presidency of the AS UHK thereof.

Article 11

Voting

(1) Voting is public except in the cases specified by the law or decided so at the meetings of the AS UHK. The proposal for a secret vote shall be decided publicly. The person responsible for counting of votes - the scrutineer - is appointed by the Chair of the AS UHK.

(2) Proposals shall be put to the vote in the order in which they were put forth. Should a counter-proposal be put forth, the counter-proposal shall be put to the vote first; then the proposal shall be put to the vote. Voting takes place in the following order: for the proposal, against the proposal, abstained.

(3) The AS UHK votes as a whole. The decisions of the AS UHK and the resolutions of the AS UHK deliberations shall be adopted if an absolute majority of the members of the AS UHK present vote for them unless otherwise stated by the law or these Rules of procedure. When voting on an issue to which one of the Chambers does not wish to express their view, it may, by a decision of an absolute majority of the votes of its members present, waive the right to vote. To adopt the resolution, an absolute majority of the votes of the members present of the other Chamber of the AS UHK shall be sufficient.

(4) To adopt a decision or resolution pursuant to the Section 9 (1) of the Act, an absolute majority of the votes of all elected members of the AS UHK shall be required. To express views pursuant to the Section 9 (2) of the Act, an absolute majority of the votes of the present members of the AS UHK shall be required.

(5) In accordance with the Section 9 (4) of the Act, a proposal for the nomination of the Rector is passed if it receives a majority of the votes of the total membership of the Academic Senate, and a proposal for the dismissal of the Rector is passed if it receives at least three fifths of the votes of the total membership of the Academic Senate of the UHK.

(6) In urgent and justified cases when discussing proposals, the Chair of the AS UHK may request the members of the AS UHK to vote outside the meeting of the AS UHK (hereinafter referred to as the “per rollam voting”). The proposals referred to in the Section 9 of the Act and proposals that require a secret vote shall not be put to the per rollam voting. Per rollam voting takes place in electronic form under the following conditions:

(a) The Chair of the AS UHK shall send a motion for a resolution concerning the relevant issue, including the relevant documents, to all members of the AS UHK, and shall inform them of the time limit for reply, which shall be at least 5 working days after the motion has been sent,

(b) Members of the AS UHK shall send their reply to the Chair of the AS UHK and the two scrutineers designated by the Chair within the time limit set: “I am for”, “I am against”, “I abstain from voting” with a request for a confirmation of receipt,

(c) The resolution shall be approved, provided that the absolute majority of all elected members of the AS UHK has voted for it,

(d) Scrutineers shall take the minutes of the per rollam voting; the minutes shall be signed by the scrutineers and the Chair of the AS UHK,

(e) The Chair of the AS UHK shall announce the result of the per rollam voting at the next meeting of the AS UHK.

(7) The Chair of the AS UHK, or the Vice-Chair of the AS UHK directing the AS meeting, may, at the request of the members of the AS UHK, announce a break in the deliberation of up to twenty minutes for the conciliation procedure.

(8) Where a decision is to be made by selecting among different options and no option receives the number of votes required to be approved, it may be decided in the second round of voting. Two options shall be put to the vote in the next round of voting (more options in case of equal votes), which received the highest number

of votes.

(9) In the absence of a decision on any issue at a meeting of the AS UHK, it may be put forth for a new discussion at one of the next meetings of the AS UHK.

(10) In the absence of a decision in the cases referred to in the Section 9 of the Act, the AS UHK shall establish a conciliation commission in which at least two members of the Presidency of the AS UHK and one representative of each opposing party are represented. The AS UHK decides on the proposals of the Conciliation Commission by voting.

(11) In the absence of a decision adopted by the AS UHK through the Conciliation Commission deliberation in the cases stipulated by the law, it shall terminate its activities and announce new elections within 1 month. In this case, the new AS UHK shall take up the office on the day it was lawfully elected.

