

## **Code of Procedure for the Research Board of the Faculty of Medicine in Pilsen 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, the Academic Senate of the Faculty of Medicine in Pilsen has adopted the following Code of Procedure for the Research Board of the Faculty of Medicine in Pilsen of Charles University as an internal regulation of the faculty:*

### **Article 1**

#### **Introductory Provisions**

1. This Code of Procedure for the Research Board governs the activities of the Research Board of the Faculty of Medicine in Pilsen of Charles University (hereinafter referred to as the "Research Board") as provided for in Sections 29 and 30 of the Higher Education Act and the Constitution of the Faculty.

The Research Board is a self-governing academic body of the Faculty within the meaning of the provisions of Section 25(1)(c) of the Higher Education Act.

### **Article 2**

#### **Meetings of the Research Board**

1. Meetings of the Research Board are convened by the Dean of the Faculty at least five times per academic year. The schedule of the meetings of the Research Board as well as a brief record of the meetings of the Research Board, including the content of the resolutions, shall be published in the usual manner.
2. The Dean of the Faculty is obliged to convene a meeting of the Research Board if at least one third of the members of the Research Board so request.
3. For each meeting, a written invitation with the agenda and supporting documents for each item will be sent electronically to the members of the Research Board at least 7 calendar days in advance. In exceptional cases, in particular due to time constraints or the urgency of the issue, the supporting materials may be sent later at the Dean's decision or distributed at the opening of the meeting.
4. If the nature of the matter under discussion so requires, the dean may invite other persons to the meeting.
5. The agenda of the meetings of the Research Board is set by the Dean of the Faculty.
6. A member of the Research Board or a faculty body may propose the inclusion of an agenda item. If written documents are required for its discussion, they shall be forwarded to the Dean of the Faculty well in advance.

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

1. Meetings of the Research Board are chaired by the Dean of the Faculty or the Vice-Dean authorised by him.
2. A member of the Research Board, a member of the Board of the Senate or a member of the Senate authorised by the Senate, the Vice-Dean, the Secretary of the Faculty and an honorary member of the Research Board may speak at a meeting of the Research Board. Unless otherwise provided in this Code, other persons may speak only if the Research Board agrees.
3. The meetings of the Research Board are public. The Research Board may decide to declare all or part of its deliberations closed if the public deliberations would jeopardise the personal rights of an individual or an important interest of the Faculty or the University; in such a case, the Research Board shall determine who may attend the closed deliberations.
4. The meeting of the Research Board is closed for the duration of the vote and any debate on the proposal for appointment as Associate Professor or the proposal for appointment as Professor.

**Article 4**  
**Resolution**

1. The Research Board decides by resolution.
2. The Research Board shall have the capacity to act if an absolute majority of its members are present; unless otherwise provided for in the Higher Education Act <sup>1</sup>, a resolution shall be adopted if an absolute majority of those present vote in favour of it.

**Article 5**  
**Voting**

1. A public or secret ballot shall be held before the resolution is announced. The normal form is a public vote.
2. The Research Board decides by secret ballot in cases provided for by the Higher Education Act or an Internal Regulation, or if the Research Board so decides.
3. Voting in connection with the procedure for the appointment of professor and the habilitation procedure shall take the form of a secret ballot. The details of the proceedings of the Research Board in connection with the habilitation procedure and the procedure for the appointment to professor shall be regulated by the Code of Procedure for the Granting of Associate Professorship and Full Professorship, which is an Internal Regulation of the University.

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<sup>1</sup> Sections 72(10) and (11) and 74(6) of the Higher Education Act.

**Article 6**  
**Per Rollam Voting**

1. The Dean may call a vote outside a meeting of the Research Board (hereinafter referred to as a "Per Rollam Voting") if the matter is urgent or if it is a proposal for the discussion of which it is impossible or impractical to convene a meeting of the Research Board. A per roll call vote may not be taken on proposals for appointment as professor, proposals to fill the post of associate professor, proposals for appointment as associate professor or proposals to confer the title of doctor honoris causa.
2. The announcement of the vote, the text of the proposal and the voting form shall be distributed to the members via closed electronic conference. The announcement shall specify the deadline for consideration and voting, which shall be at least five calendar days.
3. A member shall electronically submit a completed voting form containing the name of the voter and his vote, i.e., approval, disapproval, or abstention, within the time limit specified in paragraph (2), otherwise his vote shall be invalid. A member may reject a per roll call vote in the same form and within the same time limit.
4. A motion shall be deemed to be approved if a majority of all members agree to it; this shall not apply if at least one-third of all members reject the per rollam voting on the motion.
5. The minutes of the per rollam voting are part of the minutes of the next meeting of the Research Board.

**Article 7**  
**Minutes of Meetings**

1. Minutes shall be taken of the proceedings of the Research Board.
2. The minutes shall contain the date, time of opening and closing of the meeting, the place of the meeting, a list of the members of the Research Board present, excused and unexcused, a list of guests, the text of motions, a substantial extract from the proceedings and the resolutions of the Research Board.
3. Any member of the Research Board shall have the right to request that his dissenting opinion be attached in writing as a "votum separatum" to the resolution. Similarly, a minority may express a dissenting opinion (minority votum). These opinions must be submitted to the Dean of the Faculty within 3 working days after the meeting of the Research Board.

**Article 8**  
**Ensuring the Activity**

The activities of the Research Board are ensured materially and administratively by the Dean's Office.

**Article 9**  
**Specific Provisions**

Proposal in the procedure for the granting full professorship<sup>2</sup>, alternatively associate professorship<sup>3</sup>, will not be discussed if less than two-thirds of all members of the Research Board attend the meeting and if the candidate for appointment as professor or associate professor has not expressed his disagreement with such procedure.

**Article 10**  
**Final Provisions**

1. The Code of Procedure for the Research Board of the Faculty of Medicine in Pilsen of Charles University approved by the Senate of the Faculty on 30 September 2009, as changed by the amendment, is hereby repealed.
2. This Regulation was approved by the Academic Senate of the Faculty of Medicine in Pilsen of Charles University on 27 April 2017.
3. This Regulation comes into force on the date of approval by the Academic Senate of Charles University.<sup>4</sup>
4. This Regulation comes into effect on the first day of the calendar month following the day it came into force.

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doc. MUDr. Tomáš Skalický, Ph.D.  
President of the Academic Senate of the Faculty

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prof. MUDr. Boris Kreuzberg, CSc.  
Dean of the Faculty

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

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<sup>2</sup> Section 74(6) of the Higher Education Act.

<sup>3</sup> Section 72(11) of the Higher Education Act.

<sup>4</sup> Section 9(1)(b)(2) of the Higher Education Act. This regulation was approved by the Academic Senate of Charles University on 2 June 2017.