



OSTRAVSKÁ UNIVERZITA
PŘÍRODOVĚDECKÁ FAKULTA

Procedural Regulations of the Academic Council of the Faculty of Science of the University of Ostrava

Approved by the Academic Senate of the Faculty of Science: 23 October 2017

Approved by the Academic Senate of the University of Ostrava: 20 November 2017

Valid from: 20 November 2017

Effective from: 20 November 2017



Article 1

Introductory Provisions

1. The Academic Council of the Faculty of Science (hereunder “the Academic Council of the Faculty of Science”) is a representative academic self-government body as per Section 25, 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”).
2. The scope of activities/responsibility and the composition of the Academic Council of the Faculty of Science are defined in the Higher Education Act and the Statute of the University of Ostrava.

Article 2

Meetings of the Academic Council of the Faculty of Science

1. Meetings of the Academic Council of the Faculty of Science are convened and chaired by the Chairperson of the Academic Council of the Faculty of Science (hereunder “the Chairperson”); in his absence the meetings are convened and chaired by a member of the Academic Council of the Faculty of Science authorised by the Chairperson.
2. The Academic Council of the Faculty of Science is convened as needed but at least once a semester; convening a meeting takes place in a written form, no later than 3 weeks prior to the meeting.
3. The agenda of the Academic Council of the Faculty of Science along with documents relating to the points discussed is sent to the members of the Academic Council of the Faculty of Science, as a rule, electronically, no later than 14 days before the date of the meeting.
4. Meetings of the Academic Council of the Faculty of Science are governed by a programme submitted by the Chairperson to the Academic Council of the Faculty of Science for approval before a meeting is started. Each member of the Academic Council of the Faculty of Science or body of the Faculty of Science is entitled to propose amendments or place an item on this agenda. If written documents are needed in order to discuss the proposed point, these are submitted, as a rule, electronically to the Chairperson by the proposer no later than 5 calendar days prior to the meeting of the Academic Council of the Faculty of Science. The Academic Council of the Faculty of Science. Proposal for agenda changes must be voted on by the Academic Council of the Faculty of Science.
5. At the meetings of the Academic Council of the Faculty of Science, a speech may be made by its member, Rector, member of the University of Ostrava Academic Senate presidency, member of the Academic Senate of the Faculty of Science, Vice-Rector, Vice-Dean of the Faculty of Science, and other persons, but only if the Academic Council of the Faculty of Science expresses its consent to it.

6. Meetings of the Academic Council of the Faculty of Science are only public during the public part of the conferral of habilitations and professorships.
7. Minutes are taken for each meeting of the Academic Council of the Faculty of Science, the accuracy of which is verified by the Chairperson. The minutes are sent to each member of the Academic Council of the Faculty of Science electronically. The minutes are archived by an authorised employee of the Department for Research and Doctoral Studies of the Offices of the Faculty of Science.
8. Administrative and material assistance related to the activities/responsibility of the Academic Council of the Faculty of Science is provided by the Department for Research and Doctoral Studies of the Offices of the Faculty of Science.

Article 3

Voting Rules within the Academic Council of the Faculty of Science

1. To reach a quorum, at least half of the members of the Academic Council of the Faculty of Science must be represented, unless **the Higher Education Act** provides otherwise.
2. The resolution is adopted by a majority of present members, unless **the Higher Education Act** provides otherwise. Voting results are included in the minutes of the meeting.
3. Voting of the Academic Council of the Faculty of Science is public, unless **the Higher Education Act** provides otherwise or any of the members proposes using a secret ballot. The Academic Council of the Faculty of Science votes on whether a secret ballot should be held before opening the vote. The decision on how to vote is recorded in the minutes of the meeting.
4. To establish the voting results, the Academic Council of the Faculty of Science elects two Tellers who examine the votes cast directly in the meeting room, fill out the Election Protocol, sign it and hand it over to the Chairperson who then announces voting results. The Election Protocol and ballot papers are archived.
5. In appropriately justified cases, postal voting can be used (hereunder “voting per rollam”). Voting per rollam may be used when:
 - a) events occurred that do not allow timely consideration to a matter at the meeting of the Academic Council of the Faculty of Science, and the decision cannot be postponed;
 - b) a matter has been discussed at the meeting of the Academic Council of the Faculty of Science and the Academic Council decided on its completion and subsequent voting per rollam.

6. Voting per rollam is not possible in cases when the Academic Council of the Faculty of Science acts on the nominations for the conferral procedure for habilitations and professorships.
7. The subject of voting per rollam of the Academic Council of the Faculty of Science may only be one issue to which a proposal for resolution is tabled. The standpoint of a voting member towards the proposal may be “I agree with the proposal”, “I disagree with the proposal” or “I am abstaining”. Amendments to the resolution per rollam or conditional content are not possible. In the case voting per rollam, an authorised employee of the Department for Research and Doctoral Studies of the Offices of the Faculty of Science (hereunder “an authorised employee of the Faculty of Science”) sends by e-mail (hereunder “by e-mail”) basis and proposal for the resolution per rollam to all members of the Academic Council of the Faculty of Science, thereby the voting is opened. The time period for postal voting must not be shorter than 7 days after the voting was opened. The members of the Academic Council of the Faculty of Science vote on the proposal for the resolution per rollam by means of an email sent back to the authorised employee of the Faculty of Science within the given time limit, otherwise the vote is invalid. The Academic Council of the Faculty of Science is competent to vote per rollam if at least half of its members participate in the voting. The resolution is adopted on the basis of an approval of a majority of the voting members of the Academic Council of the Faculty of Science. The result of voting per rollam is recorded in the minutes of the next meeting of the Academic Council of the Faculty of Science.

Article 4 Concluding Provisions

1. Procedural Regulations of the Academic Council of the Faculty of Science of 8 June 2015 are revoked.
2. These Procedural Regulations of the Academic Council of the Faculty of Science were approved by the Academic Senate of the Faculty of Science on 23 October 2017.
3. These Procedural Regulations of the Academic Council of the Faculty of Science were approved by the Academic Senate of the University of Ostrava on 20 November 2017.
4. These Procedural Regulations become valid and effective on the date on which they are approved by the Academic Senate of the University of Ostrava.

doc. RNDr. Jan Hradecký, Ph.D., in his own hand

Dean of the Faculty of Science of the University of Ostrava