



OSTRAVSKÁ
UNIVERZITA

PROCEDURAL REGULATIONS FOR THE ACADEMIC SENATE OF THE UNIVERSITY OF OSTRAVA

Approved by the Academic Senate of the University of Ostrava: 14 December 2020

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Valid from: 25 February 2021

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Under Section 36, Subsection 2, Act no. 111/1998 Sb. on Higher Education and on amendments and additions to other acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Procedural regulations for the Academic Senate of the University of Ostrava on 25 February 2021 under ref. no. MSMT-5735/2021-2

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Mgr. Karolína Gondková
Head, Higher Education Department

Part 1 BASIC PROVISIONS

Article 1 Introductory provisions

1. In accordance with Act no. 111/1998 Sb. on higher education and on amendments and additions to other acts (the Higher Education Act), as subsequently amended (hereunder “the Higher Education Act”) and the Statute of the University of Ostrava (hereunder “the Statute”), these Procedural regulations for the Academic Senate of the University of Ostrava (hereunder “Procedural regulations”) stipulate the rules for sessions, deliberations and the adoption of resolutions by the Academic Senate of the University of Ostrava (hereunder “the UO Academic Senate” or “the Senate”).
2. These Procedural regulations are internal regulations of the University of Ostrava (hereunder “UO”).

Article 2 Entitlements and obligations of the UO Academic Senate and its members

1. The entitlements and obligations of the UO Academic Senate are defined by the Higher Education Act and the internal regulations of the UO.
2. The UO Academic Senate is a self-governing representative academic body of the UO. Its decision-making should contribute to the development of the UO and maintain its good name.
3. Members of the UO Academic Senate have the entitlement and obligation to attend sessions of the UO Academic Senate. If for serious reasons they are unable to attend sessions, they must notify the Chair of the UO Academic Senate and excuse themselves, stating the reason(s).
4. Members of the UO Academic Senate are entitled to submit proposals and observations to the UO Academic Senate for deliberation.
5. The Chair of the UO Academic Senate is a member of the Rector’s Advisory Board (“Kolegium rektora”). If the Chair of the UO Academic Senate is unable to attend a meeting of the Rector’s Advisory Board, the Chair of the Senate instructs the First Vice-Chair of the Senate (or another member of the Senate) to attend the meeting.
6. The UO Academic Senate must discuss any proposal submitted by a member of the Senate via the Chair of the UO Academic Senate, by a Faculty Academic Senate via its Chair, by the director of a UO institute, by the UO Council for Internal Evaluation via its Chair, by the UO Board of Trustees via its Chair, or by the Rector.
7. The UO Academic Senate must make public a final report covering its entire period of office at an assembly of the UO academic community or in another appropriate form (e.g. in the public part of the UO website) no later than the final day of that period of office.

8. The Chair of the UO Academic Senate is entitled to convene an assembly of the UO academic community; the Chair of the Senate must state the reasons for convening the assembly. The Chair of the Senate always convenes an assembly of the UO academic community upon request by:
 - a) the Rector;
 - b) at least one-fifth of all members of the UO Academic Senate.

Part 2 STRUCTURE OF THE UO ACADEMIC SENATE

Article 3 Chambers

1. The UO Academic Senate is divided into a chamber consisting of academics (hereunder “the Academic Chamber”) and a chamber consisting of students (hereunder “the Student Chamber”).
2. Each chamber is headed by its own Chair, who is elected and dismissed in accordance with the Electoral regulations of the UO Academic Senate.

