

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

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Director of Higher Education



Rules of Procedure of the Academic Senate of the Silesian University in Opava of 25 August 2017

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PART ONE GENERAL PROVISIONS

Article 1

Introductory provisions

- 1) The Academic Senate of the Silesian University in Opava (hereinafter referred to as the "Senate") is a self-governing representative academic body of the Silesian University in Opava (hereinafter referred to as the "University") pursuant to Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the "Higher Education Act"), as amended (hereinafter referred to as the "Act").
- 2) The Senate is governed by the law, the Statute of the Silesian University in Opava (hereinafter referred to as "Statute"), the Election Rules of the Academic Senate of the Silesian University in Opava (hereinafter referred to as "Election Rules") and these Rules of Procedure of the Academic Senate of the Silesian University in Opava (hereinafter referred to as "Rules of Procedure").
- 3) The Senate shall ensure 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 educational, scientific, artistic and professional activities of the University can be developed on this basis.
- 4) The Senate is accountable for its activities to the academic community of the University.

PART TWO

ESTABLISHMENT OF THE SENATE BODIES

Article 2

Establishment of the Senate

- 1) Within 10 days after the declaration of the validity of the elections, the Chairman of the outgoing Senate shall convene a constituent session of the newly elected Senate.
- 2) The Chairman of the outgoing Senate shall preside over the election of the Chairman of the Senate.

Article 3

Chairman and Vice-Chairmen of the Senate

- 1) The members of the Senate elect the Chairman of the new Senate at the first meeting of the newly elected Senate.
- 2) The election of the Chairman of the Senate shall be by secret ballot and an absolute majority vote of all members of the Senate shall be required for the election of the Chairman. If no candidate for the office of the Chairman of the Senate obtains the required number of votes, the two most successful candidates shall proceed to the second round, where a simple majority of votes shall decide.
- 3) The individual chambers of the Senate elect their respective Chairmen, who become Vice-Chairmen of the Senate. The election shall follow the same rules as those governing the election of the Chairman of the Senate laid down in paragraphs 1 and 2.
- 4) The newly elected Chairman of the Senate will take over the further management of the first session of the Senate.
- 5) With the election of the new Chairman of the Senate, the work of the outgoing Senate and the electoral commissions ends.
- 6) In the absence of the Chairman of the Senate, they shall be represented by the Vice-Chairman of the Senate designated by them.

Article 4

Executive and advisory bodies of the Senate

- 1) The Board of the Senate is composed of the Chairman of the Senate and the Vice-Chairmen.
- 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 don't have to be members of the University's academic community.

PART THREE

SENATE MEETING

Article 5

Senate meetings

- 1) Ordinary meetings of the Senate are held in accordance with the long-term plan of activities approved by the Senate.
- 2) Extraordinary meetings of the Senate shall be convened by its Chairman on 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 academic community of the University,
 - d) the Rector or the Vice-Rector acting for the Rector.
- 3) A request to convene an extraordinary session of the Senate shall be submitted in writing to the Chairman of the Senate and the session shall be convened within 10 days of its submission.
- 4) Between meetings of the Senate, the Board is authorised to resolve on statements of the Senate for which a secret ballot is not set by the internal regulations of the University, if the matter cannot be postponed. The Board may adopt such a statement only after informing the members of the Senate. At the next succeeding meeting of the Senate, a debate shall be held on the statement adopted by the Board; if the Senate decides so, the statement shall cease to have further validity. This shall be with no effect to the provision for an extraordinary session of the Senate.
- 5) Senate meetings are open to the public.
- 6) The Rector or, on their behalf, the Vice-Rector, the Dean, the Chairman of the University's Board of Trustees (hereinafter referred to as the "Board of Trustees") or, on their behalf, a member of the Board of Trustees authorised by them, as well as a member of the Internal Evaluation Board authorised by the Chairman of the Internal Evaluation Board, shall have the right to speak at the meeting whenever they request so.

