

MUNI
FACULTY
OF SCIENCE

FACULTY OF SCIENCE, MASARYK UNIVERSITY
SCIENTIFIC BOARD RULES OF PROCEDURE



Faculty of Science, Masaryk University

Scientific Board Rules of Procedure

Art. 1 General

- (1) This internal regulation pertains to meetings of the Faculty of Science Masaryk University's Scientific Board (hereinafter the "Faculty Scientific Board", "Faculty" and "MU") in conformity with Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Higher Education Institutions Act), as amended (hereinafter the "Act"), and the Statute of the Faculty.
- (2) The Faculty Scientific Board is an autonomous academic body of the Faculty.
- (3) Membership of the Faculty Scientific Board and competence of the Faculty Scientific Board are governed by the Act and the Statute of the Faculty.

Art. 2 Competence of the Faculty Scientific Board

- (1) In conformity with the Act and the Statute of the Faculty, the Faculty Scientific Board:
 - a) discusses the draft strategic outlook for educational and creative activities of the Faculty drawn up in accordance with the Strategic Outlook of Masaryk University and draft annual plans of application of the Faculty's strategic outlook;
 - b) approves draft degree programmes to be organised at the Faculty, and submits them through the Rector for approval to the Internal Evaluation Board of Masaryk University;
 - c) approves the submission of an application for granting, extending or prolonging the term of the authorisation to implement any given degree programme at the Faculty;
 - d) proposes that the Rector file an application for accreditation of a habilitation procedure and procedure for appointing professors in the case of procedures that take place at the Faculty;
 - e) performs its competence in habilitation procedures and in procedures for appointing professors within the scope stipulated by the Act;
 - f) approves the Dean's proposals for appointment of candidates to various positions pursuant to Art. 14 (7) and (8) of the Statute of the Faculty;
 - g) approves the Dean's proposals for awarding the honorary scientific degree of "doctor honoris causa" (abbreviated as "dr. h. c."), and the Dean's proposals for awarding medals of Masaryk University and any other honours;
 - h) provides a statement on the Dean's intention to appoint department directors.
- (2) The Faculty Scientific Board further provides statements on matters presented to it by the Dean.

(3) The Faculty Scientific Board appoints members of the election committee for election to the Academic Senate of the Faculty (hereinafter the "Senate") if the term of office of all members of the Senate is about to end pursuant to Section 26 (3) of the Act or if the term of office of the Senate has been shortened pursuant to Art. 4 (3) of the Election Rules of the Senate.

(4) Members of the Faculty Scientific Board are obliged to participate in its meetings and actively engage in the meetings.

Art. 3

Meetings of the Faculty Scientific Board

(1) The Faculty Scientific Board is convened and chaired by the Dean.

(2) The Dean may appoint a member of the Faculty Scientific Board to convene and chair its meeting.

(3) The Faculty Scientific Board is deemed to have a quorum if a majority of all its members are present.

(4) A majority of votes of all the members of the Faculty Scientific Board is required for adopting a valid resolution of the Board.

(5) The Faculty Scientific Board always adopts resolutions by a secret ballot in respect of

- a) a proposal on appointing an applicant an associate professor;
- b) a proposal on appointing an applicant a professor.

(6) Except in the matters set out in the preceding paragraph, the Faculty Scientific Board votes publicly unless it itself determines otherwise.

(7) The Chairperson of the Faculty Scientific Board may announce a vote *per rollam*, i.e. outside a meeting of the Scientific Board of the Faculty, in respect of an urgent matter or if it is not possible or purposeful to convene a meeting to discuss the given proposal. In that case, voting will take place by electronic means. The chairperson will inform the members of the Faculty Scientific Board by electronic means that a vote will be taken *per rollam*. Members will receive the wording of the proposal in the given matter, the relevant underlying documents and information on the manner of voting, including the time limit for voting.

(8) The Chairperson of the Faculty Scientific Board may in advance announce a meeting of the Faculty Scientific Board in a distance or combined form and determines the communication platform. A distance meeting is executed entirely online via electronic tools. During a combined form of meeting a part of participants is present in person at a predetermined place, communicating with the rest of the participants online. In both of these forms of meetings voting is executed only in the Information System of MU in real time. The Chairperson of the Faculty Scientific Board announces the start and the end of the voting.

(9) The Faculty Scientific Board draws up minutes of its meetings, which it publishes and archives.

(10) When discussing a proposal for appointing a member of the Faculty Scientific Board an associate professor or professor, the relevant member of the Faculty Scientific Board does not participate in the non-public part of the meeting and does not vote on the proposal.

Art. 4
Final Provisions

- (1) This internal regulation of the Faculty was approved by the Academic Senate of the Faculty of Science MU at the Dean's proposal on 9 November 2020.
- (2) Pursuant to Section 9 (1)(b) of the Act, this internal regulation of the Faculty was approved by the Academic Senate MU on 7 December 2020.
- (3) This version of the Faculty Scientific Board Rules of Procedure replaces the version of the Faculty Scientific Board Rules of Procedure of 11 January 2019.
- (4) These Faculty Scientific Board Rules of Procedure enter into effect on the date of publication in the public part of the Faculty's website.

Doc. Mgr. Tomáš Kašparovský, Ph.D.
Dean of the Faculty

RNDr. Pavel Lízal, Ph.D.
Chairman of the Senate of the Faculty

Mgr. Josef Menšík, Ph.D.
Chairman of the Academic Senate of MU

Published on: 11 December 2020