

Rules of Procedure of the Scientific Board of the MU Faculty of Education

(effective from 12 November 2020)

Pursuant to Sect. 28, para. 1 of Act No. 111/1998 Coll., on Higher Education Institutions and on Modifications and Amendment to Other Acts (Act on Higher Education), as amended (hereinafter referred to as the "Act"), I issue these Rules of Procedure of the Scientific Board of the Faculty of Education, Masaryk University:

Article 1

Subject of the Rules

- (1)** The Rules of Procedure of the Scientific Board of the Faculty of Education of Masaryk University are in the sense of the provisions of Sect. 33 para. 2, letter d) of the Act an internal regulation of the Faculty of Education (hereinafter referred to as "PdF") of Masaryk University (hereinafter referred to as "MU").
- (2)** These Rules of Procedure set out binding rules for the composition, organization, and procedure of meetings of the Scientific Board (hereinafter referred to as "SB") of the Faculty of Education, Masaryk University, which is a self-governing academic body of the faculty pursuant to Sect. 25 para. 1, letter c) of the Act.
- (3)** The competence of the SB of the PdF MU is given by Sect. 29 and 30 of the Act, the Statutes of MU, the Statutes of the PdF MU, and other internal regulations and other regulations of the MU and the PdF MU.

Article 2

Composition of the Scientific Board

- (1)** The chair of the Scientific Board of the PdF MU is the dean, who appoints and dismisses its other members with the prior consent of the Academic Senate of the PdF MU. Membership in the SB of the Faculty of Education MU is honorary and irreplaceable.
- (2)** The members of the SB of the PdF MU are important representatives of the fields in which the faculty carries out educational and creative activities, especially professors and associate professors. At least one third of them are persons who are not members of the MU academic community.
- (3)** The term of office of the members of the SB of the PdF MU is the same as the term of office of the dean who appointed them.
- (4)** Members of the SB of the PdF MU, with the exception of members born after 1 December 1971, are obliged in connection with their appointment in accordance with Act No. 451/1991 Coll., determining some further prerequisites for certain positions in state bodies and organizations of the Czech and Slovak Federative Republic, the Czech Republic, and the Slovak Republic, as amended, to submit a screening certificate of the Ministry of the Interior of the Czech Republic and, pursuant to Sect. 4, para. 3 of the same Act, a related sworn statement.

Article 3

Organization and conduct of meetings

- (1)** Meetings of the SB of the PdF MU are summoned by the Dean as required, but at least once a term. Dates of public meetings of the SB of the PdF MU are published on the public website of the Faculty of Education, Masaryk University.

- (2)** Members of the SB of the PdF MU have the obligation to be present in its meetings and actively participate in them.
- (3)** The agenda of the meeting is set by the chair of the SB of the PdF MU and the chair informs its members about it in advance. The chair may at any time decide to change the agenda.
- (4)** Meetings of the Scientific Board of PdF MU are chaired by the dean. The dean may entrust the management of the meeting to another member of the SB of the PdF MU, usually the vice-dean for research and academic affairs (in this case, they represent the chair in the full range of powers).
- (5)** The meetings of the SB of the PdF MU are public, with the exception of the non-public part of the discussion before the actual vote on the proposal for appointment as an associate professor or professor and in justified cases when the SB of the PdF MU decides on the non-publicity of its meeting by voting. In the case of real-time online meetings (Article 5 para. 6 letter (b)), public access to the meeting is ensured by publishing a link to the qualifying procedure stream – the link is included in the meeting invitation.
- (6)** Minutes are taken of the meetings of the SB of the PdF MU, the written form of which is deposited at the Department of Research, Quality and Academic Affairs of the Faculty of Education, Masaryk University. The public record of the SB meeting is electronically available on the public website of the Faculty of Education, Masaryk University.

