

Rules of Procedure of the Scientific Board

Faculty of Chemical Technology

University of Pardubice

OF 16 MAY 2017

Article 1

Basic provisions

- (1) The Scientific Board of the Faculty of Chemical Technology (referred to as the “Scientific Board”) is a self-governing body of the Faculty of Chemical Technology (referred to as the “Faculty”) in compliance with Section 25 of Act No. 111/1998 Coll. on higher education institutions and on amendment to some acts, as last amended (referred to as the “Act”).
- (2) The Scientific Board shall be appointed by the Dean. The appointment and removal of the members of the Scientific Board and their competences shall be governed by the provisions of Section 27, Sub-section 1, Clause f), Section 29 and 30 of the Act, and Article 12 of the Statutes of the Faculty of Chemical Technology.
- (3) Membership in the Scientific Board is irreplaceable.

Article 2

Sessions of the Scientific Board

- (1) The sessions of the Scientific Board shall be convened by the President of the Scientific Board (referred to as the “Dean”) to negotiate matters as specified by the law. The Scientific Board shall especially:
 - a) Negotiate the proposal for the strategic plan of the educational and other creative activity of the Faculty proposed in compliance with the strategic plan of the university and the yearly plans of implementation of the strategic plan of the Faculty,
 - b) Approve the proposals for the study programmes to be delivered at the Faculty, and through the Rector submit these programmes to the Scientific Board of the University for approval,
 - c) Submit to the Rector the proposal for accreditation of study programmes delivered at the Faculty, extension of accreditation, prolongation of the validity of accreditation,
 - d) Submit to the Rector the proposal for habilitation procedures and professor appointment procedures in the case of procedures organized by the Faculty,
 - e) Perform the functions in habilitation procedures and professor appointment procedures as specified by Sections 72 and 74 of the Act.
- (2) The dates of the sessions of the Scientific Board throughout the academic year shall be announced by the Dean as required. The programme of each session of the Scientific Board shall be proposed by the Dean. The invitation to the session of the Scientific Board including the programme of the session shall be sent to all members in written or electronically at least one week prior to the session. In exceptional and justified cases, particularly due to time constraints or urgency of the matter, the documents for the session may be submitted later by decision of the Dean, or may be distributed at the beginning of the meeting. Each member of the Scientific Board shall have the right to ask the Dean for an addition to the programme of the session.
- (3) The session of the Scientific Board shall be chaired by the Dean, in the case of the Dean’s

- absence the session shall be chaired by a member of the Scientific Board appointed by the Dean.
- (4) All decisions of the Scientific Board shall be made by means of resolutions. Any proposal for a resolution shall be voted on. The Scientific Board shall have a quorum provided that a simple majority of all members are present.
 - (5) In the event that the Scientific Board does not have a quorum, the Chair shall terminate the session and the Dean shall announce a new date for the session of the Scientific Board.
 - (6) A resolution shall be approved if voted for by a simple majority of all members of the Scientific Board.
 - (7) The voting procedure shall be either secret or public. Proposals concerning persons shall be decided by the Scientific Board by secret voting. For the purposes of secret voting the Scientific Board shall by means of public voting appoint two members, who shall count the ballots in the meeting room and announce the result. Secret voting may also be used in other matters if decided by the Scientific Board.
 - (8) The Dean may announce voting outside the Scientific Board (referred to as “per rollam voting”) in the case of urgent matters or if convening of the session of the Scientific Board is impracticable or ineffective. The voting including proposals and instructions shall be announced to all members of the Scientific Board electronically. The announcement shall specify the voting deadline, which shall be at least one week ahead. The proposal shall be considered approved if voted for by a simple majority of all members. The per rollam voting report shall be attached to the minutes of the next session of the Scientific Board.
 - (9) The ceremonial session of the Scientific Board, habilitation procedure, professor appointment procedure, and other presentations before the Scientific Board shall be public, in all other cases the presence of the public shall be decided by the Chair. If deemed appropriate, the Dean may invite other persons to the session of the Scientific Board. The invitees shall have a consultative voice.
 - (10) The administrative agenda of the Scientific Board shall be the responsibility of the Dean’s Office. The sessions of the Scientific Board shall be attended by an employee of the Dean’s Office appointed by the Dean, who shall take the minutes of the session.
 - (11) The minutes of each session of the Scientific Board shall be sent in written or electronically by the record-keeper to all members of the Scientific Board within one week after the session of the Scientific Board. Any objections to the minutes may be filed by the members of the Scientific Board within one week of the reception of the minutes. Any objections to the minutes shall be negotiated at the next session of the Scientific Board.