Article 6

Opening, proceedings and agenda of the Senate

- 1) A meeting of the Senate may be opened if an absolute majority of all members of the Senate are present. If, during the course of the meeting, it is established that the number of members present has fallen below that threshold, the meeting shall be terminated after 15 minutes of such a situation.
- 2) The Chairman of the Senate, or the Vice-Chairman authorised by the Chairman (hereinafter referred to as the "Chair"), shall preside over the Senate's proceedings.
- 3) At the beginning of each meeting, the Senate, on the proposal of its Chair, shall set the agenda and the manner in which the items on that agenda shall be discussed. Members of the Senate shall have the right to submit supplementary or amending motions to the agenda. The Rector or their representative shall also have this right. Changes to the agenda shall be approved by the Senate by vote.

Article 7

Discussion of individual items on the Senate agenda

- 1) Individual items on the agenda of the Senate are usually discussed on the basis of written supporting materials submitted by the proposer at least 10 calendar days before the date of the Senate meeting.

This time limit shall not apply to extraordinary sessions of the Senate or to the special cases provided for in part four.

- 2) Proposals under the provisions of Section 9(1)(a) to (e), (g) and (i) of the Act and the documents supporting the decision under Section 9(1)(h) of the Act must be made available to members of the academic community at least 7 calendar days prior to their consideration in a manner that allows remote access.
- 3) The written supporting materials shall be made available to the members of the Senate without delay by electronic mail or sent in hard copy together with the invitation to the Senate meeting.
- 4) With the consent of a majority of the members of the Senate present, an item of business may be taken up without written supporting material.
- 5) The introductory statement during the discussion of an item on the agenda of the Senate shall be made by the proposer or a person authorised by them.
- 6) A debate may be held on any item on the agenda of the Senate. The debate shall be presided over by the Chair. Any member of the Senate shall have the right to make a factual remark in response to the course of the debate. The content of the remark, together with the name of the Member of the Senate who made it, shall be recorded in the minutes of the proceedings. The Chair shall have the right to limit the speaking time of individual Members of the Senate, with the exception of the persons referred to in Rule 5(6).
- 7) In the debate, members of the Senate may make supplementary or amending proposals to the proposals contained in the written supporting material or made in the opening statement. The proposer may amend or supplement their proposal as the debate progresses.
- 8) The Chairman may move that the debate be closed if it is clear that its continuation cannot contribute to clarifying the matter under discussion and if none of the persons referred to in Rule 5(6) has asked to speak.
- 9) If the Senate decides during the course of its meeting that the supporting materials are insufficient, it shall refrain from further consideration of the agenda item in question. The proposer shall have the right to withdraw the material from the agenda at any time.

Article 8

Voting

- 1) The total number of members of the Senate is decisive for the calculation of the number of members of the Senate required to vote and adopt a resolution.
- 2) The Senate expresses its will by a resolution.
- 3) The Senate shall have a quorum if an absolute majority of its members are present and both chambers of the Senate are represented. Unless otherwise provided by law, a resolution shall be adopted if it is supported by an absolute majority of those present, but not less than one-third of all members of the Senate; resolutions concerning the internal regulations of the University shall require the support of at least three-fifths of those present, but not less than an absolute majority of all members of the Senate.
- 4) The Senate shall decide on each motion by vote.
- 5) Where amendments have been suggested and accepted by the proposer, the amendments shall be voted on first in the order in which they were suggested. An absolute majority of the members of the Senate present shall be sufficient for their adoption, irrespective of the result of the vote required for the

adoption of the original motion. Finally, the vote shall be taken on the whole of the material submitted, including the amendments.

