

CODE OF PROCEDURE FOR THE RESEARCH BOARD OF THE FACULTY OF SCIENCE OF CHARLES UNIVERSITY

Under sections 27 (1) (b) and 33 (2) (d) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the 'Higher Education Act'), as amended, the Academic Senate of the Faculty of Science of Charles University has adopted the following Code of Procedure for the Research Board of the Faculty of Science of Charles University as its internal regulation:

Article 1

Introductory Provision

The Research Board of the Faculty of Science (the 'Research Board') is a self-governing body of the Faculty of Science (the 'Faculty') as part of Charles University (the 'University'). Its powers are regulated by sections 29 and 30 of Act No. 111/1998 Sb., as amended ('the Act'), by the Constitution of Charles University, and by the Constitution of the Faculty.

Article 2

Convening Meetings of the Research Board

1. The schedule of meetings of the Research Board for an academic year is set out by the Dean.
2. Meetings of the Research Board are convened by the Dean at least six times per academic year. The Dean is required to convene a meeting of the Research Board if at least one third of the Members of the Research Board requests this. The schedule of meetings of the Research Board, a brief record of each meeting, and the contents of the resolution are published on the publicly accessible section of the Faculty website.
3. For each meeting, the Dean or a person authorised by them sends an electronic invitation to the Members of the Research Board (the 'Member') with an agenda and the relevant background documents for individual agenda items no later than three days in advance. Exceptionally, particularly due to time constraints or in matters of urgency, the relevant background documents may, upon a decision by the Dean, be handed over later or distributed during the opening of the meeting.
4. If requested due to the nature of the matter debated, the Dean may invite other persons to the meeting.

Article 3

Agenda of Meetings of the Research Board

1. The agenda of meetings of the Research Board is determined by the Dean. The agenda for the academic community of the Faculty is published well in advance on the publicly accessible section of the Faculty website.
2. Meetings also include the approval of the agenda of the meeting, and of the minutes of the previous meeting of the Research Board.

3. A Member of the Research Board, a body of the University, or of the Faculty may propose an item for the agenda. If written documents are necessary for the consideration of an item, the Member or the body will submit them to the Dean well in advance.

Article 4

The Course of Meetings of the Research Board

1. Meetings of the Research Board are chaired by the Dean. If the Dean is not present, the meeting will be chaired by a representative appointed by the Dean. .
2. The following persons may speak at a meeting of the Research Board: its members, the Rector, the Vice-Rector, the Vice-Dean of the Faculty, a member of the Academic Senate of the Faculty, a member of the Academic Senate of the University elected at the Faculty, and other persons invited to debate individual items on the agenda. Unless otherwise provided in this Code, other persons may speak at the meeting only if the Research Board agrees to this.
3. Each member of the Research Board, and the persons listed in Par. 2, may express their opinion on the items debated. If the written opinion of an absent member of the Research Board is available, it must be read aloud.
4. Meetings of the Research Board are public. The Research Board may decide to hold the whole meeting or a part thereof as a closed meeting if holding an open meeting could jeopardise personal rights of an individual, or an important interest of the University, or of the Faculty. In such cases, the Research Board will determine who may participate in the closed meeting.
5. Voting is public. In cases stipulated by the law or by an internal regulation, or in cases agreed by the Research Board, the Research Board votes by secret ballot.
6. The Research Board is quorate if an absolute majority of its members are present; honorary members are not included in the number of members. Unless otherwise provided in the Higher Education Act¹, a resolution is passed if an absolute majority of the persons present vote in its favour.

Article 5

Voting Outside the Meeting

1. The Rector may direct that the vote be taken outside the meeting of the Research Board ('Remote Voting') if the matter is urgent, or if with respect to the proposal it is not possible or appropriate to convene a meeting of the Research Board. It is not possible to conduct Remote Voting with respect to matters which must be decided by secret ballot.

1) S. 72 (10) and (11), and s. 74 (6) of the Higher Education Act.

