

UNIVERSITY OF PARDUBICE
FACULTY OF TRANSPORT ENGINEERING

RULES OF PROCEDURE OF THE SCIENTIFIC BOARD
OF THE FACULTY OF TRANSPORT ENGINEERING

of 6 June 2017

Article 1

Basic provisions

- (1) The chairperson of the Scientific Board of the Faculty of Transport Engineering ("SB") is the Dean. The SB members are appointed and removed by the Dean with the prior consent of the Academic Senate of the Faculty of Transport Engineering. The composition of the SB and the definition of its competence are set out in Sections 29 and 30 of Act No. 111/1998 Sb., On Higher Education Institutions and on Amendments to Other Acts (Higher Education Act ("Act")), as amended, and Article 13 of the Statutes of the Faculty of Transport Engineering.
- (2) The term of office of the members of the SB coincides with the term of office of the Dean.
- (3) Membership in the SB may not be substituted.

Article 2

Meetings of the SB

- (1) Meetings of the SB are convened by the Dean as required. The Dean is obliged to convene a meeting of the SB if requested in writing by at least one third of all members of the SB.
- (2) The agenda of the SB meeting is proposed by the Dean. This agenda will be delivered in writing to each member at least one week before the date of the meeting. Each member of the SB has the right to request an extension of the agenda before the beginning of the meeting. The agenda must be approved by the SB before the start of the meeting.
- (3) Meetings of the SB are chaired by the Dean, in his/her absence by the Vice-Dean appointed by him/her, or another member of the SB authorized by the Dean.
- (4) Momentous decisions are taken by the SB in the form of a resolution. The motion for a resolution is put to the vote. The SB has a quorum if an absolute majority of all SB members is present. If a habilitation procedure or a procedure for appointment of a professor is on the agenda, the presence of at least two thirds of all SB members is necessary.
- (5) On the absence of quorum, the chairperson shall terminate the meeting. An alternative date of the meeting is set by the Dean.
- (6) A resolution is approved if an absolute majority of the members present votes for it.
- (7) In the case of discussion and approval of:
 - a) long-term plans of the Faculty of Transport Engineering ("FTE"),
 - b) FTE research plans,
 - c) proposals for study programmes for accreditation,
 - d) proposals for the habilitation procedure and the procedure for appointment of a professor for accreditation,
 - e) negotiations in matters of habilitation procedures and procedures for appointment of a professor, the approval of an absolute majority of all SB members is required for the approval of the resolution
- (8) Voting may be secret or public. The SB adopts resolutions on personnel matters by secret ballot. For the voting process, the SB will choose two members in advance, who will evaluate

~~FTE Intellectual Property directly in the meeting room and announce the result of the voting of a secret ballot may be applied to other matters if it is proposed by one of the present members of the SB and voted for by an absolute majority of the members present. In rare cases of public voting, it is possible to use a per rollam form.~~

- (9) The Dean may, if necessary, invite other persons to the SB meeting. Invited persons act in an advisory capacity.
- (10) The administrative agenda of the SB is provided by the Vice-Dean for Research. The SB meeting is attended by a designated employee of the Dean's Office, who is the keeper of minutes. The minutes of each SB meeting shall be sent by the keeper of minutes to all members not later than one week from the date of the meeting. Comments on the minutes may be submitted by SB members not later than one month after receipt of the minutes. Comments on the minutes are always discussed at the next SB meeting.

Article 3

Special provisions

- (1) Any member of the SB may request the Dean to terminate his/her membership in the SB in writing. In such a case, the Dean is obliged to ask for prior consent to dismiss the SB member at the next meeting of the FTE Academic Senate.
- (2) In serious and justified cases, the Dean has the right, with the prior consent of the FTE Academic Senate, to dismiss a member of the SB.
- (3) With the prior consent of the FTE Academic Senate, the Dean may extend the SB by additional members in compliance with Section 29, Subsection 2 of the Act.

Article 4

Final provisions

- (1) The Rules of Procedure of the Scientific Board of the Faculty of Transport Engineering of 14 April 1999 are repealed.
- (2) This draft of the Rules of Procedure of the SB was approved pursuant to Section 27, Subsection 1, Clause b) of the Act by the FTE Academic Senate on 12 April 2017.
- (3) These Rules of Procedure of the SB were approved pursuant to Section 9, Subsection 1, Clause b), Subclause 2 of the Act by the Academic Senate of the University of Pardubice on 6 June 2017.
- (4) These Rules of Procedure of the SB shall come into force on the day of the approval thereof by the Academic Senate of the University of Pardubice.
- (5) These Rules of Procedure of the SB shall come into effect on the day of the publication thereof on the website of the faculty.

doc. Ing. Libor Švadlenka, Ph.D., Dean