- 6) Approval of a resolution requires the consent of a three-fifths majority of all members of the Senate on these matters:
 - a) a motion to dismiss the Rector,
 - b) a motion to dismiss the Chairman of the Senate,
 - c) a motion to dismiss a member of the Senate.
- 7) Approval of a resolution requires consent of a three-fifths majority of the members of the Senate present on these matters:
 - a) the establishment, joining, merger, division or dissolution of units of the University, on the basis of the consent of the authorities or persons specified in the Statutes as senior employees of the University, the establishment or dissolution of joint departments of units of the University,
 - b) approval of the Rules of Procedure on a motion by a member of the Senate; the Senate shall request the opinion of the Rector on the motion,
 - c) approval of the internal regulations of the University and its components on the proposal of the Rector,
 - d) approval of internal regulations of faculties on the basis of a referral of the regulation 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 in the event that the Board of Trustees does not approve the draft budget and returns the draft with reasons to the Senate in accordance with the provisions of Section 14(5) of the Act, where the Senate maintains the original proposal,
 - f) to resolve a dispute between the Rector and the Senate,
 - g) legislative matters not addressed by specific regulations, internal regulations of the University and its units,
 - h) to the Rector's proposal to repeal an internal regulation, decision or other action of a University unit body, or to suspend its effectiveness, if the internal regulation, decision or action is contrary to special regulations or internal regulations of the University,
- 8) In matters not covered by paragraphs 6 and 7, the approval of a resolution shall require consent of a supermajority of the members of the Senate present.
- 9) Votes of the Senate concerning specific persons shall always be by secret ballot, especially on the following matters:
 - a) a proposal for the appointment of the Rector and a proposal for their dismissal,
 - b) approval of the Rector's proposal for the appointment or dismissal of members of the University's Scientific Council and the University's Disciplinary Committee, and members of the Internal Evaluation Board,
 - c) delegating university representatives to universities representation,
 - d) election of the Chairman of the Senate.
- 10) Paragraph 9 shall not apply to the appointment of electoral commissions or canvassing boards.
- 11) On matters not referred to in paragraph 9, the Senate shall vote publicly – unless it decides, on the motion of one of its members, to vote by secret ballot.
- 12) A resolution of the Senate with which the Rector disagrees shall not be carried out by the Rector and the Rector shall immediately notify the Chairman of the Senate of this fact with 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 shall require a three-fifths majority of all members of the Senate.
- 13) If the Senate is incomplete, there can be no vote on:
 - a) the establishment, joining, merger, division or dissolution of units of the University,
 - b) the nomination of a candidate for the post of Rector,
 - c) a motion to dismiss the Rector,

- d) the removal of the Chairman of the Senate.

Article 9

Deliberations and per rollam voting

- 1) In cases where the Board is empowered to agree on statements of the Senate pursuant to Rule 5(4) and on questions of the organisation of the Senate work, there may be, by the Board's resolution, consideration of the matter and a vote outside of a meeting of the Senate (hereinafter referred to as "per rollam vote").
- 2) The resolution referred to in paragraph 1, the supporting material, the text of the motion and the voting form shall be made available to the members of the Senate by electronic mail without delay. The resolution shall specify the time limit for consideration and voting, which shall not be less than five working days from the date of circulation. If a member of the Senate requests so, the proposal shall also be sent to them in writing.
- 3) The per rollam vote is public. A completed voting form contains the name of the voter and their vote (yes/no/abstain), otherwise it is invalid.
- 4) A motion voted on per rollam shall be deemed to have been approved if an absolute majority of all the members of the Senate have agreed to it. In matters of the organisation of the Senate's work, the Board of the Senate may, if a member of the Senate so requests within three days of the announcement of the results of the vote, suspend the effectiveness of the resolution thus adopted and decide to reconsider the proposal at the next Senate meeting.
- 5) Questions concerning specific persons cannot be voted on in this way. Nor may a vote be taken in this way if at least one-third of the members of the Senate object to it no later than the time limit for consideration and voting.
- 6) The Senate shall approve the record of the per rollam vote 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 a Senate meeting

- 1) Minutes shall be taken of each meeting of the Senate and a written record or an audio or audiovisual recording shall be made as a basis for these minutes.
- 2) The minutes of the Senate meeting shall include, in particular, the agenda and the proceedings of the meeting, who chaired the meeting, the attendance of members of the Senate and guests, what motions were made, participation in the debate and the results of the voting.
- 3) A separate part of the minutes of the Senate meeting is the resolution, which is published within 10 working days.
- 4) The minutes of the Senate meeting are taken by the Recorder and proofread by the Chair and Vice-Chair for the Student Chamber.

Article 11

Senate operations

- 1) The administration related to the Senate's activities is provided by the staff of the Rector's Office of the University.
- 2) The costs of the Senate's activities are covered by the budget of the Rector's Office of the University.