Article 12

Minutes of the Meetings of the AS UHK

(1) The minutes of the meetings of the AS UHK shall be ensured by the Chair or the Vice-Chair designated by the Chair. To this end, they shall propose and entrust any of the AS UHK members, Secretary or any invited person to be the minutes clerk(s) after the beginning of the AS UHK meeting.

(2) The Minutes of the AS UHK meeting include the place and time of the AS UHK meeting, the list of the members of the AS UHK present and all other participants in the meeting, including the possible specification of the part of the meeting which they attended, the list of the members of the AS UHK absent indicating the members excused from the meeting, agenda of the meeting, a description of the course of the meeting with the speeches and opinions of the participants recorded, the resolutions and the results of voting, including the manner of voting, the time and place of the next meeting of the AS UHK.

(3) The annexes to the minutes of the meeting of the AS UHK are: the attendance sheet signed by the participants of the AS UHK meeting, indicating the time of departure or later arrival at the meeting, if necessary, the documents approved at the meeting and other written documents related to the meeting pursuant to the resolution of the AS UHK.

(4) Each member of the AS UHK or the AS UHK Chamber shall have the right to have their opinion in their own wording on the issue discussed recorded in the minutes of the meeting of the AS UHK. To this end, they may present the text of the opinion in writing to the Secretary of the AS UHK no later than three days after the date of the meeting.

(5) The resolutions and decisions adopted by a vote at the meeting are recorded in the original word-for-word text of the proposal indicating the votes “for”, “against”, “abstained” in the minutes of the meeting.

(6) Within 5 working days after the end of the AS UHK meeting, the minutes clerk shall send the electronic version of the minutes to the Presidency of the AS UHK and the submitters of the proposals or documents for discussion submitted to the AS UHK and included in the agenda of the AS UHK meeting. Within three working days of receipt, the submitters may send any comments to the Chair of the AS UHK.

(7) The minutes shall be signed by the Chair of the AS UHK or the Vice-Chair, if the Vice-Chair directed the AS UHK meeting, the Vice-Chair of the AS UHK for the Chamber of Students and a minutes clerk(s). The minutes of the AS UHK meeting shall be published within 14 working days after the AS UHK meeting in electronic

form on the UHK websites and in paper form on the official UHK notice board.

(8) The Secretary of the AS UHK shall store the minutes in the AS UHK archive.

PART FIVE

ELECTORAL CODE FOR THE ELECTION OF THE CANDIDATE FOR THE RECTOR

Article 13

Announcement of the Elections of the Candidate for the Rector

(1) The AS UHK shall announce the elections of the candidate for the Rector (hereinafter referred to as the “Candidate”) no later than six months prior to the end of the present Rector’s term of office. Elections of the candidate are held in such a way that they end four months prior to the end of the present Rector’s term of office at the latest.

(2) The elections of the candidate shall be prepared and managed by the Electoral Commission of a minimum of four members established by the AS UHK. The Commission consists of members of the Chamber of Academic Staff Members and the Chamber of Students of the AS UHK. Its Chair is a member of the AS UHK, of the Chamber of Academic Staff Members of the AS UHK. The members of the Electoral Commission are appointed and dismissed by the AS UHK. The Chair of the Electoral Commission is appointed by the AS UHK from among its members upon a proposal of the Electoral Commission. The Electoral Commission adopts its decisions by the majority of the votes of all its members.

(3) A group of at least ten members of the academic community of the UHK signed on a written proposal submitted to the Chair of the Electoral Commission may propose a candidate. The proposal of candidates is conditioned by their written consent and their civic integrity. The proposal of candidates shall include the name and surname, including academic degrees, position and workplace of the proposed candidate, and the proposed candidate’s consent with the candidature. The proposed candidates shall document their integrity by a statement of criminal records to the Electoral Commission, which shall not be older than 90 days.

(4) The Electoral Commission shall draw up a list of proposed candidates in alphabetical order on the basis of the proposals of candidates received meeting the requirements under the paragraph 3, which shall be forwarded to the Chair of the AS UHK within the specified time limit.

