

*The Ministry of Education, Youth and Sports registered, in accordance with Section 36(2) and (5) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), on 25 August 2017 under ref. no. MSMT-12380/2017, the Rules of Procedure of the Academic Senate of Silesian University in Opava.*

*The amendment to the Rules of Procedure of the Academic Senate of the Silesian University in Opava dated 25 August 2017 was registered by the Ministry of Education, Youth and Sports pursuant to Section 36(2) of the Higher Education Act on 5 January 2026 under ref. no.: MSMT-30398/2025-1 on the date of signing the registration.*

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# **I. Full text of the Rules of Procedure of the Academic Senate of Silesian University in Opava dated 5 January 2026**

# **I. Full text of the Rules of Procedure of the Academic Senate of the Silesian University in Opava dated 5 January 2026**

## **PART ONE**

### **BASIC PROVISIONS**

#### **Article 1**

##### **Introductory provisions**

- 1) The Academic Senate of Silesian University in Opava (hereinafter referred to as the "Senate") is, pursuant to Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), the self-governing representative academic body of the Silesian University in Opava (hereinafter referred to as the "University").
- 2) The Senate is governed in its activities by the Act, the Statutes of the Silesian University in Opava (hereinafter referred to as the "Statutes"), the Election Rules of the Academic Senate of the Silesian University in Opava (hereinafter referred to as the "Election Rules") and these Rules of Procedure of the Academic Senate of the Silesian University in Opava (hereinafter referred to as the "Rules of Procedure").
- 3) The Senate ensures that democratic principles are applied in the management of the University and that the academic freedoms of all members of the University's academic community are respected, so that the University's educational, scientific, artistic and professional activities can be developed on this basis.
- 4) The Senate is accountable for its activities to the university's academic community.

## **PART TWO**

### **ESTABLISHMENT OF SENATE BODIES**

#### **Article 2**

##### **Establishment of the Senate**

- 1) Within 10 days of the election results becoming final, the chair of the outgoing Senate shall convene the inaugural meeting of the newly elected Senate.

- 2) The President of the outgoing Senate shall preside over the election of the President of the Senate.

### **Article 3**

#### **President and Vice-Presidents of the Senate**

- 1) The President of the new Senate shall be elected by the members of the Senate at the first meeting of the newly elected Senate.
- 2) The election of the President of the Senate shall be by secret ballot, and a majority of the votes of all members of the Senate shall be required for the election of the President. If no candidate for the office of President of the Senate obtains the required number of votes, the two most successful candidates shall proceed to a second round, where a simple majority of votes shall be decisive.
- 3) The individual chambers of the Senate shall elect their own chairpersons separately, who shall become vice-chairpersons of the Senate. The election shall be conducted according to the same rules as the election of the President of the Senate set out in paragraphs 1 and 2.
- 4) The newly elected President of the Senate shall take over the chairing of the first sitting of the Senate.
- 5) The election of the new President of the Senate marks the end of the term of office of the outgoing Senate and the election commissions.
- 6) In the absence of the President of the Senate, he or she shall be represented by a Vice-President of the Senate designated by him or her.

### **Article 4**

#### **Executive and advisory bodies of the Senate**

- 1) The Senate Presidium shall consist of the President of the Senate and his or her Vice-Presidents.
- 2) The Senate may elect a Secretary of the Senate.
- 3) The Senate may establish Senate committees as its expert bodies.
- 4) Members of Senate committees need not be members of the university's academic community.

## **PART THREE**

### **SENATE PROCEEDINGS**

### **Article 5**

#### **Senate Meetings**

- 1) Regular Senate meetings are held in accordance with a long-term plan of activities approved by the Senate.
- 2) Extraordinary meetings of the Senate shall be convened by its President at the request of:
  - a) at least one third of the members of the Senate,
  - b) the Academic Senate of any faculty,
  - c) at least one tenth of all members of the university's academic community,
  - d) the rector or the vice-rector acting on his behalf.
- 3) A request to convene an extraordinary meeting of the Senate shall be submitted in writing to the Chair of the Senate, and the meeting shall be convened within 10 days of its submission.

