

The Ministry of Education, Youth and Sports registered the Rules of Procedure of the Scientific Board of the Silesian University in Opava on 14 April 1999 under No. 19 248/99-30 in accordance with Section 36(2) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education).

Amendments to the Rules of Procedure of the Scientific Board of the Silesian University in Opava were registered by the Ministry of Education, Youth and Sports pursuant to Section 36 (2) and (5) of the Higher Education Act on 12 December 2000 under No. 32 460/2000-30, on 21 May 2009 under No. 11 778/2009-30, on 8 August 2017 under No. MSMT-14536/2017 and on 31 October 2019 under No. MSMT-34506/2019-1.



**IV.
Full text of the**

**Rules of Procedure of the Scientific Council of the Silesian University in
Opava**

of 8 August 2017

**Article 1
Introductory provisions**

(1) The Rules of Procedure of the Scientific Council of the Silesian University in Opava (hereinafter referred to as the "Scientific Council") are an internal regulation of the Silesian University in Opava (hereinafter referred to as the "University") pursuant to the provisions of Section 17 (1) (e) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended (hereinafter referred to as the "Act").

(2) These Rules of Procedure shall also govern the Scientific Councils of the University institutes. In this case, the Director of the higher education institute shall exercise the powers of the Rector.

**Article 2
Convocation of the Scientific Council**

(1) An ordinary meeting of the Scientific Council shall be held at least once per semester.

(2) An ordinary meeting of the Scientific Council shall be convened by the Rector at least four weeks before the meeting. The date, time and place of the Scientific Council meeting shall be included in the information about the Scientific Council meeting.

(3) At the latest one week before the ordinary meeting of the Scientific Council, a specified agenda and the necessary documents for the Scientific Council meeting shall be sent to all members of the Scientific Council.

(4) The Rector may convene an extraordinary meeting of the Scientific Council if necessary. An extraordinary meeting of the Scientific Council shall be governed by Articles 3 and 4.

Article 3 **Management of the Scientific Council**

The Scientific Council meetings are chaired by the Rector or, in their absence, by a member of the Scientific Council authorised by them.

Article 4 **Voting of the Scientific Council**

(1) The Scientific Council shall have a quorum if at least three-fifths of all its members are present.

(2) The Scientific Council decides on all proposals by voting on them in the order in which they are submitted.

(3) Voting on a Scientific Council resolution shall be public unless the Scientific Council decides on a secret ballot or unless a secret ballot is provided for by law or special legal regulation.

(4) In a secret ballot, a motion for a resolution is adopted if a majority of the members of the Scientific Council vote in favour of it.

(5) Discussion and consideration of the proposal for associate professor appointment shall be conducted in the manner set out in section 72 of the Act. The proposal shall be accepted if an absolute majority of all members of the Scientific Council vote in favour of it.

(6) Discussion and consideration of the proposal for professor appointment shall take place in the Scientific Council in the manner provided for in section 74 of the Act. The approval of a supermajority of all Scientific Council members is required for the acceptance of the proposal. In the event that two-thirds of the Scientific Council members are not present, the Rector may adjourn the meeting to the next Scientific Board meeting.

(7) Discussion and consideration of a proposal for the award of the honorary scientific degree "Doctor honoris causa" is carried out on the proposal of the faculty whose Scientific Council approved the proposal at its meeting. The proposal is accepted if a two-thirds majority of all Scientific Council members or all members of the Scientific Council present vote in favour of it.

(8) In a public vote, a motion for a resolution is adopted if a majority of the members of the Scientific Council present vote in favour of it, or if half of the members of the Scientific Council present vote in favour of it, if the Rector is one of those half.

(9) An opinion of a member of the Scientific Council who disagrees with the adopted resolution shall be recorded in the minutes if they so request.

(10) If a specified number of votes of all its members is decisive for the adoption of a resolution of the Scientific Council under the Act, subsection (1) shall not apply to the quorum of the Scientific Council.

Article 5 **Vote by correspondence**

(1) The Scientific Council may also vote by correspondence (hereinafter referred to as "per rollam voting") on proposals for the discussion of which it is not possible or expedient to convene a meeting of the Scientific Council or if the matter is urgent.

(2) Per rollam votes may not be taken on proposals for which a secret ballot is provided for by law or special legal regulation and on proposals for the award of the title of doctor honoris causa.

(3) In the case of a per rollam vote, the Chairperson of the Scientific Council shall send all Scientific

Council members a draft resolution on the matter, including the relevant supporting documents, and inform them of the deadline for responding, which shall be at least 5 days. The vote shall be taken by the individual members of the Scientific Council sending their reply "I agree", "I disagree" or "I abstain" to the Chairperson of the Scientific Council within the time limit. Responses received after the deadline shall be discarded. A Scientific Council member may reject the per rollam vote in the same form and within the same time limit.

(4) A proposal shall be deemed approved if it has received an "I agree" from at least two-thirds of all members of the Scientific Council. This shall not apply if a per rollam vote on the proposal is rejected by at least one third of all members of the Scientific Council.

(5) The result of the vote shall be communicated by the Chairperson to the Scientific Council members in the same manner as the vote.

(6) Information about the per rollam vote and its result shall be included in the next Scientific Council meeting minutes.

Article 6

Organisational matters

(1) The Vice-Rector for Science and Foreign Relations is the Secretary of the Scientific Council.

(2) The administration of the Scientific Council is provided by the Rector's Office for Science and Foreign Relations.

Article 7

Final provisions

(1) Annex No. 6 to the Statutes of the University titled Rules of Procedure of the Scientific Council of the University registered by the Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry") on 30 June 1992 under No. 20 152/92-30, as amended and supplemented, is hereby repealed.

(2) These Regulations were approved in accordance with section 9(1)(b) of the Act by the University Academic Senate on 30 March 1999.

(3) These Regulations shall become valid in accordance with section 36(4) of the Act on the date of registration by the Ministry.

Amendments to the Rules of Procedure of the Scientific Council of the Silesian University of Opava were approved by the Academic Senate of the Silesian University of Opava on 28 November 2000, 25 November 2009, 25 July 2017 and 16 October 2019, pursuant to Section 9(1)(b) of Act No.111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended.

Amendments to the Rules of Procedure of the Scientific Council of the Silesian University in Opava become valid 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 Scientific Council of the Silesian University in Opava become effective on the valid date.

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