Article 4 The Senate Chair and Vice-Chairs

1. The UO Academic Senate is headed by a Chair, who is elected from the ranks of the Academic Chamber in accordance with the Electoral regulations of the UO Academic Senate. The Chair of the UO Academic Senate is accountable for his/her activities to the UO Academic Senate, which may dismiss its Chair in accordance with the Electoral regulations of the UO Academic Senate.
2. The First Vice-Chair of the UO Academic Senate is the Chair of the Academic Chamber. The Second Vice-Chair is the Chair of the Student Chamber.
3. The Chair of the UO Academic Senate represents the UO Academic Senate in external communication, manages the activities and deliberations of the UO Academic Senate, and fulfils other obligations as per the Higher Education Act, these Procedural regulations and other UO internal regulations. In the absence of the Chair, the role of the Chair is performed by deputizing Vice-Chairs in the order stipulated in Paragraph 2 of this Article, or by a member of the UO Academic Senate to whom this task has been delegated by the Chair (hereunder “the session chairperson”).
4. In the event of unanimous agreement between the Chair, the First Vice-Chair and the Second Vice-Chair, the Presidium of the UO Academic Senate (i.e. the Chair and the two Vice-Chairs) may undertake preliminary organizational steps that are necessary to ensure that the Senate functions in entirely exceptional situations (states of emergency, natural disasters, etc.).

Article 5

The recorder for UO Academic Senate

1. After deliberation by the UO Academic Senate, the recorder (minute-taker) for the UO Senate is nominated by the Senate Chair.
2. If the Senate agrees, the role of the recorder may be delegated to an UO employee.
3. In cooperation with the session chairperson, the recorder takes minutes from a session of the UO Academic Senate.

Article 6

Committees

1. The UO Academic Senate may adopt resolutions to constitute committees as its advisory bodies, to nominate their members and to define their tasks. The members of these committees elect Chairs from their ranks.
2. Only members of the UO Academic Senate may be members of its committees. To facilitate more informed decision-making, a committee may invite a guest specialist (without voting rights) from outside the membership of the UO Academic Senate.
3. The provisions of these Procedural regulations apply as appropriate to the deliberations of the UO Academic Senate's committees, particularly the provisions governing the adoption of resolutions and voting.

Part 3

Deliberations of the UO Academic Senate

Article 7

Regular sessions

1. Regular sessions of the UO Academic Senate are held at least four times per year.
2. The schedule for regular sessions is approved by the UO Academic Senate based on a proposal by the Chair of the UO Academic Senate. The schedule is published in the public part of the UO website.
3. If the Chair of the UO Academic Senate does not receive any proposal for deliberations in the Senate by the end of the period stipulated in Article 9, Paragraph 2, the Chair notifies the members of the Senate that the session will not take place.

Article 8

Extraordinary sessions

1. Extraordinary sessions of the UO Academic Senate are convened by the Chair upon request by:
 - a) the Rector of the UO,
 - b) the UO Board of Trustees via its Chair,
 - c) or at least one-quarter of all members of the UO Academic Senate.
2. Requests to convene extraordinary sessions, accompanied by the necessary supporting documentation, are submitted to the Chair of the UO Academic Senate in writing (either as hard copies or as e-mails), including proposals for the topic(s) to be deliberated. The date of an extraordinary session is set by the Chair of the UO Academic Senate; an extraordinary session must take place no less than 4 working days and no more than 10 working days after the submission of the request, unless the proposal requires a different date.
3. The date and location of an extraordinary session must be announced at least 3 working days in advance of the session to all members of the UO Academic Senate, the Rector, Vice-Rectors, Bursar, Deans, Chairs of the Faculty Academic Senates, the Chair of the UO Board of Trustees, the Chair of the UO Council for Internal Evaluation, and the person who submitted the request. The date and location of an extraordinary session must be announced at least 3 working days prior to the session in the public part of the UO website.
4. If the UO Board of Trustees, via the Rector and in accordance with the Higher Education Act, returns a proposed budget or a proposed strategic plan to the Senate for further deliberations, the Chair of the UO Academic Senate will convene an extraordinary session as per Paragraph 2; the Chair will invite the Chair of the UO Board of Trustees to the session, and the Chair of the UO Board of Trustees may delegate attendance at the session to another member of the Board. The Chair of the UO Academic Senate will request a statement of opinion by the Rector as supporting documentation.