(5) All proposed candidates shall submit their election programme, which shall be posted on a site accessible to everybody in all the UHK buildings and published on the AS UHK websites, to the Electoral Commission in writing, not later than one month after the announcement of the elections of the candidate.

(6) The AS UHK convenes a public assembly of the academic community of the UHK, where all proposed candidates included on the candidate list shall inform the academic community of the UHK of their election programme and reply to the queries put by the members of the UHK academic community present. This assembly is directed and organised by the Electoral Commission in such a way that all proposed candidates have equal conditions for their speech.

Article 14

Elections of the Candidate for the Rector

(1) The candidate shall be elected by the AS UHK as a whole at its regular meeting by secret vote from among the proposed candidates.

(2) The candidate shall be elected by means of prepared ballot papers stating the names of the proposed candidates in alphabetical order with order numbers assigned to them. The voter shall mark the order number of the candidate selected by circling the candidate's order number. Otherwise modified ballot papers are invalid.

(3) The candidate shall be elected in a maximum of three rounds in the AS UHK. All rounds shall take place at the same meeting. Candidates may withdraw from their candidature before any of the individual election rounds.

(4) A candidate shall be elected if one of the proposed candidates receives an absolute majority of the votes of all members of the AS UHK in any election round.

(5) In the event that none of the proposed candidates receives an absolute majority of the votes of all members of the AS UHK in the first round of voting in the AS UHK, two of the proposed candidates who have received the highest number of votes shall proceed to the second round of election in the AS UHK. In the event that the proposed candidates at the second and further places receive equal number of votes, all of these proposed candidates shall proceed to the second round of election.

(6) In the event that none of the proposed candidates has been elected in the second round, the third round shall be held, which shall take place one week after the second round. The candidates with the highest number of votes shall proceed to the third round. In case of equal number of votes, all candidates with the highest

number of votes shall proceed to the third round. If none of the proposed candidates is elected in the third round, the AS UHK shall announce new elections.

(7) If there is only one proposed candidate in the first round and has not been elected, the proposed candidate shall proceed to the second round, which shall take place one week after the first round. If the proposed candidate has not been elected in the second round, the AS UHK shall announce new elections.

(8) The Electoral Commission shall draw up a written protocol on the course of the election of the candidate, indicating the results of individual rounds, the numbers of issued, cast, valid and invalid ballot papers. Attendance sheet of the AS UHK members forms a part of the protocol. The protocol shall be signed by all members of the Electoral Commission and shall be submitted by the Chair of the Electoral Commission to the Chair of the AS UHK. Both the used and unused ballot papers are stored by the Chair of the Electoral Commission in the archive of the AS UHK.

(9) The Electoral Commission shall inform the elected candidate and other proposed candidates on the result of the election of the candidate.

(10) The AS UHK shall decide on the election result of the candidate by a resolution and shall inform the academic community of the UHK.

(11) A proposal to dismiss the Rector within the meaning of the Section 9 (1) (h) of the Act may be submitted by one of the Chambers of the AS UHK. To dismiss the Rector, at least three fifths of the votes of all members of the AS UHK are required in a secret vote.

PART SIX

FINAL AND TRANSITIONAL PROVISIONS

Article 15

(1) The Electoral Code and Rules of Procedure of the Academic Senate of the University of Hradec Králové, registered by the Ministry of Education, Youth and Sports on 11 August 2010, ref. No. 21 473/2010-30, as amended, are repealed.

(2) These Rules of Procedure have been approved pursuant to Section 9 (1) (b) (1) of the Act by the Academic Senate of the UHK on 7 June 2017.

(3) These Rules of Procedure shall enter into force pursuant to Section 36 (4) of the Act on the day of registration by the Ministry of Education, Youth and Sports.

(4) These Rules of Procedure shall take effect on 1 September 2017.

prof. Ing. Kamil Kuča, Ph.D.
Rector

doc. Ing. Hana Tomášková, Ph.D.
Chair of the AS UHK