

## **I. FULL TEXT OF THE RULES OF PROCEDURE OF THE SCIENTIFIC COUNCIL OF THE THIRD FACULTY OF MEDICINE OF CHARLES UNIVERSITY**

The Academic Senate of the Third Faculty of Medicine of Charles University, pursuant to Section 27(1)(b) and Section 33(2)(d) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), has resolved on the following Rules of Procedure of the Scientific Council of the Third Faculty of Medicine of Charles University Charles University, as its internal regulation:

### **Article 1 Basic Provisions**

1. The meetings of the Scientific Council of the Third Faculty of Medicine of Charles University (hereinafter referred to as the "Scientific Council", "Faculty" and "University") shall be governed by the provisions of the Act, the Statute of the Third Faculty of Medicine of Charles University (hereinafter referred to as the "Statute of the Faculty"), the Regulations of the Habilitation Procedure and the Procedure for the Appointment of Professor of Charles University (hereinafter referred to as the "Regulations of the Habilitation Procedure and the Procedure for the Appointment of Professor of the University") and other internal regulations of the University and the internal regulations of the Faculty. Further details are regulated by these Regulations. The members of the Scientific Board are appointed and dismissed by the Dean with the prior approval of the Academic Senate of the Faculty. The number of full members of the Scientific Council shall be at least 20. At least one third of the full members shall not be employees of the University. The term of office of the members of the Scientific Council shall be a maximum of 4 years, always ending at the latest at the end of the term of office of the Dean.

2. Scientific Council:

- a) discuss the draft strategic plan of the Faculty's educational and creative activities drawn up in accordance with the University's strategic plan and the draft annual plan for the implementation of the Faculty's strategic plan;
- b) on the basis of a proposal by the Dean and after the opinion of the Academic Senate of the Faculty, approve proposals for study programmes to be implemented at the Faculty;
- c) proposes to the Rector the intention to submit an application for accreditation, extension of accreditation or extension of the period of validity of accreditation of study programmes to be carried out at the Faculty;
- d) propose 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;
- e) expresses its opinion on the Dean's proposal for the appointment and dismissal of supervisors of Bachelor's or Master's degree programmes and members of the field councils of doctoral degree programmes;

- f) approve persons who may be members of state examination boards who are not professors or associate professors ;
- (g) monitor the content and standard of doctoral studies;
- (h) approve persons who may act as supervisors of doctoral students;
- (i) exercise its powers in the habilitation procedure and the procedure for the appointment of professor to the extent provided for in the Higher Education Act;
- j) propose the appointment of emeritus professors;
- k) expresses its opinion on the Dean's proposal for the award of the degree of Dr. h. c.;
- l) proposes to the Rector the appointment of a professor in memoriam;
- m) expresses its opinion on other questions submitted to it by the Dean or if the internal regulations of the University or the internal regulations of the Faculty so provide or if the Scientific Council decides on them directly.

## **Article 2**

### **Scientific Council Meeting**

1. The dean shall set the timetable for the meetings of the Research Council for the academic year no later than two weeks before the beginning of the academic year. The Research Council shall meet at least twice per semester. The dean shall be the chair of the Board of Studies and shall convene the meetings of the Board of Studies. A meeting of the Scientific Council may also be convened by the authorised vice-dean. The meeting of the Scientific Council is chaired by the chairperson or a member of the Scientific Council authorised by the chairperson. The meeting must be convened within 14 days if at least one third of the members of the Scientific Board so request. An invitation to a meeting of the Scientific Council with the agenda and written documents for each agenda item must be available to the members of the Scientific Council at least one week before the meeting. In exceptional and justified cases, materials may also be distributed to the members of the Scientific Council before the meeting. The agenda of the Scientific Council meeting shall be set by the Chairperson of the Scientific Council, taking into account the suggestions of the members of the Scientific Council.
2. Meetings of the Scientific Council shall be open to the public. On the proposal of the Dean, the Scientific Council may decide that all or part of its deliberations shall be declared closed if the publicity of the deliberations would jeopardise the personal rights of an individual or an important interest of the Faculty. This provision shall not apply to the deliberations referred to in Article 1(2)(a), (b) and (g).
3. A quorum of the Scientific Council shall be present if a majority of the ordinary members of the Scientific Council is present at the meeting. For the consideration of habilitation and appointment procedures, the minimum attendance shall be 60 % of the full members of the Scientific Council. If less than 60 % of the members are present, the proceedings may be held only at the express request of the candidate.

## **Article 2a**

### **Hybrid or distance meetings of the Scientific Council**

1. A meeting of the Scientific Council may be held by hybrid or distance mode if
  - a) another legal provision or a measure adopted pursuant thereto implies that the Scientific Council may meet remotely,
  - b) an internal regulation of the University or a regulation promulgated pursuant thereto implies that the Scientific Council may meet remotely,
  - c) for reasons of special consideration, the Scientific Council so decides at its meeting or in a per rollam meeting (Article 6).
2. The fact that a meeting is being held by hybrid or distance mode shall be communicated electronically to the members of the Scientific Council at least 3 days before the meeting.
3. Details regarding hybrid and distance sessions of the Scientific Council shall be determined by the Dean by measure.

