

CODE OF PROCEDURE FOR THE RESEARCH BOARD
FACULTY OF EDUCATION
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 (hereinafter referred to as the „Higher Education Act“), as amended, the Academic Senate of the Faculty of Education of Charles University has adopted the following Code of Procedure for the Research Board of the Faculty of Education of Charles University as its internal regulation:

Article 1

Introductory provisions

The Research board of the Faculty of Education (hereinafter referred to as the "Research board") is a self-governing academic body of the Faculty of Education of Charles University (hereinafter referred to as the "Faculty") under Section 25 (1) (c) of the Higher Education Act. The status and activities of the Research board are regulated by the Higher Education Act¹, the internal regulations of Charles University (hereinafter referred to as "the University") and the internal regulations of the Faculty.

Article 2

Scope

1. Research board of the Faculty
 - a) discusses a draft long-term strategic plan for the Faculty's educational and creative activities, drawn up in accordance with the strategic plan of Charles University (hereinafter referred to as the "University"),
 - b) discusses proposals for the annual plan for the implementation of the Faculty's strategic plan,
 - c) approves proposals for study programmes to be implemented at the faculty,
 - d) 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 that are carried out at the Faculty²,
 - e) exercises competence in the procedures for the granting of associate professorship and full professorship³,
 - f) discusses the proposal to cancel the study programme⁴,
 - g) expresses its opinion on the dean's proposal to apply for procedures for the granting of associate professorship and full professorship in the case the procedures are carried out at the faculty to the extent provided for by the Higher Education Act,
 - h) submits a proposal for awarding the medal of Charles University or the Faculty⁵.

¹ § 30 of the Higher Education Act.

² Article 3 of the UK Accreditation Regulations

³ Article 5 and Article 15 of the Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University

⁴ Article 28(2) of the Accreditation Code of Charles University

⁵ Article 3(g) and Article 6(c) of the Rules for awarding medals of the Charles University

2. The Research board also expresses its opinion on issues submitted to it by the Dean or if the internal regulations of the University⁶ or the Faculty provide so.

Article 3

Composition of the Research board

1. Members of the Research board are prominent representatives of the fields in which the Faculty carries out educational and creative activities. At least one third of the members are persons other than members of the academic community of the University.
2. Members of the Research board (hereinafter referred to as "members") are appointed and dismissed by the Dean with the prior approval of the Academic Senate of the Faculty.
3. The Dean may appoint as honorary members of the Research board, without the right to vote, personalities who have made a significant contribution to the Faculty. Before appointing an honorary member of the Research board, the Dean seeks the opinion of the Academic Senate of the Faculty. The provisions on members of the Research Board apply mutatis mutandis to honorary members of the Research Board.
4. Within two months of his/her appointment, the Dean submits to the Academic Senate of the Faculty a proposal for the appointment of the members of the Research board. The term of office of the members of the Research board ends on the last day of the calendar month following the day on which the next term of office of the Dean began.
5. The chairperson of the Research board is the Dean.
6. Membership of the Research board is terminated:
 - a) on the date of delivery of a written declaration to the dean by which the member resigns from the Research board,
 - b) the date of removal by the Dean,
 - c) at the end of the term of office of a member of the Research board.

Article 4

Meeting of the Research board

1. Meetings of the Research board are convened by the Dean at least three times during the academic year. The schedule of meetings of the Research board for the semester, which is set by the Dean, is published in the publicly accessible part of the Faculty's website.
2. The agenda of the meetings of the Research board is set by the Dean. Members of the Research board may address the Dean with suggestions for the inclusion of a new agenda item.
3. The members of the Research board receive an invitation and documents on the topics to be discussed electronically at least 7 calendar days before the meeting. In exceptional and justified cases, the materials may be distributed to the members of the Research board immediately before the meeting.
4. The Dean is obliged to convene an extraordinary meeting of the Research board if at least one half of all members requests it.
5. A meeting of the Research board may also be convened by a vice-dean authorised by the dean.
6. The meetings of the Research board are chaired by the Dean or the Vice-Dean authorised by the Dean (hereinafter also referred to as the "Chairperson").

⁶ e.g. Article 6(1) of Grant Rules of Charles University

7. A member of the Research board, an honorary member of the Research board, a vice-dean or a member of the Academic Senate may make an appearance at a meeting of the Research board. Other persons may speak at the meeting only with the consent of the Research board.
8. Meetings of the Research board are public. The Research board may, on a proposal from the chairperson, decide in justified cases to declare all or part of its deliberations closed to the public.
9. The activities of the Research board are materially and administratively provided by the Dean's Office of the Faculty.
10. Brief minutes of the Research board meeting, including the precise version of the resolutions, are published in the publicly accessible part of the Faculty's website.