- 4) Between Senate meetings, the Presidium is authorised to decide on Senate statements for which no secret ballot is required by the university's internal regulations, if the matter cannot be postponed. The Presidium may only adopt such a statement after informing the members of the Senate in advance. At the next meeting of the Senate, a debate shall be held on the statement adopted by the Presidium; if the Senate so decides, the statement shall cease to be valid. This shall not affect the provisions on extraordinary meetings of the Senate.
- 5) Senate meetings are open to the public.
- 6) The Rector or, on his behalf, the Vice-Rector, Dean, Chair of the University Board of Trustees (hereinafter referred to as the "Board of Trustees"), or, on his behalf, a member of the Board of Trustees authorised by him, as well as the Chair of the Internal Evaluation Board authorised by a member of the Internal Evaluation Board, shall have the right to speak at a meeting whenever they so request.

## **Article 6**

### **Commencement, conduct and agenda of the Senate**

- 1) A Senate meeting may be opened if a majority of all Senate members are present. If, during the meeting, it is found that the number of members present has fallen below this threshold, the meeting shall be terminated after 15 minutes of such a situation.
- 2) Senate proceedings shall be chaired by the President of the Senate or, where appropriate, by a Vice-President authorised by the President (hereinafter referred to as the "Chair").
- 3) At the beginning of each meeting, the Senate shall, at the proposal of its chair, set the agenda and the manner in which the individual items on the agenda shall be discussed. Members of the Senate shall have the right to submit supplementary or amending proposals to the agenda. The rector or his/her deputy shall also have this right. The Senate shall approve changes to the agenda by a vote.

## **Article 7**

### **Discussion of individual items on the Senate agenda**

- 1) Individual items on the Senate agenda are usually discussed on the basis of written supporting materials submitted by the proposer no later than seven calendar days before the date of the Senate meeting. This deadline does not apply to extraordinary Senate meetings or to specially regulated cases in Part Four.
- 2) Proposals pursuant to Section 9(1)(a) to (e), (g) and (i) of the Act and supporting materials for decisions pursuant to Section 9(1)(h) of the Act shall be made available to members of the academic community by their submitter or, if the submitter is not the rector, the Chair of the Senate shall make them available to members of the academic community at least 7 days prior to their discussion in a manner enabling remote access.
- 3) Written supporting materials shall be made available to members of the Senate without delay by e-mail, together with the invitation to the Senate meeting.
- 4) With the consent of the majority of the Senate members present, an item on the Senate agenda may be discussed without written supporting materials.
- 5) The introductory remarks during the discussion of an item on the Senate agenda shall be made by the submitter or a person authorised by the submitter.

- 6) A debate may be held on each item on the Senate agenda. The debate shall be chaired by the presiding officer. A member of the Senate has the right to make a factual comment in response to the course of the debate. The content of the comment, together with the name of the member of the Senate who made it, shall be recorded in the minutes of the meeting. The chairperson has the right to limit the speaking time of individual members of the Senate, with the exception of the persons referred to in Article 5(6).
- 7) During the debate, members of the Senate may present supplementary or amending proposals to the proposals contained in the written background materials or presented in the introductory remarks. The proposer may amend or supplement their proposal according to the course of the debate.
- 8) The chair may propose to close the debate if it is clear that its continuation cannot contribute to the clarification of the matter under discussion and if none of the persons referred to in Article 5(6) has requested the floor.
- 9) If, during the course of the Senate's deliberations, the Senate decides that the supporting materials are insufficient, it shall refrain from further discussion of the relevant item on the agenda. The submitter has the right to withdraw the material from the deliberations at any time.