PART FOUR

MEETINGS ON CERTAIN ISSUES

Article 12

Election of a candidate for the post of Rector

- 1) The Senate proposes a candidate for the post of Rector to the President of the Republic through the Minister of Education, Youth and Sports (hereinafter referred to as "the Minister"). The Senate shall vote on the proposal by secret ballot.
- 2) The election of a candidate for the office of Rector is prepared and managed by an Election Committee. The Election Committee shall be composed of at least three members. The Senate shall appoint the Chairperson and the other members of the Election Committee.
- 3) A candidate for the office of Rector may be proposed by a member of the academic community of the University in a manner specified by the Election Committee.
- 4) The applicants for the candidacy for the position of Rector are introduced to the academic community of the University at public meetings of the Senate, where they can present their programme.
- 5) The applicant for whom a majority of all members of the Senate have voted by secret ballot shall become the candidate for the post of Rector, whereby each member of the Senate may vote for no more than one applicant. The vote shall take place after the applicants have been presented to the academic community of the University.
- 6) In the event that there are at least two applicants and none of them has received the required number of votes in the first round as referred to in paragraph 5, a second round of elections shall be held after a one-hour break. If there is a tie for first place in the first round, all the applicants who came first shall proceed to the second round; the remaining applicants shall not proceed to the second round. If there is no tie for first place, all the applicants who came first and second shall proceed to the second round; the remaining applicants shall not proceed to the second round. If there is only one applicant, there shall be no second round and the procedure in paragraph 7 shall be followed.
- 7) If, even in the second round, none of the total number of at least two applicants receives the required number of votes referred to in paragraph 5, a third round of elections shall be held a week later, for which the number of applicants, if greater than two for the second round, shall again be reduced in accordance with the procedure referred to in paragraph 5.
- 8) If no applicant receives the required number of votes in the election in accordance with the procedure set out in paragraphs 5 to 7, the Senate shall call a new election of a candidate for the post of Rector.

Article 13

Method of submitting a petition for the Rector's dismissal

- 1) The Senate submits a proposal for the Rector's dismissal to the President of the Republic through the Minister.
- 2) Any member of the Senate may initiate a motion to dismiss the Rector. The motion must be in writing, must contain a statement of reasons and must be submitted to the Chairman of the Senate.
- 3) If a motion is made under paragraph 2, it shall be considered by the Senate at its next meeting. The Rector shall be invited to attend. A secret ballot shall be held on the motion at the end of the meeting.
- 4) If at least three-fifths of all the members of the Senate vote in favour of the motion to dismiss the Rector in the vote referred to in paragraph 3, the condition for submitting a motion under paragraph 1 is fulfilled.

Article 14

Deciding on the organisation of the University

- 1) A proposal for the establishment, joining, merger, division or dissolution (hereinafter referred to as "organisational change") of faculties or other units of the University is submitted to the Senate by the Rector.
- 2) The deadline for submitting supporting materials for the proposal for organisational change is 5 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 a concept of the new unit, an idea of its organisational set-up and an economic analysis. In the case of a proposal for another organisational change, the provisions of the preceding sentence shall apply appropriately.
- 4) The Deans and Directors of the other units affected by the organisational change will present their opinions in the debate on the organisational change proposal.
- 5) Proposals for organisational changes 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 appropriately, except that the proposal must include a statement of agreement from the Deans of the faculties concerned and the Directors of the other units concerned and a statement from the Academic Senates of the faculties concerned.

Article 15

Approval of University internal regulations

- 1) The draft of a University internal regulation or amendment thereto is submitted to the Chairman of the Senate by the Rector, including an explanatory report. The draft shall also include an opinion of the University's lawyer on the compliance of the regulation with the law and the University's internal regulations.
- 2) The proposal referred to in paragraph 1 shall be submitted, together with the reasons therefore, at least 3 weeks before the Senate meeting at which it is to be discussed; this period may be reduced by the Board to 10 days before the Senate meeting in justified cases.

- 3) If several motions for rules of procedure have been tabled, they shall be considered in the order in which they have been tabled.
- 4) The Chairman of the Senate shall request the opinion of the Rector on the draft Rules of Procedure, which shall be submitted to the Chairman of the Senate no later than before the meeting on the matter.
- 5) If a legislative committee of the Senate is established, it shall consider the proposal together with any amendments. If necessary, it shall request, in writing, additional opinions from the University's legal counsel or their personal attendance at the committee meeting. The committee shall submit its opinion to the Chairman of the Senate no later than the meeting on the matter.
- 6) The approved draft internal regulation is signed by the Chairman of the Senate together with the Rector. The approved draft shall be submitted by the Board, through the Rector, to the Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry") within 14 days from the date of approval of the draft. The Rector shall inform the Senate of the registration at the earliest following meeting of the Senate.
- 7) If there is a disagreement with the Ministry during the consideration of an application for registration of an approved internal regulation, the matter will be resubmitted to the Senate together with the Rector's opinion.