Article 9

Session agendas

1. Proposals of topics for discussion as part of session agendas, accompanied by supporting documentation, may be submitted by members of the UO Academic Senate, the Rector, the UO Board of Trustees via its Chair, the UO Council for Internal Evaluation via its Chair, a Dean, the director of a UO Institute, or a Faculty Academic Senate via its Chair (hereunder "the proposer").
2. Proposals of topics for discussion as part of session agendas, including supporting documentation, must be submitted in writing (either as hard copies or as e-mails) to the Chair of the UO Academic Senate no more than 14 calendar days prior to the session. The Chair will inform the members of the Senate about the proposals without delay. This 14-day period does not apply to extraordinary sessions. A

proposal concerning an UO internal regulation (or its amendment) or an internal regulation of a constituent part of the UO (or its amendment) must include a statement of opinion by a UO lawyer regarding the compliance of this regulation or amendment with currently valid legislation.

3. The UO Academic Senate may also discuss a proposal submitted at a later date than stipulated in Paragraph 2. The Senate will only discuss such a proposal if more than one-half of the Senate members who are present at the session agree to discuss it.

Article 10

Commencement and management of sessions

1. Sessions are convened and managed by the Chair of the UO Academic Senate. In the absence of the Chair, sessions are convened and managed by deputizing Vice-Chairs in the order stipulated in Paragraph 2 of this Article, or by the session chairperson as defined in Article 4, Paragraph 3. At the beginning of a session, the UO Academic Senate approves the proposed agenda and is informed by its Chair about who has been nominated as the recorder.
2. Sessions of the UO Academic Senate are open to the public. UO employees will be enabled to observe Senate sessions online. Recordings of online session broadcasts will also be made for UO employees; these recordings will be made available in the non-public part of the UO website. If it is objectively impossible for the public to attend a Senate session in person (particularly due to a state of emergency and associated restrictions on free movement), the session will be made available in online form.
3. A session can commence if an absolute majority of all members of the UO Academic Senate are present and if both its chambers are represented. If the number of members present at the session falls below this number during the course of a session, the session is adjourned once this situation has lasted for 10 minutes.
4. If the approved agenda has not been discussed fully even after 4 hours of deliberations, the UO Academic Senate may decide to adjourn further deliberations.
5. The UO Academic Senate may also decide to adjourn its deliberations if the course of a session has been subject to gross disruption.
6. Deliberations may be adjourned for a maximum 14 days. The date and location of the resumption of adjourned deliberations are announced without delay by the Chair of the UO Academic Senate.

Article 11

Discussions

1. A discussion of each item on the agenda is held. Each discussion is introduced by the proposer of the particular item; if the proposer is not present, the discussion is introduced by a person to whom the proposer has delegated this task.

2. The following persons may speak in the discussions whenever they so request:
 - a) members of the UO Academic Senate;
 - b) the Rector, or (representing the Rector) a Vice-Rector;
 - c) a Dean, or (representing a Dean) a Vice-Dean;
 - d) the Chair of the UO Board of Trustees, or a member of the Board of Trustees to whom this role has been delegated by the Chair of the Board of Trustees;
 - e) the Chair of the UO Council for Internal Evaluation, or a member of the Council for Internal Evaluation to whom this role has been delegated by the Chair of the Council for Internal Evaluation;
 - f) guests invited by the Chair of the UO Academic Senate;
 - g) a proposer, or (representing the proposer) the author of a proposal, when discussing that proposal.
3. The above persons request to speak as part of a discussion by raising their hands. The discussion is managed by the session chairperson.
4. A proposer may modify or add to their proposal on the basis of the discussion of the proposal.
5. The session chairperson will decide to terminate a discussion if it is evident that the continuation of the discussion would not contribute to the clarification of the proposal under discussion. Any member of the UO Academic Senate, or a proposer, may object to such a decision. The UO Academic Senate will then decide on the subsequent course of action.
6. It is not permitted to interrupt a speaker in a discussion, with the exception of an instruction by the session chairperson that the speaker should not continue. The session chairperson is entitled to give this instruction to a speaker who:
 - a) is not speaking about the proposal under discussion despite having been alerted of the need to do so;
7. If a member of the UO Academic Senate addresses a question to the Rector, a Vice-Rector, a Dean, the Chair of the UO Board of Trustees, a member of the UO Council for Internal Evaluation to whom the Chair of the Council has delegated this task, or a proposer (or, representing the proposer, the author of a proposal), the question may be answered either directly or, if preparations are necessary before giving an answer and if the UO Academic Senate adopts a resolution to that effect, in writing (either as a hard copy or as an e-mail) within 15 days. The written answer is sent to the person who asked the question and to the members of the UO Academic Senate.