Article 4

Subject of the meeting

- (1)** The SB of the PdF MU in accordance with Sect. 30 of the Act
 - a)** discusses the draft strategic plan of the educational and creative activities of the faculty prepared in accordance with the strategic plan of MU and the proposals of the annual plan for the implementation of the strategic plan of the faculty before their submission to the Academic Senate of the Faculty of Education, MU,
 - b)** approves proposals for degree programmes to be implemented at the faculty and forwards them in accordance with the Statutes of MU through the Rector for approval to the MU Internal Evaluation Board,
 - c)** proposes to the Rector and, in accordance with the Statutes of MU, forwards through them for approval to the MU Internal Evaluation Board the intention to submit an application 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 and through them to the MU Scientific Board the intention to submit an application for accreditation of the habilitation procedure and the procedure for appointment as a professor, in the case of procedures carried out at the faculty,
 - e)** performs activities in the habilitation procedure and in the procedure for appointment as a professor to the extent stipulated by the Act.
- (2)** Furthermore, the SB of the PdF MU comments in particular on matters submitted to it by the dean in accordance with the Act, the Statutes of MU, the Statutes of the Faculty of Education, Masaryk University, the Study and Examination Regulations of MU, and other internal regulations and other regulations:
 - a)** discusses and approves matters of doctoral degree programmes, especially the composition of doctoral boards and the appointment/dismissal of supervisors,
 - b)** discusses and approves as members of the committees of state final examinations experts who do not have the title of professor or associate professor,
 - c)** approves the dismissal of the chair and members of the examination committees for the state final examinations,
 - d)** approves proposals for the awarding of selected medals, ranks of honorary doctors and other MU awards, or other awards, the regulations of which require the approval of the SB of the PdF MU.

Article 5

Voting of the Scientific Board of the Faculty of Education, Masaryk University

- (1)** The SB of the PdF MU is qualified to pass a resolution if an absolute majority of all its members is present, unless special regulations provide otherwise.
- (2)** The SB of the PdF MU decides by secret vote in cases stipulated by the Act or a special regulation. In other cases, the chair of the PdF MU decides on the method of voting. Before the beginning of the secret vote, the chair shall appoint two members, who shall sum up the ballot papers handed in directly in the meeting room and inform the chair of the result of the vote; the chair shall then announce the result.
- (3)** A valid resolution of the SB of the PdF MU, unless otherwise provided by the Act or special regulations, requires the consent of a two-thirds majority of members present.
- (4)** Proposal for appointment as an associate professor or professor is, in accordance with the provisions of the Act, accepted if an absolute majority of all members of the SB of the PdF MU votes for it in a secret vote.
- (5)** When discussing a proposal that personally concerns a member of the SB of the PdF MU (their qualification procedure, proposal for award, etc.), their membership in the SB of the PdF MU is suspended to discuss this entire agenda item; the number of members of the SB of the PdF MU is reduced by their person for this vote.
- (6)** A meeting of the SB may also be held electronically in urgent matters or if it involves a proposal for which it is not possible or expedient to convene a meeting. The voting will take place via the MU electronic application Inet for the administration of the meetings of its scientific boards, which technically ensures the secret vote of the SB. Minutes of the electronic voting are prepared, which are archived and published as minutes of the attendance meeting. An electronic meeting of the SB can take place in two ways:
 - a)** Meeting per rollam during the scheduled period for matters that do not need to be discussed in person and it is not necessary for all SB members to vote on the points presented at the same time, but they have a longer period of time (several days). In the event of such a vote, SB members will receive an automatic e-mail from Inet informing them of the opening of the meeting, the time limit for voting, and a direct link to the vote in this application, in which the necessary documents are available, including a draft for a resolution. A valid resolution requires the statement "I agree with the draft resolution" of at least two-thirds of all SB members.
 - b)** An online meeting in real time takes place with the use of a videoconferencing tool using synchronous electronic communication, including the remote participation of members of the habilitation committee and reviewers, or members of the committee for the appointment of professors. In the case of habilitation or an appointment procedure, at a minimum the chair of the SB, i.e. the dean or the vice-dean for research and academic affairs authorized by them, the candidate, and the chair of the committee of the given qualification procedure or a committee member authorized by them must be present in person. All documents for the meeting are available to SB members in advance in the Inet system, and the course of the SB meeting is identical to the course of the face-to-face meeting. Voting, which is opened and closed by the SB chair in the form of a videoconference announcement, takes place in secret through the Inet system; the validity of the vote is governed by the provisions of para. 3, 4, and 5 of Art. 5 and para. 2 of Art. 6 of these Rules of Procedure.