Article 16

Approval of internal regulations of faculties and other units

- 1) The draft internal regulations of the Faculty or amendments thereto shall be submitted by the Chairman of the Academic Senate of the Faculty after approval by the Academic Senate of the Faculty. The proposal shall be accompanied by a written justification, and in the case of an amendment to an internal regulation of the faculty, the full text shall also be attached, with the revisions indicated. A person authorised by the Chairman of the Academic Senate of the Faculty shall act on behalf of the submitter.
- 2) The proposal referred to in paragraph 1 shall be submitted, together with the reasons therefore, at least 3 weeks before the Senate meeting at which it is to be discussed; this period may be reduced by the Board to 10 days before the Senate meeting in justified cases.
- 3) The Chairman of the Senate shall request the opinion of the Rector on the draft Rules of Procedure, which shall be submitted to the Chairman of the Senate no later than before the meeting on the matter.
- 4) If a legislative committee of the Senate is established, it shall consider the proposal referred to in paragraph 1, together with any amendments. If necessary, it shall request in writing the views of the University's legal counsel or their personal attendance at the committee's meeting. The committee shall submit its opinion to the Chairman of the Senate no later than the meeting on the matter.
- 5) The basis for the Senate's meeting on draft internal regulations of the faculties is mainly the opinion of the Rector and the Senate's legislative committee on the draft.

Article 17

Budget approval

- 1) The Rector will give an introductory speech on the draft budget. An economic explanation of the draft budget is usually given by the Bursar.
- 2) If established, the Senate's Economic Committee shall submit an opinion on the draft budget, and in its opinion the committee may recommend modifications to the Rector.

- 3) The draft budget must be discussed with the University units. If a body of one of the University's units has fundamental reservations about the draft budget, the Dean, or the Secretary of the faculty, or the Director of another unit, shall present their opinion and justification at the Senate meeting.

Article 18

Financial management audit

- 1) The Senate shall check the management, including the use of the University's financial resources
 - a) when discussing the annual financial management report,
 - b) through the Senate Economic Committee,
 - c) in other cases, by virtue of a resolution in the manner provided for in that resolution.
- 2) Members of the Senate authorised by the Board shall have the right to inspect all facts relevant to the audit, except those classified in the public interest under the law. A written authorisation shall be issued by the Chairman of the Senate and shall specify the subject of the audit and the time within which it is to take place.
- 3) The members of the Senate referred to in paragraph 2 shall report to the Senate meeting at which the results of the audit are to be discussed. The heads of the staff whose departments are concerned by the audit shall be invited to the meeting. They shall have the right to speak and may be questioned by members of the Senate on the findings of the audit.
- 4) If necessary, the period within which the audit is to be carried out may be extended or, if necessary, repeated.
- 5) If deficiencies are found during the inspection, the Senate shall invite the relevant body of the University or its units to arrange for remedial action.

Article 19

Strategic plan approval

- 1) The deadline for the submission of supporting materials is 3 weeks before the date of the Senate session.
- 2) The Rector will give an introduction to 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 committees of the Senate shall express their opinion 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) Paragraphs 2 to 4 shall apply appropriately to the annual implementation plans for the strategic plan. The Senate may recommend that a new draft strategic plan be submitted in place of the annual strategic plan.

Article 20

Annual reports approval

- 1) The deadline for the submission of supporting materials is 3 weeks before the date of the Senate session.
- 2) The Rector will give the opening remarks on the annual reports. The Vice-Rectors may give a more detailed explanation of the Annual Activity Report on each area. An economic explanation of the Annual Financial Management Report will normally be given by the Bursar.
- 3) If established, relevant Senate committees shall give their opinion on the draft annual reports.
- 4) Amendments proposed by Senate members must be submitted to the Rector through the Senate Chairman at least 5 days prior to the University Senate meeting. The Rector shall take a position on these proposals. Later amendments shall not be admissible

Article 21

Approval of internal evaluation report

- 1) The Rector or a member of the Internal Evaluation Board authorised by them shall deliver the opening remarks to the report on the internal evaluation of the quality of the University's educational, creative and related activities or an addendum to this report.
- 2) If established, the relevant Senate committees comment on the draft report on the internal evaluation of the quality of the University's educational, creative and related activities or on the draft addendum to this report.
- 3) The Senate may decide on the requirement to submit an addendum to the report on the internal evaluation of the quality of the University's educational, creative and related activities.

