

Pursuant to § 36, para. 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Rules of Procedure of the Scientific Board of the University of Veterinary and Pharmaceutical Sciences Brno on 19 May 2017, file reference MSMT-12507/2017.

Pursuant to § 36, para. 2 and 5 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Changes of Rules of Procedure of the Scientific Board of the University of Veterinary and Pharmaceutical Sciences Brno on 26 February 2018, file reference MSMT-5268/2018.

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Mgr. Karolína Gondková
Director of the Department of
Higher Education

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THE FULL TEXT OF
RULES OF PROCEDURE OF THE SCIENTIFIC BOARD OF
THE UNIVERSITY OF VETERINARY AND
PHARMACEUTICAL SCIENCES BRNO

Dated 26 February 2018

Article 1

Introductory Provisions

- (1) The Rules of Procedure of the Scientific Board of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “Rules of Procedure of the Scientific Board”) shall be issued pursuant to § 17, para. 1, letter e) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter only as the “Act”) and in accordance with the Statute of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “Statute of the UVPS Brno”).
- (2) The Scientific Board of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “Scientific Board”) is an autonomous academic body the competence of which is stipulated by the Act. Sessions and meetings of the Scientific Board shall be governed by the Rules of Procedure of the Scientific Board.

Article 2

- (1) The Rector serves as the Chairperson of the Scientific Board. The Rector appoints and dismissed other members of the Scientific Board.
- (2) The members of the Scientific Board are leading representatives of the fields in which the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “UVPS Brno”) conducts educational and scientific and research, development and innovation, artistic or other creative activity (hereinafter only as the “creative activity”). At least one third of the members shall include persons who are not members of the academic community of the UVPS Brno. Membership in the Scientific Board is honourable and irreplaceable. The members of the Scientific Board shall actively participate in the activities of the Scientific Board.

- (3) No later than one month from the beginning of his / her term of office, the Rector shall submit a proposal to the Academic Senate of the UVPS Brno concerning the nomination of the members of the Scientific Board. The term of office of the Scientific Board members shall expire with the Rector's term of office. The Academic Senate of the UVPS Brno shall grant a prior approval to the Rector for the appointment or dismissal of individual members of the Scientific Board. The Scientific Board shall consist of at least 33 members.
- (4) The Scientific Board shall meet at least twice a year. The timetable for the Scientific Board session for the academic year shall be determined by the Rector. The Rector may convene sessions of the Scientific Board in urgent cases even outside specified dates.
- (5) The Rector shall convene a meeting of the Scientific Board at least seven calendar days before the date of the meeting by a written invitation with the agenda and the supporting documents for its individual items. In exceptional cases, in particular due to the timeliness or urgency of the matter resolved, the documents shall be submitted at a later date based on the Rector's decision or, if appropriate, submitted at the opening of the session.
- (6) A member of the Scientific Board may propose including a new item on the agenda. If its discussion requires written documents, they shall be submitted in reasonable time to the Rector. Including a new item on the agenda of the session shall be approved by an absolute majority of the present members of the Scientific Board.
- (7) If the nature of the matter so requires, the Rector may also invite other persons to attend the session of the Scientific Board.

Article 3

- (1) The Scientific Board session shall be chaired by the Rector or Vice-Rector.
- (2) The Scientific Board shall adopt decisions by voting. Voting may be public or secret. The Scientific Board shall vote publicly in all cases, except as provided by the Act, and in the event that the Scientific Board decides otherwise.
- (3) The Scientific Board shall have a quorum if the session is attended by an absolute majority of its members.
- (4) The proposals not decided by the Scientific Board in a secret ballot or the proposal not considered as strategically important by the Chairperson of the Scientific Board, may also be voted on outside the session of the Scientific Board "*per rollam*", i.e. by means of electronic mail. In the event that the Chairperson of the Scientific Board decides on this form of voting, the Chairperson of the Scientific Board shall send to all members of the Scientific Board a draft resolution on the matter, including the relevant supporting documents, and shall set the time limit for reply. Voting shall take place in the manner that individual members of the Scientific Board send an answer "I agree", "I disagree" or "I abstain from voting" within the specified time limit and in the prescribed form to the Chairperson of the Scientific Board. Answers received after the expiry of the time limit shall be removed. At least two thirds of all the members of the Scientific Board (answering "I agree") are required to adopt the resolution. The result of the vote shall be communicated by the Chairperson to the members of the Scientific Board in the same manner as the voting.
- (5) The result of the voting outside the session of the Scientific Board shall form part of the minutes of the forthcoming session of the Scientific Board.

Article 4

- (1) The Scientific Board shall exercise its competence in the habilitation procedure and in the procedure for the appointment of a professor to the extent stipulated by the Act, the Statute of the UVPS Brno and other regulations of the UVPS Brno.
- (2) In the habilitation procedure, the Scientific Board shall resolve in the event that the Rector does not agree with the proposal of the Faculty's Scientific Board on the nomination of the candidate for the appointment as an Associate Professor. The Scientific Board of the UVPS Brno shall decide by secret ballot whether the candidate is to be appointed the Associate Professor.