Article 6

Qualification procedure

- (1)** The qualification procedure (i.e. habilitation procedure and procedure for appointment as a professor) takes place at a public meeting of the SB of the PdF MU, with the exception of the non-public part of the discussion, which is also attended by present members of the committee and reviewers of the habilitation thesis, and a secret vote.

- (2)** In the event that two thirds of the members of the SB of the PdF MU are not present during the meeting on the appointment of an associate professor or professor, the chair may postpone this item to the next meeting of the SB of the PdF MU.
- (3)** The discussion and assessment of the proposal for the habilitation procedure and the actual habilitation procedure take place in the manner specified in Sect. 72 of the Act, and the discussion and assessment of the proposal for the appointment procedure and the actual appointment procedure take place in the manner specified in Sect. 74 of the Act. The process for qualification procedures is regulated in more detail by other regulations of MU (Rules of habilitation procedure and procedure for appointment as a professor at MU, MU directive Habilitation procedure and procedure for appointment as a professor) and PdF MU (Principles of habilitation procedure and procedure for appointment as a professor at PdF MU).
- (4)** The actual habilitation procedure before the SB of the PdF MU covers the following points:
- a)** Introduction of the candidate by the chair of the committee (or a member authorized by them) and information on the results of the committee meeting.
 - b)** Candidate's lecture and discussion.
 - c)** Defence of the habilitation thesis: speech of the reviewers, in case of the absence of the reviewer, the member of the committee appointed by its chair shall acquaint the persons present with the review; the candidate's statement on the reviews and answers to the questions asked in them, public discussion on the habilitation thesis.
 - d)** Candidate's statement on their current scientific (or artistic) and pedagogical activities, public debate on the habilitation procedure as a whole.
 - e)** Non-public part of the discussion of the SB of the PdF MU and secret vote on the proposal for appointment as an associate professor.
- (5)** The actual appointment procedure before the SB of the PdF MU covers the following points:
- a)** Introduction of the candidate by the chair of the committee (or a member authorized by them) and information on the results of the committee meeting.
 - b)** Candidate's lecture and discussion.
 - c)** Candidate's statement on their current scientific (or artistic) and pedagogical activities, public debate on the appointment procedure as a whole.
 - d)** Non-public part of the discussion of the SB of the PdF MU and secret vote on the proposal for appointment as a professor.

Article 7

Administration

- (1)** The administration connected with the activities of the SB of the PdF MU, including the minutes, is provided by an authorized employee of the Department of Research, Quality and Academic Affairs of the PdF MU.

Article 8

Final provisions

- (1)** These Rules of Procedure repeal the Rules of Procedure of 2 May 2017 effective from 3 May 2017.
- (2)** These Rules of Procedure of the SB of the PdF MU follow the Act, especially based on Sect. 29 and 30 therein, Act No. 451/1991 Coll., determining some further prerequisites for certain positions in state bodies and organizations of the Czech and Slovak Federative Republic, the Czech Republic, and the Slovak Republic, as amended, the Statutes of MU, the Statutes of the PdF MU, and other internal regulations of MU (especially Rules of the habilitation procedure and procedure for appointment as a professor at MU, MU directive Habilitation procedure and procedure for appointment as a professor, Study and Examination Regulations of MU) and PdF MU (Principles of habilitation procedure and procedure for appointment as a professor at PdF MU).

- (3)** I entrust the interpretation of individual provisions of these Rules of Procedure to the vice-dean for research and academic affairs of the Faculty of Education, Masaryk University.
- (4)** I entrust the vice-dean for research and academic affairs of the Faculty of Education, Masaryk University, with their continuous updating.
- (5)** Compliance with these Rules of Procedure is monitored by the vice-dean for research and academic affairs of the Faculty of Education, Masaryk University.
- (6)** The Academic Senate of the MU Faculty of Education approved these Rules of Procedure at its meeting on 6 October 2020.
- (7)** The Academic Senate of the MU approved these Rules of Procedure at its meeting on 2 November 2020.
- (8)** These Rules of Procedure are valid on the date of signature.
- (9)** These Rules of Procedure shall enter into force on 12 November 2020.

In Brno on 12 November 2020

doc. PhDr. Jiří Němec, Ph.D.
Dean of the Faculty of Education of Masaryk Universit