Article 3

Habilitation procedure

- (1) The course of the habilitation procedure shall be ensured by the Faculty in compliance with Section 72 of the Act, the Rules for the habilitation procedure and professor appointment procedure at the University of Pardubice, and the Criteria for the habilitation procedure and professor appointment procedure at the Faculty of Chemical Technology, University of Pardubice.
- (2) The Chair shall present the candidates to the Scientific Board. The Chairperson of the Habilitation Board or an appointed member of the Habilitation Board shall introduce the proposal of the Habilitation Board to the members of the Scientific Board. The candidate shall give a habilitation talk before the Scientific Board. The talk shall not exceed twenty-five minutes. The candidate’s habilitation talk shall contain the main propositions of the habilitation

thesis and summarize the results of the candidate's scientific and research activity and educational activity at the Faculty or at different universities. The Scientific Board shall also hear three opponent reviews of the habilitation thesis. The candidate shall comment on the reviews and shall answer any questions and comments of the opponents. A public debate shall follow, in which the members of the Scientific Board shall present their questions and comments and the candidate shall answer them. In the non-public part of the session, the members of the Scientific Board may present further comments. Subsequently, the Scientific Board shall by secret voting decide on whether the candidate shall be appointed associate professor. The Dean shall communicate the result of the voting to the candidate. If the resolution is approved, the Scientific Board shall, through the Dean, refer the proposal for the appointment of the candidate associate professor together with relevant documents as specified in Article 3, Clause 7 of the Rules for habilitation procedure and professor appointment procedure at the University of Pardubice to the Rector. In the event that the proposal for the appointment is not approved by a majority of all members of the Scientific Board, the Scientific Board shall terminate the habilitation procedure.

Article 4

Professor appointment procedure

- (1) The course of the professor appointment procedure shall be ensured by the Faculty in compliance with Section 74 of the Act, the Rules for the habilitation procedure and professor appointment procedure at the University of Pardubice, and the Criteria for the habilitation procedure and professor appointment procedure at the Faculty of Chemical Technology, University of Pardubice.
- (2) The Chair shall present the candidates to the Scientific Board. The Chairperson of the Professor Appointment Board or an appointed member of the Professor Appointment Board shall introduce the proposal of the Professor Appointment Board to the members of the Scientific Board. The candidate shall give a professor appointment talk before the Scientific Board. The talk shall not exceed twenty-five minutes. The candidate shall present the following to the Scientific Board:
 - a) Plan of their scientific work and education in the field of appointment,
 - b) Contribution to scientific knowledge in the field of appointment and other plans in the field;
 - c) Educational activity at the University of Pardubice or other universities,
 - d) Most significant publication activity.

A public debate shall follow, in which the members of the Scientific Board shall present their questions and comments and the candidate shall answer them. In the non-public part of the session, the members of the Scientific Board may present further comments. Subsequently, the Scientific Board shall by secret voting decide on whether the candidate shall be appointed professor. The Dean shall communicate the result of the voting to the candidate. If the resolution is approved, the Scientific Board shall, through the Dean, submit the proposal for the appointment of the candidate professor together with relevant documents in compliance with Article 5, Clause 4 of the Rules for habilitation procedure and professor appointment procedure at the University of Pardubice to the Rector, who shall present the proposal to the Scientific Board of the University. In the event that the proposal for the appointment is not approved by a majority of all members of the Scientific Board, the Scientific Board shall terminate the professor appointment procedure.

Article 5

Special provisions

- (1) Any member of the Scientific Board may ask the Dean in written for the termination of membership before the lapse of the term. The request for the termination of membership in the Scientific Board shall be presented by the Dean for approval at the next session of the Academic Senate of the Faculty.
- (2) In serious and justified cases the Dean may remove a member of the Scientific Board subject to prior approval of the Academic Senate of the Faculty.
- (3) The number of members of the Scientific Board shall be determined by the Dean. Upon approval of the Academic Senate of the Faculty, the Dean may appoint additional members of the Scientific Board in compliance with the provisions of Section 29, Sub-section 2 of the Act.

Article 6

Final Provisions

- (1) The Rules of Procedure of the Scientific Board of the Faculty of Chemical Technology No. 3/99 approved by the Academic Senate of the University of Pardubice on 1 September 1999 shall be revoked.
- (2) The proposal for these Rules of Procedure of the Scientific Board of the Faculty of Chemical Technology was approved in compliance with Section 27, Sub-section 1, Clause b) of the Act by the Academic Senate of the Faculty on 18 April 2017.
- (3) These Rules of Procedure of the Scientific Board of the Faculty of Chemical Technology were approved in compliance with Section 9, Sub-section 1, Clause b), Item 2 of the Act by the Academic Senate of the University of Pardubice on 16 May 2017.
- (4) These Rules of Procedure of the Scientific Board of the Faculty of Chemical Technology shall come into force and effect on the day of approval by the Academic Senate of the University of Pardubice.

Prof. Ing. Petr Kalenda, CSc., m.p.
Dean