- (3) Within the procedure for the appointment of a professor, the candidate shall deliver a lecture in a public session of the Scientific Board. The session of the Scientific Board shall be private for the course of voting and possible debate on the reasoning of the voting result. After the lecture, the Scientific Board shall decide in a secret ballot on the proposal whether the candidate is to be appointed the Professor. Adopting the proposal requires an absolute majority of all members of the Scientific Board.
- (4) The Scientific Board shall approve:
- a) Upon the Rector's proposal, the intention to submit an application for institutional accreditation for the field or areas of education and the extension of institutional accreditation to another area or fields of education;
 - b) Upon the Rector's proposal, the intention to renounce institutional accreditation, the intention to cancel the degree programme, and the intention to renounce the accreditation of the habilitation procedure or the procedure for the appointment of a professor;
 - c) The candidates presented to the Rector for the appointment to the Internal Evaluation Board of the UVPS Brno in the number set out by the Statute of the UVPS Brno, or possibly the proposal for their dismissal. The election of the candidates shall take place by secret ballot.

The resolution shall be adopted by an absolute majority of the present members of the Scientific Board.

- (5) The Scientific Board shall discuss:
- a) Upon the Rector's proposal, the draft Strategic Plan of the UVPS Brno, and the draft Strategic Plan Implementation of the UVPS Brno, the draft Rules on Quality Assurance of Educational, Creative and Related Activities and Internal Quality Assessment of the Educational, Creative and Related Activities of the UVPS Brno prior to the submission of the proposals to the Academic Senate of the UVPS Brno;
 - b) The draft report on internal quality assessment of the educational, creative and related activities UVPS Brno, submitted by the Chairperson of the Internal Evaluation Board of the UVPS Brno prior to submitting the draft to the Academic Senate of the UVPS Brno, as well as any draft amendments to this report;
 - c) The intentions of the Rector to appoint or dismiss the members of the Internal Evaluation Board of the UVPS Brno;
 - d) The draft Annual Report on the Activity of the UVPS Brno prior to submitting the draft to the Academic Senate of the UVPS Brno.

The resolution shall be adopted by an absolute majority of the present members of the Scientific Board.

- (6) In addition, the Scientific Board shall also discuss:
- a) The proposal of the Rector for the appointment of an extraordinary professor if, upon the proposal of the Faculty's Scientific Board, an extraordinary professor is established at the faculty;
 - b) The proposal for awarding the honorary degree "professor emeritus" submitted by the Rector upon the proposal of the faculty the Scientific Board of which approved it in its session;
 - c) The proposal for awarding the honorary degree "doctor honoris causa" submitted by the Rector upon the proposal of the Dean whose Scientific Board has approved it in its session.

Resolutions concerning individual persons shall be voted by secret ballot. The resolution shall be adopted by an absolute majority of all the members of the Scientific Board.

- (7) The Scientific Board shall express its opinion on other matters submitted to it by the Rector and shall exercise the other powers set out by the Statute of the UVPS Brno.

Article 5

- (1) The Rector's office shall provide all the necessary administration associated with the activity of the Scientific Board. Minutes of the meeting of the Scientific Board shall be

taken by a minutes clerk appointed by the Rector.

- (2) Minutes of the meeting of the Scientific Board shall be sent to the members of the Scientific Board and to the Chairperson of the Academic Senate of the UVPS Brno. The resolution of the Scientific Board shall also be sent to any other members or bodies concerned.

Article 6

Temporary Provisions

The term of office of the members of the Scientific Board appointed under the Rules of Procedure of the Scientific Council of the UVPS Brno, registered by the Ministry of Education, Youth and Sports on 20 January 2003 under file reference 11 324/2003-30, shall not be affected by this regulation.

Article 7

Final Provisions

- (1) The Rules of Procedure of the Scientific Board of the University of Veterinary and Pharmaceutical Sciences, registered by the Ministry of Education, Youth and Sports on 20 January 2003, file reference 11 324/2003-30, shall be set aside.
- (2) The Rules of Procedure were adopted pursuant to § 9, para. 1, letter b), point 3 of the Act by the Academic Senate of the UVPS Brno on 27 April 2017.
- (3) Pursuant to § 36, para. 4 of the Act, the Rules of Procedure shall come into effect on the date of registration by the Ministry of Education, Youth and Sports.
- (4) The Rules of Procedure shall enter into effect on the date of entry into force.

The Changes of The Rules of Procedure were adopted pursuant to § 9, para. 1, letter b), point 3 of the Act by the Academic Senate of the UVPS Brno on 19 February 2018.

Pursuant to § 36, para. 4 of the Act, the Changes of the Rules of Procedure shall come into effect on the date of registration by the Ministry of Education, Youth and Sports.

The Changes of the Rules of Procedure shall enter into effect on the date of entry into force.

Prof. MVDr. Alois Nečas, Ph.D., MBA
Rector