



**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 Institutions Act,) the Ministry of Education, Youth and Sports registered the Accreditation Code of the University of Hradec Králové on 12 May 2022 under No. MSMT-12423/2022-2.*

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*Mgr. Karolína Gondková*  
*Director, Higher Education Department*

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## **RULES OF PROCEDURE OF THE RESEARCH BOARD OF THE UNIVERSITY OF HRADEC KRALOVE**

### **Article 1**

#### **Basic Provisions**

- (1) The competence of the Research Board of the University of Hradec Králové (hereinafter referred to as the Research Board) is regulated by Sections 11 and 12 of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Institutions 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 Research Board is chaired by the Rector who appoints and dismisses the other members of the Research Board with the prior approval of the Academic Senate of the University of Hradec Králové (hereinafter referred to as AS UHK).
- (3) Membership of the Research Board is irreplaceable.

### **Article 2**

#### **Meetings of the Research Board**

- (1) Meetings of the Research Board are convened by the Rector as necessary, usually once per semester. The Rector is obliged to convene a meeting of the Research Board if at least one third of the members of the Research Board request so in writing.
- (2) The meetings of the Research Board are held in the form of meetings with the direct attendance of the Research Board members.
- (3) The Rector determines the agenda of the Research Board meetings. This agenda and documents on the issues to be discussed that require approval by

the Research Board are sent to each member of the Research Board at least two weeks before the date of the meeting. Each member of the Research Board has the right to request in writing in advance, or in justified cases orally at the latest at the start of the meeting, that the agenda be extended. The agenda must be approved by the members of the Research Board in their presence prior to the start of the meeting.

- (4) The meetings of the Research Board are chaired by the Rector, or, in his absence, by the Vice-Rector authorised by the Rector, or by another member of the Research Board authorised by the Rector.
- (5) The meetings of the Research Board are public, unless provided otherwise by the Act.
- (6) The Research Board has a quorum if more than one half of its members are present.
- (7) If the Research Board does not have a quorum, the Rector, with the consent of the members present, sets a new date for a meeting of the Research Board.
- (8) Major decisions are taken by the Research Board in the form of a resolution. A vote is taken on the adoption of a motion for a resolution.
- (9) A resolution is approved in particular in the cases:
  - a) Referred to in Section 12(1) of the Act, with the exception of points b) and c) (the competence of the Research Board referred to in these points is entrusted to the Internal Evaluation Board of the UHK);
  - b) Of approval of proposals for appointment as professor or professor emeritus or the award of the *doctor honoris causa* title.
- (10) A resolution is approved if more than one half of all members of the Research Board vote in favour of it.
- (11) Voting is usually public; the voting is secret only in cases stipulated by the Act or by an internal regulation of the UHK. For the secret ballot, the Research Board elects two members in advance who evaluate the votes cast and announce the result of the ballot. These members may not leave the meeting room of the Research Board during their work. A secret ballot may be adopted for other questions if proposed by a member of the Research Board present and voted on by a majority of the members present. If a proposal for the appointment of professor, professor emeritus or *doctor honoris causa* does not receive the required number of votes in accordance with paragraph 10, the proceedings in the matter are terminated.
- (12) The *per rollam* vote is public. In this case, the Rector submits a draft resolution to all members of the Research Board for their comments, with a notification of the deadline for their comments. The Rector informs the

members of the Research Board of the result of the *per rollam* vote at the next meeting of the Research Board at the latest.

- (13) The Rector may, if necessary, invite other persons to attend the meetings of the Research Board. Invited persons have an advisory vote.
- (14) The administrative agenda is handled by the Science and Knowledge Transfer Office (hereinafter referred to as SKTO). The meetings of the Research Board are attended by a designated employee of the SKTO, who is the recorder. The minutes of each meeting of the Research Board are sent to all members of the Research Board within two weeks of the date of the Research Board meeting. Members of the Research Board may submit comments on the minutes in writing within one month of receipt of the minutes. Comments on the minutes are always discussed at the next meeting of the Research Board in accordance with Article 2(2) or Article 2a of these Rules.

## **Article 2a**

### **Special Provisions for the Research Board Meetings Using Distance Communication Means**

- (1) If there is danger in delay or if important circumstances justify so, the Rector may convene the Research Board meeting using distance communication means.
- (2) The Research Board agenda and documents on the issues to be discussed that require approval by the Research Board are sent to each member of the Research Board one week before the date of 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 matter under discussion prevents it or if a legal regulation precludes it. The audio-visual record is kept for one year.
- (4) Where 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 Rector.
- (5) Article 2 is applied unless Article 2a specifies otherwise.

## **Article 3**

### **Special Provisions**

- (1) Any member of the Research Board may request the Rector in writing to terminate his/her membership in the Research Board. In such a case, the Rector has the right to terminate the membership without further proceedings. The Rector notifies the President of the AS UHK of the termination of the membership of a member of the Research Board within 14 days at the latest.
- (2) In serious and justified cases, the Rector has the right to dismiss a member of the Research Board with the prior approval of the AS UHK.
- (3) The Rector may, with the prior approval of the AS UHK, add additional members to the Research Board in compliance with 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 10 November 2020 under No. MSMT-42176/2020-2, are hereby repealed.
- (2) These Rules of Procedure were approved, pursuant to Section 9(1)(b)(3) of the Act, by the Academic Senate of the UHK on 3 November 2021.
- (3) These Rules of Procedure become valid, pursuant to Section 36(4) of the Act, on the date of registration by the Ministry of Education, Youth and Sports.
- (4) These Rules of Procedure become effective on the first day of the calendar month following the day on which they become valid.

Prof. Ing. Kamil Kuča, Ph.D.

Rector