## **Article 8**

### **Voting**

- 1) The total number of members of the Senate shall be decisive for calculating the number of members required for voting and adopting resolutions.
- 2) The Senate expresses its will by resolution.
- 3) The Senate is competent to pass resolutions if a majority of its members are present and both chambers of the Senate are represented. Unless otherwise provided by law, a resolution is adopted if a majority of the members of the Senate present vote in favour of it.
- 4) The Senate shall decide on each proposal by a vote.
- 5) If amendments have been proposed and accepted by the proposer, the amendments shall be voted on first in the order in which they were proposed. A majority of the members of the Senate present shall be sufficient for their approval, regardless of the result of the vote required for the adoption of the original proposal. Finally, a vote shall be taken on the entire submitted material, including amendments.
- 6) The approval of a resolution requires the consent of a three-fifths majority of all members of the Senate in the following matters:
  - a) a proposal to dismiss the rector,
  - b) proposal to dismiss the chair of the Senate,
  - c) motion to dismiss a member of the Senate.
- 7) The approval of a resolution requires the consent of a three-fifths majority of the Senate members present in the following matters:
  - a) establishment, merger, amalgamation, division or dissolution of parts of the university, based on the consent of the bodies or persons designated by the statutes as senior university officials, establishment or dissolution of joint workplaces of parts of the university,
  - b) approval of the rules of procedure at the proposal of a member of the Senate; the Senate shall request the opinion of the rector on this proposal,
  - c) approval of internal regulations of the university and its components at the proposal of the rector;

- d) approval of internal regulations of faculties based on the referral of the regulations by the academic senate of the faculty; the Senate shall request the opinion of the rector on this proposal,
  - e) approval of the university budget submitted by the rector if the administrative board does not approve the draft budget and returns it to the Senate with reasons in accordance with the provisions of Section 14(5) of the Act, and the Senate insists on the original proposal,
  - f) decision of a dispute between the rector and the Senate,
  - g) legislative matters not resolved by special regulations, internal regulations of the university and its constituent parts,
  - h) the rector's proposal to repeal an internal regulation, decision or other act of a body of a university unit, or to suspend its effectiveness, if this internal regulation, decision or act is in conflict with special regulations or internal regulations of the university,
- 8) In matters not specified in paragraphs 6 and 7, a resolution requires the approval of a majority of the members of the Senate present.
- 9) Voting by the Senate concerning specifically designated persons shall always be secret, in particular in the following matters:
- a) proposal for the appointment of the rector and proposal for his or her dismissal,
  - b) approval of the rector's proposal for the appointment or dismissal of members of the university's scientific council and disciplinary committee, and members of the internal evaluation council,
  - c) the delegation of university representatives to the representation of higher education institutions,
  - d) election of the President of the Senate.
- 10) The provisions of paragraph 9 shall not apply to the establishment of election commissions or commissions for determining the results of voting.
- 11) In matters not specified in paragraph 9, the Senate shall vote publicly, unless it decides to vote by secret ballot at the proposal of one of its members.
- 12) The rector shall not implement a resolution of the Senate with which he or she disagrees and shall immediately notify the chair of the Senate of this fact, stating the reasons. If no agreement is reached, the Senate shall discuss the matter again in the presence of the rector and issue a final decision. This decision requires a three-fifths majority of all members of the Senate.
- 13) If the Senate is not complete, it cannot vote on:
- a) the establishment, merger, amalgamation, division or dissolution of parts of the university,
  - b) the nomination of a candidate for the position of rector,
  - c) the proposal to dismiss the rector,
  - d) dismissal of the chair of the Senate.

## **Article 9**

### **Per rollam proceedings and voting**

- 1) In cases where the Presidium is authorised to decide on statements of the Senate pursuant to Article 5(4) and on matters concerning the organisation of the Senate's work, the matter may be considered and voted on outside of a Senate meeting (hereinafter referred to as "per rollam voting") on the basis of a resolution of the Presidium.
- 2) The resolution pursuant to paragraph 1, the supporting material, the wording of the proposal and the voting form shall be made available to the members of the Senate without delay by e-mail. The resolution shall specify the deadline for consideration and voting, which shall not be less

than five working days from the date of dispatch. If requested by a member of the Senate, the draft shall also be sent to him or her in writing.