Article 12

Adoption of resolutions

1. The UO Academic Senate expresses its will in the form of resolutions. Resolutions are adopted by voting.
2. The UO Academic Senate is quorate if an absolute majority of all its members are present and if both chambers are represented.
3. A resolution is adopted if an absolute majority of all members of the UO Academic Senate vote in favour of the resolution, unless stipulated otherwise by the Higher Education Act, these Procedural regulations or another UO internal regulation.
4. When discussing a resolution for a proposal to appoint or dismiss the Rector, the UO Academic Senate proceeds in accordance with Appendix no. 1 (Election and dismissal of the Rector).
5. When discussing a resolution for a proposal to dismiss a Dean, the UO Academic Senate proceeds in accordance with Appendix no. 2 (Consent with the dismissal of a Dean).

Article 13

Voting in deliberations conducted in person

1. The UO Academic Senate may vote on resolutions either publicly, secretly, or (after deliberation of a proposal at a public session) remotely (hereunder “a correspondence vote”).
2. Public votes are held by raising hands.
3. Secret votes at the UO Academic Senate are held on matters as determined in the Higher Education Act or in another UO internal regulation. Further, the UO Academic Senate always holds secret votes on the following matters:
 - a) the expression of prior agreement with the appointment and dismissal of members of the UO Academic Council;
 - b) nominations of members of the UO Council for Internal Evaluation;
 - c) the expression of prior agreement with the appointment and dismissal of members of the UO Council for Internal Evaluation;
 - d) the expression of prior agreement with the appointment and dismissal of members of the UO Disciplinary Committee;
 - e) the delegation of members of the UO academic community to higher education representative bodies.
4. A vote of the UO Academic Senate is automatically held in secret if any member of the Senate so requests.
5. Secret votes are held by inserting a ballot paper into a ballot box; the voting must be uninterrupted. The result of a secret vote is ascertained by a committee of three

people that must be constituted solely of members of the UO Academic Senate; each member of this committee must be from a different faculty or university institute.

6. When the vote has been terminated and the result ascertained, the session chairperson announces the result by stating the number of votes cast for the proposal, the number of votes cast against the proposal, and the number of UO Academic Senate members who abstained. If a member of the UO Academic Senate did not vote despite being present in person, that member is deemed to have abstained from voting.
7. A correspondence vote may be held following a proposal by the Chair of the UO Academic Senate. To conduct a correspondence vote, the Chair of the Senate sends the text of the proposed resolution to the UO e-mail addresses of all members of the UO Academic Senate, plus the necessary supporting documentation, and stipulates the period during which votes may be cast; this period must not be less than 7 days following the sending of the proposed resolution.
8. A resolution for which a correspondence vote is held is adopted if votes were cast by an absolute majority of all members of the UO Academic Senate and if an absolute majority of those members who cast votes voted in favour of the resolution. If at least one-fifth of the members of the UO Academic Senate express their opposition to holding a correspondence vote during the voting period as per Paragraph 7, the Chair of the UO Academic Senate will include a discussion of the resolution in question in the agenda for the next session of the Senate.

Article 14

Online sessions

1. In extraordinary situations, when it is not possible to hold sessions of the UO Academic Senate in person, online sessions with remote access may be held.
2. The provisions of these Procedural regulations apply as appropriate to the course of online sessions.
3. Voting in online sessions may be conducted orally, in writing (via an online system), or in secret (in order to preserve the anonymity of those voting).