Article 22

Other meetings in connection with the evaluation of activities

- 1) The respective Deans or Directors of other units must be invited to evaluate the activities concerning particular units of the University. They shall have the right to speak, and members of the Senate shall have the right to ask questions about the activity being evaluated and the processing of the evaluation.
- 2) Amendments proposed by members of the Senate shall be submitted to the Rector through the Chairman of the Senate, normally within 5 days prior to the Senate meeting. An amendment may be moved directly at a meeting of the Senate only if it is justified by the course of the debate. The Rector shall take a position on such motions.

Article 23

Discussion of proposals returned by the Board of Trustees

- 1) The Chair of the Board of Trustees, who may designate another member of the Board of Trustees to attend the Senate meeting, will be invited to further deliberate on the proposal returned to the Senate by the Board of Trustees pursuant to the Act.
- 2) The Senate will seek the opinion of the Rector as a basis for further action.

Article 24

Prior approval for appointment and removal of the Scientific Board members

- 1) Appointment and dismissal of the University's Scientific Board members shall be submitted and justified to the Senate by the Rector.
- 2) Biographies of the proposed persons, especially focusing on their scientific activities, are part of the supporting material for the appointment of the University's Scientific Board members. Their written consent to the appointment must be submitted with the proposal.
- 3) The member of the Scientific Board must be notified of the intention to dismiss them and of the meeting of the Senate to consider the matter. If the member of the Scientific Board to be removed does not agree to the removal, they shall have the right to speak at the Senate meeting.

Article 25

Proposals for the appointment and prior approval of the appointment and removal of the Internal Evaluation Board members

- 1) Proposals for the Internal Evaluation Board members proposed by the Senate may be submitted to the Senate by its members through the Chairman of the Senate no later than 2 weeks before the Senate meeting at which they are to be acted upon. Proposals on which the Senate has reached a decision on shall be forwarded by the Chairman to the Rector without delay, together with the results of the vote on all proposals. The number of proposed members may exceed the number of the Internal Evaluation Board members to be appointed on the proposal of the Senate in accordance with the University Statutes.
- 2) The appointment and removal of the Internal Evaluation Board members shall be submitted and justified to the Senate by the Rector. The justification shall also cover persons proposed by the Senate under paragraph 1 whom the Rector does not intend to appoint.
- 3) Senate's prior approval is not required for the appointment of the Internal Evaluation Board members nominated by the Senate.
- 4) The provisions of Article 24(2) and (3) shall apply similarly to the consideration of prior approval.

Article 26

Consent to the removal of a Dean

- 1) The Rector must submit the intention to dismiss a Dean on their own initiative in writing, stating the reasons for doing so and including the opinion of the Academic Senate of the relevant faculty. The reasons for the proposal may be based only on circumstances related to the performance of the Dean's duties. The Dean to be dismissed must be invited to a meeting of the Senate and has the right to speak.
- 2) At the request of the Rector, the Chairman of the Academic Senate of the faculty is obliged to convene

a meeting of the Academic Senate of the faculty in the matter of a proposal to dismiss the Dean on the Rector's own initiative without delay, so that it takes place within 10 days of the delivery of the request, unless a longer period is specified in the request.

Article 27

Delegation of representatives to the Council of Higher Education Institutions

- 1) Faculty representatives to the Council of Higher Education Institutions are delegated by the Senate on the proposal of the Academic Senate of the relevant faculty. Each faculty shall propose such number and composition of delegates as prescribed by the Statutes of the Council of Higher Education Institutions.
- 2) The Senate delegates a representative of the University as a whole to the Council of Higher Education Institutions on 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 vacancy occurs during the term of office, the delegation shall be decided without undue delay.
- 4) The Academic Senate of a faculty may propose the removal of a representative delegated under paragraph 1. A motion to remove a representative delegated under paragraph 2 may be made by a member of the Senate. The motion must be substantiated. Article 24(3) shall apply similarly.