- 3) Per rollam voting is public. The completed voting form shall contain the name and surname of the voter and their vote (yes/no/abstain), otherwise it shall be invalid.
- 4) A proposal voted on per rollam shall be considered approved if a majority of all members of the Senate have voted in favour of it. In matters concerning the organisation of the Senate's work, the Senate Presidium may, at the request of a member of the Senate within three days of the announcement of the voting results, suspend the effectiveness of a resolution adopted in this manner and decide to reconsider the proposal at the next meeting of the Senate.
- 5) This method may not be used to vote on matters concerning specifically designated persons. Nor may this method be used if at least one third of the members of the Senate express their disagreement by the deadline for consideration and voting.
- 6) The minutes of the per rollam vote shall be approved by the Senate at its next regular meeting. The minutes of the per rollam vote shall include a list of the names of the members of the Senate, indicating how each of them voted.

## **Article 10**

### **Minutes of Senate meetings**

- 1) Minutes shall be taken of each meeting of the Senate, and a written record or, where appropriate, an audio or audiovisual recording shall be made as the basis for these minutes.
- 2) The minutes of the Senate meeting shall include, in particular, the agenda of the meeting and its proceedings, who chaired the meeting, the attendance of Senate members and guests, what proposals were submitted, participation in the debate and the results of the vote.
- 3) Resolutions shall form a separate part of the minutes of the Senate meeting and shall be published within 10 working days.
- 4) The minutes of the Senate meeting are taken by the minute-taker and proofread by the chair and vice-chair of the student chamber.

## **Article 11**

### **Operation of the Senate**

- 1) The administration associated with the activities of the Senate is provided by the staff of the university rector's office.
- 2) The costs of the Senate's activities are covered by the university rector's office budget.

## **PART FOUR**

### **PROCEEDINGS ON CERTAIN ISSUES**

## **Article 12**



### **Election of a candidate for the position of rector**

- 1) The candidate for the position of rector is proposed to the President of the Republic by the Senate through the Minister of Education, Youth and Sports (hereinafter referred to as "the Minister"). The Senate votes on the proposal in a secret ballot.
- 2) The election of the candidate for the position of rector shall be prepared and conducted by an election committee. The election committee shall have at least three members. The chairperson and other members of the election committee shall be appointed by the Senate.
- 3) A candidate for the position of rector may be nominated by a member of the university's academic community in the manner determined by the election committee.
- 4) Candidates for the position of rector are introduced to the university's academic community at public meetings of the Senate, where they may present their programme.
- 5) The candidate for the position of rector is the candidate who receives a majority of votes in a secret ballot of all members of the Senate, with each member of the Senate being allowed to vote for no more than one candidate. The vote takes place after the candidates have been presented to the university's academic community.
- 6) If there are at least two candidates and none of them receives the required number of votes in the first round, as specified in paragraph 5, a second round of voting shall take place after an hour's break. If there is a tie for first place in the first round, all candidates who tied for first place shall proceed to the second round; the remaining candidates shall not proceed to the second round. If there is no tie for first place, all candidates who placed first and second shall proceed to the second round; the remaining candidates shall not proceed to the second round. If there is only one candidate, the second round of elections shall not be held and the procedure shall be continued in accordance with paragraph 7.
- 7) If, in the second round, none of the total number of at least two candidates receives the required number of votes specified in paragraph 5, a third round of elections shall be held in a week, for which the number of candidates, if greater than two for the second round, shall again be reduced by the procedure specified in paragraph 5.
- 8) If none of the candidates receives the required number of votes in the elections in accordance with paragraphs 5 to 7, the Senate shall announce a new election for the position of rector.

## **Article 13**

### **Procedure for submitting a motion to dismiss the rector**

- 1) A motion to dismiss the rector shall be submitted by the Senate to the President of the Republic through the Minister.
- 2) Any member of the Senate is entitled to submit a motion to dismiss the rector. The motion must be in writing, must contain a justification and must be submitted to the President of the Senate.
- 3) If a motion is submitted in accordance with paragraph 2, it must be discussed by the Senate at its next meeting. The rector must be invited to attend the meeting. At the end of the meeting, a secret ballot shall be held on the motion.
- 4) If at least three-fifths of all members of the Senate vote in favour of the motion to propose the dismissal of the rector in accordance with paragraph 3, the condition for submitting a proposal in accordance with paragraph 1 is fulfilled.