Article 4a
Hybrid or Remote Meetings of the Research board

1. A meeting of the Research board may be held in a hybrid mode or remotely if:
 - a) it arises from another legal regulation, or a directive issued on its basis that the Research Board may meet remotely,
 - b) it arises from an internal regulation of the University or a situation declared on its basis that the Research Board may hold meetings remotely,
 - c) the Research board decides to do so at a meeting of the Research Board or by a vote outside a meeting of the Research Board (hereinafter referred to as "per rollam vote") for reasons worthy of special consideration.
2. The members of the Research board are informed of the fact that the meeting will be held in hybrid mode or remotely by electronic means no fewer than 3 days before the meeting is to be held
3. The public may attend the Board's meetings either in person or via link posted on the Faculty's website.
4. Details regarding hybrid and remote meetings of the Research board are determined by the Dean's measure.

Article 4b
**Voting in a hybrid or
remote Research board meeting**

1. Secret ballot in hybrid and remote meeting is realised by an electronic application that ensures the anonymity of the voters and allows all members of the Research board to view the result of the vote.
2. In all other respects, hybrid and remote meetings are governed by the provisions of this Code, except that the chairperson may authorise another person to perform technical acts necessary for the orderly conduct of the meeting and voting.
3. Further details regarding voting in the event of a hybrid or remote meetings of the Research board may be determined by the Dean's measure.

Article 5 Resolutions

1. The Board constitutes a quorum if an absolute majority of its members entitled to vote are present.
2. The Research board decides by resolution. A resolution is adopted if an absolute majority of the members of the Research board present vote in its favour. Voting is usually public. In the case of a secret ballot, a member of the Research board indicates his or her vote on the ballot paper.
3. A proposal for appointment as associate professor or full professor is approved if a majority of all the members of the Research board express their support.⁷ Voting on the appointment as Associate Professor or Professor is always by secret ballot.
4. If less than two-thirds of all members of the Research board attend the meeting, the proposal is considered in the procedure for appointment as associate professor or full professor if the candidate consents to the consideration.

Article 6 Per rollam vote

1. If it is an urgent matter or if it is not practical to convene a meeting of the Research board, the Research board may adopt a resolution outside a meeting of the Research board per rollam on the proposal of the Dean.
2. Voting on per rollam resolutions is always public. In this way, it is not possible to adopt a resolution on the outcome of the procedure for the appointment of a full professor.
3. The announcement of the vote, the text of the proposal and the voting form are to be distributed electronically to all members of the Research board. The announcement specifies the deadline for consideration of the proposal and the vote, which is not less than 7 calendar days from the date of distribution.
4. A member of the Research board sends a completed voting form containing the name of the voter and his/her vote expressed as "for the proposal", "against the proposal" or "abstain" within the specified time limit to the designated electronic address, otherwise his/her vote is not valid. A member of the Research board may reject the per rollam vote in the same form and within the same time limit.
5. The minutes of the per rollam vote are approved by the Research board at its next meeting. The minutes of the per rollam vote include a list of the names of the members of the Research board, indicating how each of them voted.
6. A resolution is considered to be approved if an absolute majority of all the members of the Research board agreed to it; this does not apply if a per rollam vote on the proposal has been rejected by at least one third of all the members of the Research board.

Article 7 Transitional and final provisions

1. The term of office of the current members of the Research board is governed by Article 3, paragraph 4 of this Code of Procedure for the Research Board.
2. The Code of Procedure for the Research Board of the Faculty of Education of Charles University approved by the Academic Senate of Charles University on 23 January 2009 is hereby rescinded.
3. This Code of Procedure for the Research Board of the Faculty of Education comes into force on the date of approval by the Academic Senate of Charles University⁸.

⁷ § 72 (10) and § 74 (6) of the Higher Education Act

⁸ § Section 9(1)(b) of the Higher Education Act.

4. This Code of Procedure for the Research Board of the Faculty of Education comes into force on 1 October 2017.

The Academic Senate of the Faculty of Education approved this Code of Procedure for the Research Board on 30 May 2017.

The Academic Senate of Charles University approved this Code of Procedure for the Research Board on 2 June 2017.

doc. RNDr. Antonín Jančařík, Ph.D.
President of the Academic Senate
Faculty of Education
Charles University

Prof. PaedDr. Michal Nedělka, Dr.
Dean
Faculty of Education
Charles University

PhDr. Tomáš Nigrin, Ph.D.
President of the Academic Senate of Charles University