### **Article 3**

#### **Conduct of meetings**

1. If the Scientific Council is unable to meet within 15 minutes after the time set for the start of the meeting, the Dean shall adjourn the meeting of the Scientific Council and set a new date for the meeting.
  2. The meeting shall include approval of the agenda and approval of the minutes of the previous meeting of the Scientific Council.
- Each full member, honorary member and extraordinary member of the Scientific Council (see Article 12, paragraphs 5 and 6 of the Statutes of the Faculty) has the right to express his/her opinion on the issues under discussion. The floor shall also be given to members of the Senate Bureau and Vice-Deans whenever they so request. With the consent of the Academic Board, guests may also take part in the debate. If the written opinion of an absent member of the Scientific Council is available, it must be read out.
4. The Scientific Council shall express its will in the form of a resolution.
  5. Before closing the meeting, the Dean shall inform those present of the expected date of the next meeting.

### **Article 4**

#### **Voting**

1. Only full members of the Scientific Council present shall have the right to vote.
2. A proposal shall be adopted if a majority of the members of the Scientific Council present vote in favour of it; this shall not apply to the vote referred to in paragraph 3.
3. When discussing proposals for the appointment of associate professors and professors, the Scientific Council shall proceed in accordance with Sections 72 and 74 of the Higher Education Act and the Rules of the Habilitation Procedure and the Procedure for the Appointment of Professor of the University. The Scientific Council shall vote on each proposal individually. Each vote shall be preceded by a private discussion. When voting on matters referred to in Section 72(1)(a), the Scientific Council shall vote on the following matters.  
9 and Section 74(6) of the Higher Education Act, the consent of an absolute majority of all members of the Scientific Council is required.

4. Voting on matters pursuant to Sections 72(9) and 74(6) of the Higher Education Act shall be by secret ballot. In other cases, a secret ballot shall be held if the Scientific Council so decides.

#### **Article 5**

##### **Scientific Council Per Rollam Meetings**

Urgent matters and proposals for the consideration of which it is impossible or impractical to convene a meeting of the Scientific Council and which are not referred to in Article 1(2)(b) or (i) may, at the discretion of the Chairperson of the Scientific Council, be circulated to the members of the Scientific Council for consideration in writing in paper form or electronically (per rollam). The time limit for such consideration shall be set at least three days.

The members of the Scientific Council shall comment on the proposal sent per rollam in writing in paper form or electronically, indicating whether they agree or disagree with the proposal: if they disagree, they may also give reasons for their disagreement.

3. A proposal considered by per rollam is deemed to be approved if it is agreed to by the by an absolute majority of all members of the Scientific Council. In the event that at least 2 members of the Scientific Council request that the proposal be moved to the agenda of a regular meeting, the Chair is obliged to suspend the per rollam vote and decide to discuss the proposal at the next meeting of the Scientific Council.

4. The minutes of the per rollam meeting, including the verbatim text of the resolution adopted, shall be attached to the minutes of the next meeting of the Scientific Council and approved at the same time.

#### **Article 6**

##### **Minutes**

Minutes of each meeting shall be taken and made by an authorised officer of the Dean's Office within 3 working days after the date of the meeting. The minutes shall then be sent to the members of the Scientific Council for comments, which should be sent to the Dean's Office officer in charge within 10 days. The Chair of the Scientific Council decides on the inclusion of the comments in the minutes and then, after approval by the Scientific Council, the minutes are published in the public section of the Faculty's website. This approved version of the minutes is distributed electronically to the members of the Scientific Board and to the Chair of the Academic Senate of the Faculty.

#### **Article 6a**

##### **Meetings and voting of habilitation committees and committees in the procedure for the appointment of professor**

1. Habilitation and promotion committees may meet hybridly or remotely.
2. Habilitation and promotion boards may vote electronically in a way that ensures the secrecy of the vote.
3. The details of hybrid and distance sessions and electronic voting of the Habilitation Committee and the Commission for the Procedure for the Appointment of a Professor shall be laid down by the dean

in a measure.

**Article 7**  
**Cancellation provisions**

The Rules of Procedure of the Scientific Council approved by the Faculty Senate on 10 December 2002, as amended, are hereby repealed.

**Article 8**  
**Final Provisions**

1. These Rules of Procedure were approved by the Faculty Senate on 23 June 2017.
2. These Regulations shall enter into force on the date of approval by the Academic Senate of Charles University.
3. These Regulations shall come into force on the first day of the calendar month following the day on which they come into force.

[Translated with DeepL](#)