## **Article 14**

### **Decisions on the organisation of the university**

- 1) A proposal for the establishment, merger, amalgamation, division or dissolution (hereinafter referred to as "organisational change") of faculties or other parts of the university shall be submitted to the Senate by the rector.
- 2) The deadline for submitting supporting materials for a proposal for an organisational change is three weeks before the date of the Senate meeting.
- 3) The proposal for organisational change shall include a justification. The proposal shall be accompanied by written material containing the concept of the newly created unit, an idea of its organisational structure and an economic analysis. The provisions of the previous sentence shall apply *mutatis mutandis* to proposals for other organisational changes.
- 4) During the debate on the proposal for organisational change, the deans and directors of other units affected by the organisational change shall present their opinions.
- 5) A proposal for an organisational change concerning a joint workplace of several faculties or other units shall be submitted to the Senate by the rector. The provisions of paragraphs 2 to 4 shall apply *mutatis mutandis*, with the proviso that the proposal must include the consent of the deans of the faculties concerned and the directors of the other units concerned, as well as the opinions of the academic senates of the faculties concerned.

## **Article 15**

### **Approval of internal university regulations**

- 1) A draft of an internal university regulation or amendment thereto shall be submitted to the Chair of the Senate by the Rector, together with an explanatory memorandum. The draft shall also include the opinion of the university's legal advisor on the compliance of the regulation with legal regulations and internal university regulations.
- 2) The draft referred to in paragraph 1, together with the explanatory memorandum, shall be submitted at least two weeks before the Senate meeting at which it is to be discussed.
- 3) If more than one proposal for rules of procedure is submitted, they shall be discussed in the order in which they were submitted.
- 4) The Chair of the Senate shall request the opinion of the Rector on the draft rules of procedure, which shall be submitted to the Chair of the Senate no later than before the meeting on the matter in question.
- 5) If a Senate legislative committee has been established, it shall discuss the proposal together with any amendments. If necessary, it shall request in writing further opinions from the university's lawyer or, where appropriate, his or her personal participation in the committee's proceedings. The committee shall submit its opinion to the President of the Senate no later than before the meeting on the matter in question.
- 6) The approved draft internal regulation shall be signed by the Chair of the Senate together with the Rector. The approved draft shall be submitted by the Presidium through the Rector to the Ministry of Education, Youth and Sports (hereinafter referred to as the "Ministry") within 14 days of the date of approval of the draft. The Rector shall inform the Senate of the registration at the next meeting of the Senate.

- 7) If, during the discussion of the application for registration of the approved internal regulation, a disagreement arises with the Ministry, the matter shall be resubmitted to the Senate together with the Rector's opinion.

## **Article 16**

### **Approval of internal regulations of faculties and other units**

- 1) A draft internal regulation of a faculty or amendments thereto shall be submitted by the chair of the academic senate of the faculty after approval by the academic senate of the faculty. The draft shall be accompanied by a written justification; in the case of an amendment to an internal regulation of a faculty, it shall also be accompanied by the full text with the revisions marked. The person authorised by the chair of the faculty academic senate shall act as the submitter.
- 2) The proposal referred to in paragraph 1, together with the justification, shall be submitted at least 7 days before the meeting of the Senate at which it is to be discussed.
- 3) The chair of the Senate shall request the opinion of the rector on the draft rules of procedure, which shall be submitted to the chair of the Senate no later than before the meeting on the matter.
- 4) If a legislative committee of the Senate has been established, it shall discuss the proposal referred to in paragraph 1 together with any amendments. If necessary, it shall request in writing the opinion of the university's lawyer or his or her personal participation in the committee's meeting. The committee shall submit its opinion to the President of the Senate no later than before the meeting on the matter in question.
- 5) The basis for the Senate's deliberations on proposals for internal regulations of the faculties shall be, in particular, the opinion of the Rector and the Senate Legislative Committee on the proposal.

