

FEA MU Scientific Board Rules of Procedure

Article 1

Fundamental provisions

(1) The Rules of Procedure of the Scientific Board of the Faculty of Economics and Administration of Masaryk University (hereinafter also referred to as the “Rules”) are internal regulations of the Faculty of Economics and Administration of Masaryk University (hereinafter referred to as the “FEA MU”) according to Section 33 Subsection 2 (d) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), as amended, (hereinafter referred to as the “Act”). These Rules regulate the sessions of the Scientific Board of the Faculty of Economics and Administration of Masaryk University (hereinafter referred to as the “FEA MU SB”).

(2) The members of the FEA MU SB are important representatives of the fields in which the FEA MU carries out educational and creative activities. At least one third of the members are persons other than members of the academic community of Masaryk University.

(3) The Chairperson of the FEA MU SB is the Dean. The Dean appoints and dismisses other members of the FEA MU SB with the prior consent of the FEA MU Academic Senate (hereinafter referred to as the “FEA MU AS”).

Article 2

Activities of the FEA MU Scientific Board

(1) In accordance with the Act, the Statute of Masaryk University, and the Statute of the Faculty of Economics and Administration of Masaryk University, the FEA MU SB:

a) discusses the proposal of the strategic plan of the educational and creative activities of the FEA MU prepared in accordance with the MU strategic plan and the proposals of the annual plan for the implementation of the FEA MU strategic plan,

b) approves proposals for degree programs to be implemented at the FEA MU, and forwards them in accordance with Article 8 1) of the Statute of Masaryk University through the Rector for approval to the MU Internal Evaluation Board,

c) proposes to the Rector the intention to submit an application for the accreditation, extension of accreditation, or extension of the period of validity of accreditation of degree programs that take place at the FEA MU,

d) proposes to the Rector the intention to submit an application for the accreditation of the habilitation procedure and the professor appointment procedure, in the case of procedures carried out at the FEA MU,

e) performs activities in the habilitation procedure and in the professor appointment procedure to the extent stipulated by the Act.

(2) The FEA MU SB expresses its opinion on other matters submitted to it by the Dean.

Article 3

Sessions of the MU Scientific Board

(1) Sessions of the MU SB are convened by its Chairperson as needed, at least once a semester.

(2) The agenda of the session is set by the Chairperson of the FEA MU SB, who informs its members in advance. The Chairperson may decide to change the agenda at any time.

(3) The session is chaired by the Chairperson, or the Vice-Dean of the FEA MU authorized by him/her (in such a case, he/she represents the Chairperson in the full range of powers).

(4) Members of the FEA MU SB actively participate in its sessions and participate in its activities.

(5) The FEA MU SB sessions are public, with the exception of the non-public part of the discussion before the vote on the proposal for appointment as an associate professor or professor. In justified cases, the Chairperson may decide on the non-public nature of other parts of the session.

(6) The FEA MU SB is qualified to pass a resolution if an absolute majority of all its members is present at the session unless other regulations provide otherwise.

(7) Minutes shall be taken of the sessions of the FEA MU SB.

Article 4

Voting by correspondence

(1) The Chairperson of the FEA MU SB may announce voting by correspondence, i.e. outside the session of the FEA MU SB, if it is an urgent matter or a proposal for which it is not possible or expedient to convene a session. In this case, the voting takes place electronically.

(2) This method of voting is not possible in the case of proposals on which the FEA MU SB decides by secret ballot.

(3) The FEA MU SB Chairperson informs its members electronically about the announcement of a vote by correspondence. Members will receive the text of the proposal on the matter, the relevant documents, and information on the method of voting, including the deadline for voting.

Article 5

Resolution of the FEA MU Scientific Board

(1) A valid resolution of the MU SB requires the consent of at least a two-thirds majority of those present, unless otherwise provided by the Act or an internal regulation of the FEA MU.

(2) In the cases stipulated by the Act or an internal regulation of the FEA MU, the FEA MU SB decides by secret ballot. In other cases, the Chairperson shall decide on the method of voting.

(3) When discussing a proposal that personally concerns a member of the FEA MU SB (e.g. a proposal for appointment as an associate professor or professor), his/her membership in the FEA MU SB is suspended for the affected part of the session; this means that they do not take part in the non-public part of the session and the vote on the proposal in question.

Article 6

Qualification procedure

(1) A proposal for the appointment of an associate professor or professor is accepted if an absolute majority of all members of the FEA MU SB have voted in favor of it.

(2) The Chairperson of the committee or a member of the committee authorized by him/her and the candidate are present when the proposal for the appointment of an associate professor is discussed. The Chairperson of the committee will introduce the candidates and inform on the results of the committee's deliberations. The candidate's lecture and defense of the habilitation thesis follow. In the discussion, the candidate is given the opportunity to comment on the opinions of opponents, defend his/her habilitation thesis, and comment on his/her current research and pedagogical activities. This is followed by a public and non-public part of the discussion, followed by a secret ballot on the proposal to appoint the candidate as an associate professor.

(3) The Chairperson of the committee or a member of the committee authorized by him/her and the candidate are present when the proposal for the appointment of a professor is discussed. The Chairperson of the committee will introduce the candidates and inform on the results of the committee's deliberations. The candidate's lecture follows, in which he/she will present his/her concept of research work and teaching in the given field to the members of the FEA MU SB. This is

followed by a public and non-public part of the discussion, followed by a secret ballot on the proposal to appoint the candidate as a professor.

Article 7

Final Provisions

(1) The Rules of Procedure of the Scientific Board of the Faculty of Economics and Administration of Masaryk University approved by the Academic Senate of Masaryk University on 2 February 2012 are repealed.

(2) The Vice-Dean for Science, Research, Quality, and Qualifications is responsible for the interpretation of individual provisions of these Rules and for checking their observance.

(3) These Rules have been approved pursuant to Section 27 Subsection 1 (b) of the Act by the Academic Senate of the Faculty of Economics and Administration of Masaryk University on 24 April 2017.

(4) These Rules shall enter into force pursuant to Section 9 Subsection 1 (b) of the Act on the day of approval by the Academic Senate of Masaryk University.

(5) These Rules shall come into effect on the day of their publication on the public part of the MU website.

Prof. Ing. Antonín Slaný, CSc., Dean