Part 4

Documentation and archiving related to the activities of the UO Academic Senate

Article 15

Minutes from sessions of the UO Academic Senate

1. Minutes are taken as a written record of each session of the UO Academic Senate; an audio or audiovisual recording of each session is also made. This audio or

audiovisual recording is published on the non-public part of the UO website within 5 days of the session.

2. The minutes always contain the following information:
 - a) the location, date and the time of commencement and termination (or adjournment) of the Senate's deliberations;
 - b) a list of the names of those members of the Senate who were present, those who excused themselves in advance, and those who were absent;
 - c) a list of the names of guests present at the session who were entitled to speak in discussions;
 - d) the proposed and approved agenda for the session;
 - e) a description of the course of discussions, including the names of the speakers;
 - f) the precise wording of proposed and adopted resolutions, including the form of voting on the resolutions and the results of the voting;
 - g) the surnames of the recorder and the session chairperson; if the recorder was not a member of the UO Academic Senate, the recorder's first name(s) and surname is recorded.
3. The draft minutes from a session of the UO Academic Senate are sent by the recorder to members of the Senate, the speakers in the discussions, and other persons who were discussed at the Session, within 7 days from the date on which the session was held. Members of the UO Academic Senate and persons who spoke in the discussions are entitled to submit their observations and proposals for alterations to the minutes within three days from the date on which the draft minutes were sent. The recorder incorporates these observations and alterations into the minutes if they are in accordance with the audio/audiovisual recording made at the session. The resulting minutes, verified by the Chair of the UO Academic Senate, are published within 14 days of the date of the session in the public part of the UO website; the minutes are also sent electronically to members of the UO Academic Senate and to those participating guests who were entitled to speak in the discussions.
4. Accountability for publishing and sending the verified minutes of a session rests with the Chair of the UO Academic Senate.
5. When sending a request for the registration of approved internal regulations to the Ministry of Education, Youth and Sports, the UO management also sends a copy of those internal regulations to the Presidium (Chairs) of the UO Academic Senate.

Article 16

Document archiving and record-keeping

1. The UO document archiving service is used for archiving and record-keeping pertaining to documents of the UO Academic Senate (especially minutes from the

Senate sessions, minutes from the sessions of the Senate's committees, and reports on the election and dismissal of the Rector).

2. Accountability for archiving all documents of the UO Academic Senate rests with the Chair of the Senate in accordance with the Order issued by the Rector stipulating the rules for archiving and shredding documents.

Part 5 JOINT AND CONCLUDING PROVISIONS

Article 17 Joint provisions

1. For the purposes of these Procedural regulations, texts in written form (in writing) are defined as either hard copies or texts in electronic form.
2. For purposes of achieving a quorum and adopting resolutions, the term "all members of the UO Academic Senate" is defined as the total number of seats in the UO Academic Senate as stipulated in the Electoral regulations of the UO Academic Senate, i.e. all seats in the Senate, whether those seats are filled or vacant.

Article 18 Concluding provisions

1. These Procedural regulations were approved by the Academic Senate of the University of Ostrava on 14 December 2020 pursuant to Section 9, Subsection 1 b) of the Higher Education Act.
2. In accordance with Section 36, Subsection 4 of the Higher Education Act, these Procedural regulations become valid and effective on the date of their registration by the Ministry of Education, Youth and Sports.
3. The Procedural regulations for the Academic Senate of the University of Ostrava issued on 17 August 2017 are hereby revoked.
4. These Procedural regulations become effective as of the date on which they become valid.

prof. MUDr. Jan Lata, CSc., in his own hand

Rector

Election and dismissal of the Rector

Part 1

Proposals for the appointment of the Rector

Article 1

Introductory provisions

A resolution on a proposal for the appointment of the Rector is accepted by the UO Academic Senate at its session in the form of a secret vote (hereunder “the election (of the Rector)”).