## **Article 17**

### **Approval of the budget**

- 1) The rector shall deliver an introductory speech on the draft budget. The bursar shall usually provide an economic explanation of the draft budget.
- 2) If established, the Senate's Economic Committee shall submit its opinion on the draft budget, in which it may recommend adjustments to the draft to the Rector.
- 3) The draft budget must be discussed with the university's constituent parts. If a body of one of the university's constituent parts has fundamental reservations about the draft budget, the dean, or the secretary of the faculty, or the director of another constituent part, shall present its opinion and justification at a meeting of the Senate.

## **Article 18**

### **Financial control**

- 1) Financial control, including control of the use of the university's financial resources, shall be carried out by the Senate
  - a) during the discussion of the annual financial report,
  - b) through the Senate's Economic Committee,
  - c) in other cases, on the basis of its resolution in the manner specified therein.

- 2) Senate members authorised by the Presidium shall have the right to familiarise themselves with all facts relevant to the audit, with the exception of facts classified in the public interest in accordance with legal regulations. A written authorisation shall be issued by the President of the Senate, specifying the subject of the audit and the period during which it is to be carried out.
- 3) At the Senate meeting, which has the discussion of the results of the audit on its agenda, the members of the Senate referred to in paragraph 2 shall submit a report. Senior employees whose departments are affected by the audit must be invited to the meeting. They have the right to speak, and members of the Senate may ask them questions about the findings of the audit.
- 4) If necessary, the period during which the inspection is to be carried out may be extended or the inspection repeated.
- 5) If the inspection reveals deficiencies, the Senate shall call upon the relevant body of the university or its constituent part to take corrective action.

## **Article 19**

### **Approval of the strategic plan**

- 1) The deadline for submitting supporting materials is two weeks before the date of the Senate meeting.
- 2) The Rector shall give an introductory speech on the draft strategic plan of the University. The Vice-Rectors may give a more detailed explanation of the strategic plan in individual areas.
- 3) If established, the relevant Senate committees shall comment on the draft strategic plan.
- 4) The relevant deans or directors of other units may comment on the parts of the strategic plan that concern faculties or other units at the Senate meeting. Comments may also be submitted in writing.
- 5) The provisions of paragraphs 2 to 4 shall apply mutatis mutandis to the annual plans for the implementation of the strategic plan. The Senate may recommend that a proposal for a new strategic plan be submitted instead of the annual plan for the implementation of the strategic plan.

## **Article 20**

### **Approval of annual reports**

- 1) The deadline for submitting supporting materials is 7 days before the date of the Senate meeting.
- 2) The Rector shall deliver the introductory remarks on the annual reports. The Vice-Rectors may provide more detailed explanations of the annual activity reports for individual areas. The Bursar shall usually provide an economic explanation of the annual financial report.
- 3) If established, the relevant Senate committees shall comment on the draft annual reports.
- 4) Amendments proposed by members of the Senate must be submitted to the rector via the chair of the Senate at least two days before the meeting of the University Senate. The rector shall take a position on these proposals. Later amendments are not permitted.

## **Article 21**

## **Approval of the internal evaluation report**

- 1) The introductory remarks to the report on the internal evaluation of the quality of educational, creative and related activities of the university or to the addendum to this report shall be presented by the rector or a member of the Internal Evaluation Board authorised by the rector.
- 2) If established, the relevant Senate committees shall comment on the draft report on the internal evaluation of the quality of educational, creative and related activities of the university or on the draft addendum to this report.
- 3) The Senate may decide to request that an addendum to the report on the internal evaluation of the quality of educational, creative and related activities of the university be submitted.

## **Article 22**

### **Other proceedings in connection with the evaluation of activities**

- 1) The relevant deans or directors of other units must be invited to the evaluation of activities concerning the university's units. They have the right to speak, and Senate members have the right to ask them questions concerning the evaluated activities and the processing of the evaluation.
- 2) Amendments proposed by members of the Senate shall be submitted to the Rector through the Chair of the Senate, usually two days before the Senate meeting. Amendments may be made directly at the Senate meeting only if justified by the course of the debate. The Rector shall take a position on these proposals.

