



**RULES OF PROCEDURE OF THE RESEARCH
BOARD
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 the Rules of Procedure of the Research Board of the University of Hradec Králové on 27 June 2017 under ref. No. MSMT-18267/2017.

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Mgr. Karolína Gondková
Director, Higher Education Department

RULES OF PROCEDURE OF THE RESEARCH BOARD OF THE UNIVERSITY OF HRADEC KRÁLOVÉ

Article 1 General Provisions

- (1) The scope of activity of the Research Board of the University of Hradec Králové (hereinafter referred to as the “Research Board”) is subject to Section 11 and 12 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 (hereinafter referred to as the “Act”) and Article 16 of the Constitution of the University of Hradec Králové (hereinafter referred to as the “UHK”).
- (2) The Chair of the Research Board is the Rector who appoints and dismisses other members of the Research Board, subject to prior consent of the UHK Academic Senate (hereinafter referred to as the “AS UHK”).
- (3) Membership in the Research Board is irreplaceable.

Article 2 Meetings of the Research Board

- (1) Meetings of the Research Board are convened by the Rector as needed, but at least once a semester. The Rector is obliged to convene a meeting of the Research Board, if at least one third of members of the Research Board so requests.
- (2) Meetings of the Research Board shall take the form of meetings with direct participation of members of the Research Board.

- (3) Agenda of the Research Board is determined by the Rector. This agenda and documents on the issues discussed that need to be approved by the Research Board are sent to each member of the Research Board at least two weeks prior to the meeting day. Each member of the Research Board is entitled to request in advance, in justified cases at the beginning of the oral hearing at the latest, extension of the agenda. Agenda shall be approved prior to the beginning of the meeting with direct participation of members of the Research Board.
- (4) The Research Board meeting is chaired by the Rector, in their absence, by the Vice-Rector in charge, or any other member of the Research Board, authorised by the Rector.
- (5) Meetings of the Research Board are public unless the law provides otherwise.
- (6) In order for the Research Board to vote, there shall be a quorum of at least half of the total number of members present.
- (7) Should the Research Board be not capable of voting, the Rector shall determine a new date for the Research Board meeting, with the approval of members present.
- (8) The Research Board shall adopt important decisions in the form of resolutions. Adoption of a motion for a resolution shall be put to the vote.
- (9) Resolutions shall be adopted especially in cases (of):
 - a) Referred to in the Section 12 (1) of the Act, with the exception of (b) and (c) (the scope of activity of the Research Board referred to in these points is entrusted to the UHK Internal Evaluation Board);
 - b) Approval of nominations for the appointment of professors or professors emeritus, or for conferring the honorary degree of doctor honoris causa.
- (10) The resolution is adopted if more than half of all members of the Research Board vote for it.
- (11) Voting may take place with a secret vote or may be public. If a resolution on personnel matters is to be adopted, it shall be adopted with a secret vote. For a secret vote, the Research Board shall elect two members in advance who will evaluate the votes cast and announce the result of the vote. When fulfilling their duties, these members shall not leave the meeting room of the Research Board. A secret vote may also be adopted for other issues if proposed by one of the members of the Research Board present, and a majority of the members present vote for it. Should a nomination for the appointment of professors, emeritus professors, or for conferring the honorary degree of doctor honoris causa be not supported by the number of votes required under paragraph 10, the procedure shall be suspended.

- (12) Per rollam voting shall always be public. In this case, the Rector shall submit a motion for a resolution to members of the Research Board stating the deadline within which they are to make their comments. Members of the Research Board shall be informed of the per rollam voting result by the Rector at the next Research Board meeting at the latest.
- (13) The Rector may also invite other persons to the meetings of the Research Board, if needed. The persons invited have advisory votes.
- (14) Administrative agenda is ensured by the Rector's Office. The meeting of the Research Board is attended by a designated employee of the Rector's Office, who shall act as a minutes clerk. Minutes of each meeting of the Research Board shall be sent to all members of the Research Board no later than two weeks after the day of the Research Board meeting. Members of the Research Board may comment the minutes in writing no later than one month after receipt of the minutes. Comments on the minutes shall always be discussed at the next meeting of the Research Board.

Article 3

Specific Provisions

- (1) Each member of the Research Board may request the Rector in writing to terminate their membership of the Research Board. In such a case, the Rector is entitled, without further ado, to terminate their membership. The Rector shall notify the Chair of the AS UHK of membership termination of a member of the Research Board within 14 days.
- (2) In important and justified cases, the Rector is also entitled, subject to prior consent of the AS UHK, to dismiss a member of the Research Board.
- (3) The Rector may, subject to prior consent of the AS UHK, enlarge the Research Board by appointment of other members, subject to the Section 11 (2) of the Act.

Article 4

Final Provisions

- (1) The Rules of Procedure of the Research Board of the University of Hradec Králové, registered by the Ministry of Education, Youth and Sports on 24 November 2006, ref. No. 26 995/2006-30 are repealed.
- (2) These Rules of Procedure have been approved pursuant to Section 9 (1) (b) (3) 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 Article 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