Article 2

The Electoral Committee

1. The UO Academic Senate constitutes an Electoral Committee for the election of the Rector. The Electoral Committee consists of five members and is composed of the Chair of the UO Academic Senate (who acts as the Chair of the Electoral Committee) and two members each from the Senate’s Academic Chamber and Student Chamber. The Electoral Committee must not include more than one representative of the same faculty or university institute. The candidate may not be a member of the Electoral Committee. The Electoral Committee organizes the voting, is accountable for the correctness of the electoral procedure, and compiles a report on the electoral proceedings after each vote.
2. Any member of the UO academic community may raise an objection to the organization of the election or to the electoral proceedings. The member of the UO academic community raises this objection (giving grounds for the objection) by submitting it to the Chair of the Electoral Committee within 5 working days following the publication of the report on the electoral proceedings. If this 5-day period expires without an objection being raised, the election is deemed to have taken place in accordance with legal regulations, these Procedural regulations, other UO internal regulations and the election schedule. The Electoral Committee must decide on the objection within 3 working days.
3. The Electoral Committee must compile minutes of each of its sessions; these minutes are published as an appendix to the minutes from the immediately subsequent session of the UO Academic Senate.

Article 3

Announcement of the election of the Rector

1. The election of the Rector is announced by the UO Academic Senate at least 4 months prior to the termination of the standard period of office of the incumbent Rector. The relevant resolution of the Senate must include the schedule for the election and the necessary particulars for candidates’ applications.

2. The resolution on the announcement of the election must be published no later than 3 calendar days from its adoption in the public part of the UO website.
3. The first Senate session including the election of the Rector must take place at least 3 months prior to the termination of the standard period of office of the incumbent Rector.
4. Paragraph 3 does not apply to repeated elections or extraordinary elections, which are held as needed. The dates of repeated or extraordinary elections are set by the UO Academic Senate.

Article 4

Applications by candidates

1. Candidates submit applications to the Chair of the Electoral Committee via the UO filing room ("podatelna"). Applications must be submitted no later than the date stipulated in the election schedule. Obligatory components of the application include the candidate's negative lustration certificate and a sworn declaration (either originals or officially certified copies) submitted in accordance with Act no. 451/1991 Sb., as amended (with the exception of candidates born after 1 December 1971), plus the candidate's professional CV, electoral programme, written consent with inclusion in the list of candidates (in the form of a hard copy), and a written declaration of support from at least 20 academic staff from the UO academic community (in the form of a hard copy).
2. On the basis of the applications submitted, the Electoral Committee compiles a list of candidates within 5 calendar days after the deadline for the submission of applications and publishes this list of candidates in the public part of the UO website no later than 2 calendar days after its compilation.

Article 5

The assembly of the academic community

1. The Chair of the UO Academic Senate must convene an assembly of the UO academic community at least one week before the date of the election; at this assembly, the listed candidates present their electoral programme in person.
2. The pre-election assembly of the UO academic community is managed by the Chair of the Electoral Committee. If the Chair of the Electoral Committee is absent, the assembly is managed by a member of the Electoral Committee from the Academic Chamber to whom this task has been delegated.

Article 6

Voting on a resolution on a proposal for the appointment of the Rector

1. A ballot paper is valid if the chosen candidate has been marked correctly and if no more than one candidate has been marked.
2. In the first round of the election, a resolution on a proposal for the appointment of the Rector is adopted if one candidate has received an absolute majority of the

votes of all members of the UO Academic Senate. The Chair of the UO Academic Senate sends the accepted proposal for the appointment of the Rector to the President of the Czech Republic via the Ministry of Education, Youth and Sports no later than 7 calendar days after its acceptance.

3. If in the first round of the election there is only one candidate on the list of candidates and if this candidate does not receive an absolute majority of the votes of all members of the UO Academic Senate, the UO Academic Senate announces a repeated election, which is held in accordance with Article 7.
4. If in the first round of the election the list of candidates contains two or more candidates and if none of the candidates receives an absolute majority of the votes of all members of the UO Academic Senate:
 - a) a second round of the election is held on the same day. The two candidates with the highest numbers of votes proceed to this second round. If in the first round of the election two or more candidates receive the equal highest number of votes, all the candidates with the highest number of votes proceed to the second round. If in the first round of the election two or more candidates receive the equal second highest number of votes, all the candidates with the second highest number of votes proceed to the second round.
 - b) if in the second round none of the candidates receives an absolute majority of the votes of all members of the UO Academic Senate, the UO Academic Senate announces a repeated election, which is held in accordance with Article 7.
5. Any of the candidates may withdraw their candidacy during the course of the election prior to the commencement of voting in a particular round.