## **Article 23**

### **Proceedings on proposals returned by the Board of Trustees**

- 1) The chair of the Administrative Board shall be invited to further discussions on proposals returned to the Senate by the Administrative Board in accordance with the law and may authorise another member of the Administrative Board to participate in the Senate meeting.
- 2) The Senate shall request the opinion of the Rector as a basis for further discussion.

## **Article 24**

### **Prior consent to the appointment and dismissal of members of the Scientific Council**

- 1) The appointment and dismissal of members of the university's Scientific Council shall be submitted to and justified to the Senate by the Rector.
- 2) The supporting documentation for the appointment of members of the university's Scientific Council shall include the CVs of the proposed persons, with a particular focus on their scientific activities. Together with the proposal, their written consent to the appointment to the position must be submitted.
- 3) The member of the Scientific Council must be notified of the intention to dismiss them and of the Senate meeting at which this issue is to be discussed. If the member of the Scientific Council who is to be dismissed does not agree with the dismissal, they have the right to speak at the Senate meeting.

## **Article 25**

### **Prior consent to the appointment and dismissal of members of the Internal Evaluation Board**

- 1) The appointment and dismissal of members of the Internal Evaluation Board shall be submitted to and justified before the Senate by the Rector.
- 2) The provisions of Art. 24, paragraphs 2 and 3 shall apply mutatis mutandis to the discussion of prior consent.

## **Article**

### **Consent to the dismissal of the dean**

- 1) The rector must submit a written proposal to dismiss the dean on his own initiative, stating the reasons and including the opinion of the academic senate of the relevant faculty. The reasons for the proposal may only be circumstances related to the performance of the dean's duties. The dean who is to be dismissed must be invited to the Senate meeting and has the right to speak there.
- 2) At the request of the rector, the chair of the academic senate of the faculty is obliged to convene a meeting of the academic senate of the faculty without delay in order to discuss the proposal to dismiss the dean on the rector's own initiative, so that it takes place as soon as possible after the request is delivered.

## **Article 27**

### **Delegation of representatives to the Council of Higher Education Institutions**

- 1) The Senate delegates representatives of the faculties to the Council of Higher Education Institutions on the proposal of the academic senate of the relevant faculty. Each faculty shall propose the number and composition of delegates as prescribed by the Statutes of the Council of Higher Education Institutions.
- 2) The Senate shall delegate a representative of the university as a whole to the Council of Higher Education Institutions upon the proposal of a member of the Senate.
- 3) The Senate shall decide on the delegation at least one month before the end of the term of office of the Council of Higher Education Institutions. If a delegate's position becomes vacant during the term, the Senate shall decide on the delegation without undue delay.
- 4) A proposal to dismiss a representative delegated under paragraph 1 may be submitted by the academic senate of the faculty. A proposal to dismiss a representative delegated under paragraph 2 may be submitted by a member of the Senate. The proposal must be justified. The provisions of Article 24(3) shall apply mutatis mutandis.

## **Article 28**

### **Correction of incorrect measures**

- 1) If a resolution of the Senate, its Presidium or a measure of the President of the Senate is contrary to a legal regulation or internal regulation of the university or an internal regulation of its constituent part, the Senate shall revoke it; this resolution must contain a justification. In the event of the revocation of a Senate resolution approving an internal regulation of a constituent part, a new proposal must be submitted within two months.
- 2) If, in the opinion of the Senate, a measure of another body of the university or its constituent part is contrary to a legal regulation or internal regulation of the university or internal regulation of its constituent part, the Senate shall call on the relevant body to remedy the situation; this resolution must include a justification.

