

The Second Amendment of the Code of Procedure for the Scientific Board of the Faculty of Mathematics and Physics of Charles University  
The Second Consolidated Code approved by the Academic Senate of Charles University on 30 April 2021

**CONSOLIDATED  
CODE OF PROCEDURE FOR THE SCIENTIFIC BOARD  
OF THE FACULTY OF MATHEMATICS AND PHYSICS 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 (“the Higher Education Act”), as amended, and under Article 20 (2) (i) of the Constitution of the Faculty of Mathematics and Physics of Charles University, the Academic Senate of the Faculty of Mathematics and Physics of Charles University has adopted the following Code of Procedure for the Scientific Board of the Faculty of Mathematics and Physics of Charles University as its internal regulation:*

**Article 1  
Fundamental Provisions**

1. The Scientific Board of the Faculty of Mathematics and Physics of Charles University (“the Scientific Board”) is a self-governing academic body of the Faculty of Mathematics and Physics of Charles University (“the Faculty”).
2. Members of the Scientific Board are appointed and removed from office by the Dean under the Constitution of the Faculty of Mathematics and Physics of Charles University. Membership in the Scientific Board terminates in the manner provided in Article 8 (8) of the Constitution of the Faculty of Mathematics and Physics of Charles University.
3. In particular, the Scientific Board:
  - a) Considers the draft strategic plan for the educational and creative activities of the Faculty prepared in accordance with the strategic plan of Charles University (“the University”) and considers the draft annual plans of implementation of the strategic plan of the Faculty;
  - b) Approves proposals for programmes of study which the Faculty intends to offer;
  - c) Proposes to the Rector a plan to submit an application for accreditation, expansion of accreditation, or extension of the period of validity of accreditation of study programmes offered by the Faculty;
  - d) Proposes to the Rector a plan to submit an application for accreditation of the procedure for the granting of associate professorship and full professorship within the procedures offered by the Faculty;
  - e) Exercises powers in the procedure for the granting of associate professorship and full professorship within the scope stipulated by Act No. 111/998 Sb, as amended (“the Higher Education Act”);
  - f) Expresses an opinion on Dean’s proposals to designate and remove guarantors of bachelor’s or master’s programmes of study and members of Subject Area Boards for doctoral programmes of study; expresses an opinion of Dean’s proposal to appoint guarantor workplaces;
  - g) Approves the members of the board for state examinations when the proposed members are neither

\*Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

associate professors nor full professors in the given or related subject area of science;

- h) Monitors the content and quality of study in doctoral programmes of study;
- i) Considers proposals for the appointment of supervisors for students of doctoral programmes of study when the proposed supervisors are neither associate professors nor full professors in the given or related subject area of science;
- j) Approves proposals for the appointment of a Visiting Professor of the University;
- k) Proposes the creation of a position of “Extraordinary Professor”;
- l) Expresses an opinion on the proposal of the Dean to award the degree of “Doctor Honoris Causa;”
- m) Proposes to the Rector the appointment of a “Professor Emeritus” of the University;
- n) Proposes to the Rector the appointment of a “Professor in Memoriam;”
- o) Expresses an opinion on the proposal to appoint heads of workplaces and directors of the Faculty institutes;
- p) Expresses an opinion on matters submitted to it by the Dean.

## **Article 2**

### **Meetings of the Scientific Board**

1. The Scientific Board meets as required, however at least three times per semester. The Scientific Board is chaired by the Dean who convenes its meetings. A meeting of the Scientific Board may also be convened by a Vice-Dean designated by the Dean. The meeting of the Scientific Board is chaired by the Dean or a Vice-Dean designated by the Dean. A meeting must be convened within 14 days if at least one third of the members of the Scientific Board requests it. An invitation to a meeting of the Scientific Board with the agenda and background documents concerning individual items on the agenda must be made available to the members of the Scientific Board no fewer than three days before the meeting. In exceptional and justified cases, the relevant documents may be distributed to the members of the Scientific Board before the opening of the meeting. The agenda for the Scientific Board meeting is set out by the Dean taking into account the proposals of the members of the Scientific Board.
2. Vice-Deans, the President of the Academic Senate of the Faculty, the Secretary to the Faculty, and the head of the Library are entitled to participate in a meeting of the Scientific Board having an advisory vote.
3. Meetings of the Scientific Board are open to the public with the exception of a meeting or parts thereof stated in paragraph 4 and in Article 4 paragraph 3.
4. Upon a proposal of the Dean, the Scientific Board may decide by resolution that the whole meeting or a part thereof will be declared closed, if the meeting being open to the public would endanger the personal rights of an individual or an important interest of the Faculty. In such case the Scientific Board determines who may participate in such closed meeting.
5. The Scientific Board has quorum if an absolute majority of its members are present at the meeting. At least two thirds of the members of the Scientific Board must be present during the vote on proposals to appoint full professors and associate professors.

**Article 2a**  
**Meetings of the Scientific Board Held in Hybrid  
Mode or Remotely**

1. The meetings of the Scientific Board may be held in hybrid mode or remotely if:
  - a) It arises from another legal regulation or a directive issued on its basis that the Scientific Board may hold meetings remotely;
  - b) It arises from an internal regulation of the University or a situation declared on its basis that the Scientific Board may hold meetings remotely;
  - c) The Scientific Board decides to do so by resolution during its meeting or by voting outside the meeting (“remote voting”) for reasons worthy of special consideration.
2. The members of the Scientific Board are informed of the fact that the meeting will be held in hybrid mode or remotely by electronic means no fewer than three days before the meeting is to be held.
3. The fact that the meeting of the Scientific Board is open to public is ensured by making it possible for the public to participate in the meeting in the room where the meeting takes place, or by publishing a link on the Faculty website where it is possible to watch the meeting online.
4. The details concerning meetings of the Scientific Board held in hybrid mode or remotely are provided in a Dean’s directive by the Dean.

