

# **RULES OF PROCEDURES OF THE SCIENTIFIC BOARD OF THE FACULTY OF ARTS OF MASARYK UNIVERSITY**

*(as amended with effect from 1 December 2023)*

## Part One

### **Introductory provisions**

#### Section 1

##### **Basic provisions**

- (1) The Rules of Procedures of the Scientific Board of the Faculty of Arts of Masaryk University (hereinafter referred to as "the Rules") are internal regulations of the Faculty of Arts of Masaryk University (hereinafter referred to as "the Faculty" or "FF MU") pursuant to Section 33 (1) and (2) (d) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended (hereinafter referred to as "the Act").
- (2) In accordance with the law and the Statutes of the FF MU, these Rules regulate the rules of meetings and the manner of proceedings of the Scientific Board at the Faculty of Arts, Masaryk University (hereinafter referred to as the "Scientific Board" or "FF MU SB").

#### Section 2

##### **Activities of the Scientific Board**

- (1) The Scientific Board discusses:
  - a) a draft strategic plan for the educational and creative activities of the FF MU developed in accordance with the strategic plan of Masaryk University (hereinafter referred to as "MU") and proposals for the annual plan for the implementation of the FF MU strategic plan,
  - b) drafts of Annual Report on Activities and Annual Report on the Management of the FF MU,
- (2) The Scientific Board approves particularly:
  - a) proposals for degree programmes which are to be implemented at the faculty and submits them to the MU Board of Internal Evaluation for approval via the Rector. The role of the MU Board of Internal Evaluation in the process of approval and accreditation of degree programmes is regulated by the internal regulations of the University,
  - b) proposals for the composition of the doctoral boards,
  - c) a proposal for the award of the academic-scientific honorary degree "doctor honoris causa" and submits it to the MU Scientific Board for approval via the Rector,
  - d) a proposal for the creation of the post of Extraordinary Professor,

- e) a proposal for the award of the honorary title "Emeritus Professor" and submits it to the MU Scientific Board for approval via the Rector.
- (3) The Scientific Board proposes:
- a) the intention to submit an application for accreditation, extension of accreditation or extension of the period of validity of accreditation of degree programmes implemented at the faculty to the Rector,
  - b) intention to submit an application for accreditation of the habilitation procedure and professor appointment procedure, in the case of procedures carried out at the faculty, to the Rector.
- (4) The Scientific Board exercises its authority in the habilitation procedures and in professor appointment procedure to the extent prescribed by law and MU internal regulations.
- (5) The Scientific Board expresses its opinion on other issues submitted to it by the Dean or if the MU internal regulation establishes so.
- (6) The Scientific Board directs the level of the faculty's pedagogical and scientific programme and is responsible to the FF MU Academic Senate.

## Part Two

### Sessions and method of proceedings

#### Section 3

##### Convocation

- (1) Meetings of the FF MU SB are convened by the Dean of the Faculty as required, at least twice a year.
- (2) Members of the FF MU SB are invited to the meeting at least one week before the meeting by e-mail.
- (3) At least one week before the meeting, the documents for the Scientific Board meeting, including the agenda, shall be published in a manner allowing remote access.
- (4) Members of the FF MU SB are obliged to attend FF MU SB meetings.

#### Section 4

##### Sessions

- (1) Meetings of the FF MU SB are chaired by the Dean of the Faculty and, in their absence, by the Vice-Dean authorised by them.
- (2) Sessions are governed by the programme drawn up by the Dean taking into account suggestions from Vice-Deans and members of the FF MU SB. The Dean may change the agenda during the session in justified cases.
- (3) Except as provided for by law, other regulations of Masaryk University and the Faculty, and these Rules, the FF MU SB is capable of holding a quorum if an absolute majority of all its members is present.
- (4) Meetings of the FF MU SB are public except for the debate before voting on the proposal for the appointment of an associate professor and the proposal for the appointment of a professor.
- (5) The minutes of the FF MU SB meeting are taken by an authorised employee of the Dean's Office and published on the faculty's website. The minutes are signed by the Dean of the Faculty or the Vice-Dean who chaired the meeting in their absence. The minutes shall summarise the proceedings of the meeting, the opinions expressed in the debate and the resolutions, including the manner and results of voting on them.