## **Article 29**

### **Repeal or suspension of the effect of incorrect measures of a constituent body at the proposal of the Rector**

- 1) A proposal to revoke or suspend the effectiveness of an internal regulation of a unit or a decision or other act of a unit body shall be submitted to the Senate by the Rector. The proposal must state the exact wording of the measure and the reasons why it is considered to be in conflict with a legal regulation or internal regulation of the university.
- 2) The dean of the faculty concerned or the director of the other unit concerned must be invited to the Senate meeting and has the right to speak there. Legal experts invited by these persons may speak on their behalf.
- 3) If the Senate so decides, the vote on the Rector's proposal shall be postponed until the next meeting of the Senate, and the opinion of an independent legal expert shall be sought.
- 4) Information on the approval or rejection of the rector's proposal to repeal or suspend the effectiveness of the measure shall be published in the public section of the university's website. In the event of the repeal or suspension of the effectiveness of an internal regulation of a unit, a new proposal must be submitted within two months.
- 5) The provisions of paragraphs 1 to 4 shall not apply to decisions and other acts taken in accordance with the Administrative Procedure Code.

## **Article 30**

### **Statements on certain legal acts**

- 1) The Senate is usually informed of the intention to perform the legal acts referred to in Section 15(1) of the Act by the Rector, and a professional economic explanation is usually provided by the Bursar. In the case of legal acts pursuant to Section 15(1)(a), (c) and (d), the supporting materials shall include a draft of the relevant contract; in the case of legal acts pursuant to Section 15(1)(d), they shall also include an assessment of the expected economic or other benefits for the university.
- 2) The Senate is usually informed of the intention to conclude a contract for the use of non-residential premises or real estate by the bursar. The supporting materials include a draft contract and an economic analysis.
- 3) If a tender procedure is held in connection with the legal acts referred to in paragraphs 1 or 2, the Senate must be informed of its rules, including the criteria for evaluating bids.

## **Article 31**

### **Statement on the intention to appoint a vice-rector or bursar or to dismiss a vice-rector**

- 1) The Rector shall inform the Senate of the intention to appoint a Vice-Rector or Bursar or to dismiss a Vice-Rector.
- 2) The supporting documentation for the appointment of a vice-rector shall include a brief description of the nominee, focusing on his or her work at the university. The supporting documentation for the appointment of a bursar shall include a brief description of the nominee, focusing on his or her professional experience. The nominees must be invited to the Senate meeting, where they have the right to speak and answer questions asked by a member of the Senate concerning their previous work at the university or professional experience, or their plans for performing the proposed function.
- 3) The rector's intention to dismiss a vice-rector must be submitted with reasons. The vice-rector to be dismissed must be invited to the Senate meeting and has the right to speak there.

## **Article 32**

### **Response to a question from a member of the Senate**

A question posed by a member of the Senate to the rector, vice-rector or bursar may be answered directly or, if preparation of the answer is necessary or if the Senate so decides, in writing to the questioner within 7 days. The written answer shall be sent to the questioner and the chair of the Senate.

## **PART FIVE**

### **TRANSITIONAL AND FINAL PROVISIONS**

## **Article 33**

### **Transitional provisions**

Proposals submitted to the Senate before these Rules of Procedure come into effect shall be dealt with in accordance with the existing rules.

## **Article 34**

### **Final provisions**

- 1) These Rules of Procedure were approved by the Senate on 23 August 2017 pursuant to Section 9(1)(b)(1) of the Act.
- 2) These Rules of Procedure shall enter into force pursuant to Section 36(4) of the Act on the date of their registration by the Ministry.
- 3) These Rules of Procedure shall take effect on the first day of the calendar month following the date on which they take effect.



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Amendments to the Rules of Procedure of the Academic Senate of the Silesian University in Opava were approved pursuant to Section 9(1)(b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), , as amended, by the Academic Senate of Silesian University in Opava on 9 December 2025.

Amendments to the Rules of Procedure of the Academic Senate of Silesian University in Opava shall enter into force pursuant to Section 36(4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.

Amendments to the Rules of Procedure of the Academic Senate of Silesian University in Opava shall take effect on the date of their entry into force.

doc. Mgr. Tomáš Gongol, Ph.D.

Rector  
Senate

Ing. Lucie Kamrádová, Ph.D.

Chairwoman of the Academic