**Article 3**  
**The Course of the Meeting**

1. Approval of the meeting agenda and approval of the minutes of the previous meeting of the Scientific Board form part of the meeting.
2. Every member and honorary member of the Scientific Board has the right to express his opinion on the issues discussed during the debate. Guests may also participate in the debate with the consent of the Scientific Board. If the written opinion of a member of the Scientific Board who is not present is available, it must be read.
3. After the end of the debate the Scientific Board decides by resolution.

**Article 4**  
**Voting in Meetings of the Scientific Board**

1. Only members of the Scientific Board who are present have the right to vote.
2. Decisions are made by simple majority of the Scientific Board members present; this does not apply to voting under paragraph 3.
3. When considering proposals for the granting of associate professorship and proposals for the granting full professorship, the Scientific Board proceeds in accordance with sections 72 and 74 of the Higher Education Act. The Scientific Board votes on each proposal individually. The part of the consideration

of the proposal which is open to the public includes a lecture of the applicant and debate. At the end of this part the chair of the commission or a member of the commission designated by the chair presents the summary of the commission opinion. The following part of the consideration is closed to the public; honorary members of the Scientific Board, members of the commission, and reviewers may participate in this part, and it ends with a secret ballot. A majority of all members of the Scientific Board is required for a ballot concerning matters under section 72 (10) and section 74 (6) of the Higher Education Act.

4. With the exception of the case described under paragraph 3, the secret ballot is used whenever the Scientific Board decides to do so by a resolution.

**Article 4a**  
**Voting in Meetings of the Scientific Board Held**  
**in Hybrid Mode or Remotely**

1. A secret ballot in a meeting held in hybrid mode or remotely is ensured by means of an electronic application which does not disclose the identity of the persons voting and enables the displaying of the result of the ballot to all members of the Scientific Board.
2. In other matters, the meetings held in hybrid mode or remotely are governed by the provisions of this Code, the presiding person may designate another person to be in charge of technical matters necessary to ensure due course of the meeting and voting.
3. Further details concerning voting in meetings of the Scientific Board held in hybrid mode or remotely may be provided in a Dean's directive.

**Article 5**  
**Remote Voting (in writing)**

1. Urgent proposals for the consideration of which it is not possible or efficient to convene a meeting of the Scientific Board and which are not listed in Article 1 (3) letters (b), (c), (d), (e) or (j) may be, upon a decision of the chair of the Scientific Board or a Vice-Dean designated by him acting as a deputy for the chair of the Scientific Board, approved by remote voting.
2. The notice of the voting, the text of the proposal, and a ballot paper will be sent to members via electronic conference. The notice will stipulate the time limit for voting that is not fewer than five days.
3. A voting member will send electronically a completed ballot paper including the name and surname of the voter and the actual vote, i.e., approval, disapproval, or abstention, within the time limit under paragraph 2, otherwise his vote is invalid. The member may refuse remote voting using the same procedure and within the same time limit.
4. The proposal put to remote voting is considered to be approved if an absolute majority of all members of the Scientific Board voted in its favour. This does not apply if remote voting was refused by at least one third of all members. In such case the proposal is considered not approved.
5. The chair of the Scientific Board or the designated Vice-Dean acting as the deputy for the chair may on his own initiative or upon request of a Scientific Board member suspend the proposal and decide on its new consideration on the next meeting of the Scientific Board.

- 6 The report of the remote voting is annexed to the minutes of the next meeting of the Scientific Board.

## **Article 6 Minutes**

1. Minutes must be taken at every meeting. The minutes are verified by the person who presided over the relevant meeting of the Scientific Board (Article 2 (1)).
2. The minutes of the Scientific Board meeting are approved at the next meeting of the Scientific Board and published in the publicly accessible part of the Faculty website no later than within ten days.

## **Article 7 Final Provisions**

1. This Code was discussed by the Scientific Board on 3 May 2017.
2. The Code of Procedure for the Scientific Board of the Faculty of Mathematics and Physics approved by the Academic Senate of the Faculty on 11 June 1999 is hereby repealed.
3. This Code was approved by the Academic Senate of the Faculty on 14 June 2017.
4. This Code comes into force on the date of approval by the Academic Senate of the University.<sup>1)</sup>
5. This Code becomes effective on the first day of the calendar month following the date of coming into force.

*Doc. RNDr. Zdeněk Drozd, Ph.D.*  
President of the Academic Senate of the  
Faculty of Mathematics and Physics of Charles  
University

*Prof. RNDr. Jan Kratochvíl, CSc.*  
Dean

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

This second consolidated Code of Procedure for the Scientific Board of the Faculty of Mathematics and Physics of Charles University came into force on the date of approval by the Academic Senate of Charles University on 30 April 2021 and became effective on 1 May 2021.

*Doc. RNDr. Zdeněk Drozd, Ph.D.*  
President of the Academic Senate

*Doc. RNDr. Mirko Rokyta, CSc.*  
Dean

*Prof. Ing. František Zahálka, Ph.D.*  
President of the Academic Senate of the University

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1) Section 9 (1) (b) point 2 of the Higher Education Act.

The Academic Senate of Charles University approved this Code on 23 June 2017.