

## **RULES OF PROCEDURE OF THE SCIENTIFIC BOARD OF THE FACULTY OF PHARMACY OF MASARYK UNIVERSITY**

### **Part One Introductory Provisions**

#### Article 1

##### **Basic Provisions**

- (1) The Rules of Procedure of the Scientific Board of the Faculty of Pharmacy of Masaryk University (hereinafter referred to as "Regulations") is an internal regulation of Masaryk University of Pharmacy (hereinafter also "Faculty" or "FaF MU") pursuant to Section 33(1) and (2)(d) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as "the Act").
- (2) In accordance with the law and the Statutes of the Faculty of Pharmacy of Masaryk University, these Rules regulate the rules of meetings and procedures of the Scientific Board of the Faculty of Pharmacy of Masaryk University (hereinafter referred to as the "Scientific Board" or "MU Faculty Board").

#### Article 2

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

- (1) The Scientific Board discusses:
  - a) a draft of the strategic plan for the educational and creative activities of the Faculty of Pharmacy of Masaryk University (hereinafter referred to as "MU") developed in accordance with the strategic plan of Masaryk University (hereinafter referred to as "MU") and a draft of the annual plan for the implementation of the strategic plan of the Faculty of Pharmacy of Masaryk University,
  - b) draft the Annual Report on Activities and Annual Report on the Management of the Faculty of Pharmacy MU,
- (2) The Scientific Board approves:
  - a) proposals for study programmes to be implemented at the Faculty and submits them to the MU Internal Evaluation Board for approval via the Rector. The role of the MU Internal Evaluation Board in the process of approval and accreditation of study programmes is regulated by the internal regulations of the University,
  - b) proposals for the composition of the sectoral councils,
  - c) a proposal for the award of the honorary academic and scientific title "doctor honoris causa" and forward them to the MU Scientific Board for approval via the Rector,
  - d) a proposal for the creation of the post of Associate Professor,
  - e) 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 Rector's intention to submit an application for accreditation, extension of

- accreditation or extension of the period of validity of the accreditation of study programmes implemented at the faculty,
- b) proposes to the Rector the intention to submit an application for accreditation of the habilitation procedure and the procedure for appointment as professor, in the case of procedures carried out at the Faculty.
- (4) The Scientific Board exercises its powers in habilitation proceedings and in proceedings for appointment to professor to the extent provided for by law and MU internal regulations, the Research Board expresses its opinion on other issues submitted to it by the Dean or if an MU internal regulation so provides.
  - (5) The Scientific Board directs the level of the faculty's pedagogical and scientific programme and is responsible to the AS FaF MU.

## Part Two

### Meetings and the Method of Proceedings

#### Article 3 Convocation

- (1) Meetings of the MU Faculty Board are convened by the Dean of the Faculty as required, usually twice a year.
- (2) Members of the SB MU FAF are invited to the meeting at least one week beforehand by e-mail.
- (3) At least one week before the meeting, the materials for the meeting of the Scientific Board, including the program, are published in a way that allows remote access. The Scientific Board of FaF MU will not discuss materials submitted within a shorter period if at least 5 members of the Board speak against the discussion.
- (4) Members of the SB FaF MU are obliged to attend the SB FaF MU meetings.

#### Article 4 Sessions

- (5) Meetings of the SB FaF MU are chaired by the Dean of the Faculty and in their absence by a member of the SB FaF MU authorised by them.
- (6) The sessions are governed by the programme drawn up by the Dean taking into account suggestions from the Vice-Deans and members of the MU Faculty of Pharmacy Board. The Dean may change the agenda during the session in justified cases.
- (7) Except as provided for by law, other regulations of Masaryk University and the Faculty, and these Regulations, the MU Faculty Board is capable of holding a quorum if an absolute majority of all its members is present.
- (8) Meetings of the SB FaF MU are open to the public except for the debate before voting on the proposal for appointment as associate professor and the proposal for appointment as professor.
- (9) The minutes of the meeting of the MU Faculty Board 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 by the member of the SB FaF MU who chaired the meeting in their absence. The minutes summarise the course of the meeting, the opinions expressed in the debate and state the resolutions, including the manner and results of voting on them.

Article 5  
**The Hearings**

A valid resolution of the MU Faculty Board (adoption of a proposal) requires the consent of an absolute majority of the members present, unless otherwise provided by law, other regulations of Masaryk University and the Faculty, and these Regulations. Individual motions are voted on in the order in which they are submitted, by acclamation. The Scientific Board may decide to vote on a particular question by secret ballot.

Article 6  
**Hearings in the Habilitation Procedure and the Procedure for Appointment as Professor**

- (1) The deliberations of the MU Faculty of Pharmacy Board during the habilitation procedure and the procedure for appointment as a professor 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 appointment as associate professor and a proposal for appointment as professor. The FaF MU Board decides by secret ballot. An absolute majority of all members of the Scientific Board must vote in favour of the proposal.
- (3) To conduct and control the voting and to announce its results, the FaF MU Board shall select from two vote counters from the Board.
- (4) The habilitation procedure and the procedure for appointment as a professor are governed by MU regulations.

Article 7  
**Per Rollam Vote**

- (1) The SB FaF MU 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 in particular for procedural issues, such as voting on the composition of committees and the appointment of opponents. Per rollam voting cannot be used for voting on a proposal for appointment as associate professor and a proposal for appointment as professor.
- (4) Members of the SB FaF MU 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 voting period must be at least 3 and no more than 14 working days. Voting may be done at any time within the specified period and the choice may be changed at any time up to the end of the period.
- (6) The proposal is accepted if an absolute majority of all members of the SB FaF MU agrees with it.
- (7) A per rollam vote is not initiated, and if it has been initiated, it is cancelled if at least ten members of the SB FaF MU deliver to the Chairperson no later than the end of the voting period their disagreement with electronic voting on the matter in question.
- (8) Per rollam voting is always secret.
- (9) A record of the per-rollam vote is made, which always includes a protocol of the vote in the Masaryk University Information System. The voting results are presented at the next meeting of the MU Faculty of Pharmacy Board.

## Part Three

### Final Provisions

Article 8

#### Final Provisions

- (1) These Regulations were approved by the SB FaF MU on 10 September 2020.
- (2) These Regulations were approved by the SB MU on 14 September 2020.
- (3) These Regulations come into force on the date of approval by the SB MU.
- (4) These Regulations shall come into force on 14 September 2020.

In Brno, 14 September 2020

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