

RULES OF PROCEDURE
OF THE SCIENTIFIC BOARD OF THE FACULTY OF SOCIAL STUDIES, MASARYK
UNIVERSITY

(effective from 5.10.2021)

Section 1
Introductory provisions

These Rules of Procedure of the Scientific Board of the Faculty of Social Studies, Masaryk University (hereinafter referred to as the “Scientific Board”, the “Faculty” and the “University”) are internal regulations of the Faculty within the meaning of Sect. 33 par. 2 letter d) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended (hereinafter referred to as the “Act”).

Section 2
Composition of the Scientific Board

- (1) The Scientific Board of the Faculty consists of the chair and other members.
- (2) The chair of the Scientific Board is the Dean of the Faculty (hereinafter referred to as the “Dean”). The members of the Scientific Board are appointed and removed by the Dean after prior approval in the Academic Senate of the Faculty (hereinafter referred to as the “Senate”). It selects members from among important representatives of the fields in which the Faculty carries out educational, scientific, research and creative activities.
- (3) The position of member of the Scientific Board is honorary and cannot be deputized.
- (4) The Scientific Board has at least 15 members.
- (5) At least one third of all members of the Scientific Board must be persons other than members of the academic community of Masaryk University.

Section 3
Activities of the Scientific Board

The Scientific Board

- a) discusses the draft of the strategic plan for the educational and creative activities of the Faculty, prepared in accordance with the strategic plan of the public university and the drafts of the annual plan for the implementation of the strategic plan of the Faculty,
- b) approves proposals for degree programmes to be implemented at the Faculty and forwards them through the Rector for approval to the MU Scientific Board,
- c) proposes to the Rector the intention to submit a request for accreditation, the extension of accreditation, or the extension of the accreditation period of degree programmes carried out at the Faculty,
- d) proposes to the Rector the intention to submit a request for accreditation of the habilitation procedure and the professor appointment procedure, in the case of procedures carried out at the Faculty,

- e) performs activities in the habilitation procedure and in the professor appointment procedure to the extent stipulated by the Act,
- f) comments in particular on matters submitted to it by the Dean.

Section 4

Meetings and resolutions of the Scientific Board

- (1) Meetings of the Scientific Board are convened, chaired, interrupted and terminated by the Dean or a member of the Scientific Board authorized by the Dean.
- (2) The Dean prepares and distributes supporting information and documents for the meetings of the Scientific Board and is responsible for their accuracy and completeness. The members of the Scientific Board receive such information and documents in good time before the date of the Scientific Board meeting.
- (3) The Scientific Board constitutes a quorum if an absolute majority of all members of the Scientific Board is present. The approval of an absolute majority of members of the Scientific Board present is required for the adoption of a resolution, unless otherwise provided in these Rules.
- (4) Whilst aware of the non-substitutability of meetings in person, if exceptional circumstances so require or in justified cases, meetings of the Scientific Board may be held remotely using synchronous electronic communication or in a hybrid form of communication where the participation of only a part of the Scientific Board members is secured through synchronous electronic communication, while others are present in person. This also applies to the participation of members of the habilitation board, reviewers, and the professor appointment committee. In the event that the Scientific Boards meets remotely or in hybrid form, voting shall take place through MU information systems.
- (5) The Scientific Board votes by secret ballot in the cases referred to in Section 3, clause (e) and in cases stipulated by the internal regulations of the Faculty and University. In other cases, it votes by public vote, unless it agrees otherwise.
- (6) The meetings of the Scientific Board are public, except for the closed part of the discussion before the actual vote on a proposal for appointment as professor or associate professor, and except for cases where the Scientific Board agrees otherwise in accordance with the Act.
- (7) The Scientific Board shall not commence discussing a proposal for the approval of a degree programme to be carried out at the Faculty unless the Senate has given its opinion on such a proposal.
- (8) The provisions of subsection 7 shall not apply if the Senate fails to comment on the proposal for a degree programme within 30 days from the day it was submitted to it by the Dean.
- (9) The Scientific Board meets at least once a semester. Besides the members of the Scientific Board, the Faculty Bursar participates in an advisory capacity.
- (10) The course of each meeting of the Scientific Board and the adopted resolutions are recorded in the minutes, which are signed by the Dean and verified by at least one other member of the Scientific Board. Minutes are published on the official notice board of the Faculty.
- (11) The Scientific Board may regulate its internal relations and rules of procedure by a resolution.

Section 5

Qualification procedure

- (1) The discussion and assessment of a proposal for an appointment as professor or associate professor take place in the Scientific Board in the manner specified in Sect. 72 and 74 of the Act. The proposal is accepted if an absolute majority of all members of the Scientific Board votes for it.
- (2) In the event that two thirds of the members of the Scientific Board are not present at a meeting on a proposal for a professor appointment, the Dean may postpone this item to the next meeting of the Scientific Board.
- (3) During the meeting on the proposal for an appointment as associate professor or professor of a member of the Scientific Board, their membership in the Scientific Board is suspended for the relevant part of the meeting; this means that they shall not participate in the closed part of the meeting or voting on the proposal in question.

Section 6

Voting per rollam

- (1) The Dean may announce voting per rollam, i.e. outside a meeting of the Scientific Board, if there is an urgent matter or a proposal for which it is not possible or expedient to convene a meeting. In such case, voting shall take place electronically.
- (2) This method of voting is not possible for proposals on which the Scientific Board decides by secret ballot.
- (3) The Dean informs members of the MU Scientific Board electronically about the announcement of voting per rollam. Members shall receive the text of the proposal on the matter in question, and the relevant documents and information on the method of voting, including the deadline for voting.
- (4) Responses received after the deadline are excluded. A valid resolution requires the statement of "I agree" by an absolute majority of all members. The Dean shall communicate the result of voting to the members of the Scientific Board in the same manner as the vote was taken.

Section 7

Final provisions

- (1) These Rules repeal the Rules of Procedure of the Scientific Board of the Faculty of Social Studies, Masaryk University, approved by the Academic Senate of the Faculty on 14 December 2016 and on 9 January 2017 by the Academic Senate of the University.
- (2) These Rules were approved on 21.6.2021 by the Academic Senate of the Faculty and on 4.10.2021 by the Academic Senate of the University.
- (3) These Rules shall enter into force and effect on the day of their promulgation.

prof. PhDr. Stanislav Balík, Ph.D., v.r.
Dean of the Faculty

Czech version of the contract is legally binding.