Article 7

Repeated elections and extraordinary elections

1. The UO Academic Senate announces a repeated election at the same session of the Senate at which an unsuccessful election took place; the Senate sets the schedule for the repeated election. The UO Academic Senate's session for the repeated election must take place no earlier than 14 days and no later than 30 days following the previous unsuccessful election. An assembly of the UO academic community for the repeated election is only convened if at least one new candidate applies.
2. Voting in repeated elections proceeds in accordance with Article 6 of this appendix.
A particular candidate may only be included in the list of candidates for three successive elections.
3. The UO Academic Senate announces an extraordinary election if the Rector is dismissed or resigns from the position of Rector prior to the completion of the standard period of office.

4. The UO Academic Senate announces an extraordinary election by means of a resolution within 1 month after the dismissal of the Rector or the Rector's announcement of resignation from the position of Rector. Voting in extraordinary elections proceeds in accordance with this appendix.

Part 2

Proposals for the dismissal of the Rector

Article 8

Proposals for the dismissal of the Rector

1. A proposal for the dismissal of the Rector may be submitted by a member of the UO Academic Senate or a Faculty Academic Senate via the Chair of the Senate in question. A proposal for the dismissal of the Rector must be submitted in written form (as a hard copy) and must include the grounds for the proposed dismissal. If a Faculty Academic Senate is presenting the proposal, a resolution supporting the proposal must be adopted by the Faculty Academic Senate by a vote in which at least a three-fifths majority of all members of the Faculty Academic Senate vote in favour of the resolution.
2. The Chair of the UO Academic Senate and the two Vice-Chairs assess the formal correctness of the proposal for the dismissal of the Rector. The proposal is formally correct if it contains the particulars stipulated in Paragraph 1.
3. If the proposal is not formally correct, no further action is taken on it.
4. At the next (usually extraordinary) session of the UO Academic Senate, the Senate conducts its own deliberations on the proposal for the dismissal of the Rector. The proposer must participate personally in these deliberations; if the proposal was submitted by a Faculty Academic Senate, the Chair of the Faculty Academic Senate must participate personally in the deliberations. The Rector will be given at least 14 calendar days to prepare for the session. In the discussion at the session, the Rector will comment on the grounds given in the proposal; the Rector is entitled to address questions regarding these grounds to the persons who submitted the proposal.
5. A secret vote on the proposal for the dismissal of the Rector is held immediately after the end of the discussion.
6. A proposal for the dismissal of the Rector is accepted if at least a three-fifths majority of all members of the UO Academic Senate vote in its favour.
7. If the proposal for the dismissal of the Rector is accepted in accordance with Paragraph 6, Chair of the UO Academic Senate sends it to the President of the Czech Republic via the Ministry of Education, Youth and Sports.

Appendix no. 2
Consent with the dismissal of a Dean

1. Pursuant to Section 28, Subsection 3 of the Higher Education Act, the Rector presents his/her intention to dismiss a Dean on his/her own initiative to the UO Academic Senate, giving grounds for this intention as stipulated in the Higher Education Act and following the prior issue of a statement by the Academic Senate of the relevant Faculty.
2. At a session of the UO Academic Senate, the Senate conducts its own deliberations on the proposal for the dismissal of the Dean; the Rector must participate personally in these deliberations. The Dean will be given at least 14 calendar days to prepare for the session. In the discussion at the session, the Dean is entitled to comment on the grounds given in the proposal.
3. A vote on the proposal for the dismissal of the Dean is held after the end of the discussion. The proposal for the dismissal of the Dean is accepted if at least a three-fifths majority of all members of the UO Academic Senate vote in its favour.