2. Notice of the voting, the text of the proposal, and a ballot paper will be sent to the Members via closed electronic conference. The notice will stipulate the time limit for voting which is not less than five days.
3. A Member will send by electronic means a completed ballot paper including the name and surname of the voter, and their actual vote, i.e., approval, disapproval, or abstention, within the time limit under Par. 2; otherwise, their vote is invalid. A Member may refuse Remote Voting in the same manner and within the same time limit.
4. A proposal is considered to be approved if an absolute majority of all Members vote in its favour; this does not apply if at least one third of all Members refused to vote on the proposal through Remote Voting.
5. The record of Remote Voting is an integral part of the minutes of the next meeting of the Research Board. It must include a list of the names of the Members of the Research Board with an indication of how each of them voted.

Article 6

Meetings Concerning the Associate Professorship and Full Professorship Appointment Procedure

1. Meetings of the Research Board concerning the associate professorship and full professorship appointment procedure are governed by the relevant provisions of the Higher Education Act, by the Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University, and the Code of Procedure for the Granting of Associate Professorship and Full Professorship of the Faculty of Science.
2. The Dean invites the applicant for associate professorship and full professorship to the respective meeting of the Research Board. The proposal may not be heard if the invited applicant is not present at the meeting.
3. If less than two-thirds of all members of the Research Board participate in the meeting, the proposal in the procedure for the appointment of an associate professor or full professor will be considered if the applicant agrees to the consideration.
4. In the procedure for the appointment of full professorship, the Dean invites the chair of the evaluation commission or the chair of the Associate Professorship Commission to participate in the relevant meeting of the Research Board. The motion does not need to be considered if the invited chair or a member of the commission authorised by them does not participate in the meeting.
5. The meeting of the Research Board is closed for persons who are not members of the Research Board, and for persons whose presence at the meeting is not approved by the Research Board for the duration of voting and possible debate on the motion. The Research Board votes separately on each individual nomination in the procedure for the appointment of full professorship or associate professorship.
6. Voting on the matters specified in sections 72 (9) and 74 (6) of the Act is by secret ballot. Qualifying for associate professorship or a nomination for full professorship is recommended by the Research Board if the absolute majority of its members agree to this.

Article 7

Commissions of the Research Board

1. The Research Board may establish commissions of the Research Board (the 'Commissions') upon the proposal of the Dean.
2. The Commissions are advisory bodies for the Research Board and are established as permanent or temporary.
3. The composition of a Commission is approved by the Research Board, upon a proposal by the Dean.

Article 8

Minutes of the Meeting

1. The minutes of the meeting of the Research Board are verified by the Dean.
2. The minutes of the meeting typically include the following: the date, the hour at which the meeting commenced and ended, the venue, the list of present, excused, and unexcused Members of the Research Board, the list of other persons present at the meeting, the text of individual motions, a representative summary of the meeting, and the resolution of the Research Board.
3. Each member of the Research Board has the right to ask for their different opinion to be noted in the minutes of the meeting. This request may not be refused.
4. The minutes of the meeting of the Research Board are, after incorporating any comments of the Members of the Research Board, published on the Faculty Intranet within fourteen days; following their approval at the subsequent meeting of the Research Board, they are published on the publicly accessible section of the Faculty website.

Article 9

Final Provisions

1. The Code of Procedure for the Research Board of the Faculty of Science, approved by the Academic Senate of Charles University on 9 October 2009, is hereby repealed.
2. This Code was approved by the Academic Senate of the Faculty of Science on 25 May 2017.
3. This Code comes into force on the date of its approval by the Academic Senate of Charles University.²⁾
4. This Code becomes effective on the first day of the calendar month following the date of coming into force.

²⁾S. 9 (1) (b) (2) of the Higher Education Act. The Academic Senate of Charles University adopted this Code on 2 June 2017

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RNDr. Radim Perlín, Ph.D.

President of the Academic Senate of the Faculty of Science of Charles University

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Prof. RNDr. Jiří Zima, CSc.

Dean of the Faculty of Science of Charles University

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PhDr. Tomáš Nigrin, Ph.D.

President of the Academic Senate of Charles University