## Section 5

### **Honorary Member of the Scientific Board**

- (1) The Scientific Board may, on the proposal of the Chair of the Scientific Board, grant the status of an Honorary Member of the Scientific Board to a staff member who has made an outstanding contribution to the development of the Faculty in the field of science and research.
- (2) The nominee shall become an honorary member upon approval by an absolute majority of all members of the Scientific Board. Honorary membership is irreplaceable and ends with the term of office of the Scientific Board.
- (3) An honorary member of the Scientific Board has the right to participate in the Scientific Board meetings and to express their opinion on the issues discussed, but not the right to vote.

## Section 6

### **Hearings in the Habilitation Procedure and the Professor Appointment Procedure**

- (1) The hearings of the FF MU SB during habilitation procedures and professor appointment procedure are governed by Sections 72 and 74 of the Act and MU regulations.
- (2) At least two-thirds of all members of the Scientific Board must be present when voting on a proposal for the appointment for an Associate Professor and a proposal for the appointment of a Professor. The MU FF SB decides by secret ballot. An absolute majority of all members of the Scientific Board must vote in favour of the proposal.
- (3) The habilitation procedure and the professor appointment procedure are governed by MU regulations.

## Section 7

### **Resolutions on other matters**

A valid resolution of the FF MU SB on other matters (adoption of a motion) requires the consent of an absolute majority of the members present, unless determined otherwise by law, other regulations of Masaryk University and the Faculty, and these Rules. Individual motions shall be voted on in the order in which they were submitted, by acclamation. The Scientific Board may decide to vote on a particular question by secret ballot.

## Section 8

### **Per rollam vote**

- (1) The FF MU SB may take decisions by means of per rollam voting using the MU Information System.
- (2) The Dean decides on the use of per rollam voting.
- (3) Per rollam voting can be used particularly in questions of a procedural nature, such as voting on the composition of committees and the appointment of opponents, or in questions of changing the guarantors of degree programmes. Per rollam voting cannot be used for voting on the proposals for the appointment of an Associate Professor and the proposals for the appointment of a Professor.
- (4) Members of the FF MU SB will receive a proposal on the matter by e-mail, including relevant documents and a direct link to the voting application in the MU Information System.
- (5) The proposal is accepted if an absolute majority of all members of the FF MU SB agrees with it.
- (6) Per rollam voting is always secret.

- (7) Minutes are taken of the per rollam vote, which always includes the voting protocol in the Masaryk University Information System. The results of the voting are presented at the next meeting of the FF MU SB.

#### Section 9

##### **Real-time online sessions**

- (1) MU FF SB meetings may be held remotely or in a hybrid form using applications enabling video conferencing (hereinafter referred to as "on-line" session). The on-line application in the Masaryk University Information System is used for voting. The decision to hold an on-line session is made by the Dean.
- (2) The public part of the debate of the online session is broadcasted live via the public information network. Information on the possibility to watch the webcast has to be published together with the agenda.
- (3) The rules laid down in Section 4 (3), Section 5 and Section 7 (2) apply also to online meetings, while a member who is logged in to a videoconference using the application shall be deemed to be present. A member who logs out of a videoconference during a meeting or otherwise disconnects shall be deemed as if they have left the meeting room.

### Part Three

#### **Final provisions**

##### Section 10

##### **Final provisions**

- (1) The Rules and Procedures of the FF MU Science Board from 14 September 2020, effective as of 23 September 2020, are repealed.
- (2) These Rules were approved by the FF MU Academic Senate on 20 February 2023.
- (3) These Rules were approved by the MU Academic Senate on 6 November 2023.
- (4) These Rules come into force on the date of approval by the MU Academic Senate.
- (5) These Rules shall come into effect on the first day of the month following the date on which the Rules come into force.

*doc. Mgr. Irena Radová, Ph.D.*

*Dean*