Article 28

Correction of incorrect measures

- 1) If a resolution of the Senate, its Board or a measure of the Chairman of the Senate contravenes a legal regulation or an internal regulation of the University or an internal regulation of a unit thereof, the Senate shall repeal it; this resolution must contain a statement of reasons. In the event of a repeal of a Senate resolution approving internal regulations of a unit, a new proposal must be submitted within two months.
- 2) If, in the opinion of the Senate, a measure taken by another body of the University or a part thereof contravenes a legal regulation or an internal regulation of the University or an internal regulation of a part thereof, the Senate shall invite the relevant body to seek redress; this resolution shall include a statement of reasons.

Article 29

Cancellation or suspension of improper measures of the units on the Rector's proposal

- 1) A proposal to repeal or suspend the effectiveness of an internal regulation of a unit or a decision or other action of a unit body is submitted to the Senate by the Rector. The motion shall state the verbatim text of the measure and the reasons why it is considered to be in conflict with a legal regulation or an 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. Legal experts invited by them may speak on their behalf.

- 3) If the Senate decides to do so, the vote on the Rector's proposal will be postponed until the next Senate meeting, with the opinion of an independent legal expert being sought.
- 4) Information on the approval or rejection of the Rector's proposal to cancel or suspend the measure is published in the public section of the University's website. In the event of repeal or suspension of a unit's internal regulation, a new proposal shall be submitted within two months.
- 5) Paragraphs 1 to 4 shall not apply to decisions and other acts taken pursuant to the Administrative Procedure Code.

Article 30

Statement on certain legal proceedings

- 1) The Rector usually informs the Senate of the intention to take a legal action referred to in Section 15(1) of the Act, and the Bursar usually provides a professional economic explanation. The supporting materials shall include, in the case of legal transactions referred to in Section 15(1)(a), (c) and (d), a draft of the relevant contract, and, in the case of legal transactions referred to in Section 15(1)(d), an assessment of the expected economic or other benefits for the University.
- 2) The intention to conclude a contract for the use of non-residential premises or real estate is usually communicated to the Senate by the Bursar. The supporting materials shall include a draft contract and an economic analysis.
- 3) If a competitive tendering procedure is to be held in connection with the legal proceedings referred to in paragraph 1 or 2, the Senate shall be informed of its rules, including the criteria for the evaluation of tenders.

Article 31

Statement on the intention to appoint a Vice-Rector or a Bursar or to dismiss a Vice-Rector

- 1) The Rector shall inform the Senate of the intention to appoint a Vice-Rector or a Bursar or to dismiss a Vice-Rector.
- 2) The supporting material for the appointment of a Vice-Rector includes a brief characteristic of the proposed Vice-Rector with a focus on their work at the University. The supporting material for the appointment of the Bursar shall include a brief characteristic of the proposed candidate with a focus on their professional experience. Nominees shall be invited to attend a meeting of the Senate, shall have the right to speak and shall answer a question concerning their record at the University or their professional experience or intentions for the position under consideration put to them by a member of the Senate.
- 3) The Rector's intention to remove a Vice-Rector must be submitted with reasons. The Vice-Rector to be removed must be invited to attend the meeting of the Senate and has the right to speak.

Article 32

Answer to a question from a member of the Senate

A question put by a member of the Senate to the Rector, Vice-Rector or Bursar may be answered directly or,

if a reply needs to be prepared or if the Senate so decides, in writing to the inquirer within 15 days. The written reply shall be sent to the inquirer and to the Chairman of the Senate.

PART FIVE TRANSITIONAL AND FINAL PROVISIONS

Article 33

Transitional provisions

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

Article 34

Final provisions

- 1) These Rules of Procedure were approved under Section 9(1)(b)(1) of the Act by the Senate on 23 August 2017.
- 2) These Rules of Procedure shall become valid pursuant to section 36(4) of the Act on the date of registration by the Ministry.
- 3) These Rules of Procedure shall become effective on the first day of the calendar month following the day on which they become valid.

doc. Ing. Pavel Tuleja, Ph.D. , v. r.
Rector