



**OSTRAVSKÁ UNIVERZITA**  
PŘÍRODOVĚDECKÁ FAKULTA

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# Procedural Regulations of the Academic Senate of the Faculty of Science of the University of Ostrava

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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 Senate of the Faculty of Science (hereunder “the Academic Senate of the Faculty of Science”) is 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”) a representative academic self-government body of the Faculty of Science of the University of Ostrava (hereunder “the Faculty of Science”).
2. The Academic Senate of the Faculty of Science co-decides in accordance with the Higher Education Act on the organization and activities of the Faculty of Science.
3. Procedural Regulations of the Academic Senate of the Faculty of Science (hereunder “Procedural Regulations”) are an internal regulation of the Faculty of Science governing, in accordance with the Higher Education Act and the Statute of the Faculty of Science, the rules for the sessions, proceedings and decision-making of the Academic Senate of the Faculty of Science.

## Article 2 Rights and Obligations of the Academic Senate of the Faculty of Science and its Members

1. Rights and obligations of the Academic Senate of the Faculty of Science are defined by the Higher Education Act and internal regulations of the University of Ostrava (hereunder “the University of Ostrava”) and the Faculty of Science, mainly by sections 26 and 27 of the Higher Education Act and Article 10 of the Statute of the Faculty of Science. A basic obligation of a member of the Academic Senate of the Faculty of Science is to work towards reputation and good condition of the Faculty of Science and connect the work in the Academic Senate of the Faculty of Science with the interests of the Faculty of Science, University of Ostrava, and Academic Community.
2. Members of the Academic Senate of the Faculty of Science have the right and obligation to participate in the sessions of the Academic Senate of the Faculty of Science. If unable to attend a session for serious reasons, the members are obliged to apologize to the Chairperson of the Academic Senate of the Faculty of Science in writing, specifying the reasons for their absence.
3. The Chairperson of the Academic Senate of the Faculty of Science is entitled to participate in the session of the Dean’s Collegium.
4. The Academic Senate of the Faculty of Science is obliged to report on its activities to the Academic Community of the Faculty of Science at least once a year. Final report for the whole term of office must be published by the Academic Senate of the Faculty of Science at the meeting of the Academic Community of the Faculty of Science and in the public part of the University of Ostrava’s website not later than the last day of the term of office.

5. The Chairperson of the Academic Senate of the Faculty of Science is entitled to convene a meeting of the Academic Community of the Faculty of Science. This meeting of the Academic Community is convened by the Chairperson of the Academic Senate of the Faculty of Science whenever this is requested by:

- a. the Dean;
- b. at least one fifth of all members of the Academic Senate of the Faculty of Science.

## Article 3

### Membership and organization of the Academic Senate of the Faculty of Science

1. Membership of the Academic Senate of the Faculty of Science is non-delegable.
2. Membership of the Academic Senate of the Faculty of Science is in accordance with the section 26 paragraph 2 of the Higher Education Act mutually exclusive with the offices of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Faculty Secretary, and Director of University Institute. In accordance with the Statute of the Faculty of Science, membership of the Academic Senate of the Faculty of Science is moreover mutually exclusive with the office of Head of the Department.
3. Members of the Academic Senate of the Faculty of Science must comply with the provisions of the Act no. 451/1991 Sb by which several further conditions are determined for the performance of several posts in state bodies and organizations of the Czech and Slovak Federative Republics, the Czech Republic and Slovak Republic, as subsequently amended (hereunder “the Act no. 451/1991 Sb”).
4. If the Chairperson of the Academic Senate of the Faculty of Science is absent, his/her obligations shall be incumbent on the Chairperson of the Chamber of Academic Staff and the Chairperson of the Chamber of Students, respectively.

## Article 4

### Chambers

1. The Academic Senate of the Faculty of Science is divided into Chamber of Academic Staff and Chamber of Students.
2. Each Chamber is headed by the Chairperson who is elected and dismissed in accordance with the Electoral Regulations of the Academic Senate of the Faculty of Science (hereunder “the Electoral Regulations”).

## Article 5

### Chairperson and Vice-Chairpersons

1. The Academic Senate of the Faculty of Science is headed by a Chairperson elected from among the members of the Academic Senate of the Faculty of Science in accordance with the Electoral Regulations of the Academic Senate of the Faculty of Science. The office of the Chairperson of the Academic Senate of the Faculty of Science is mutually exclusive with the offices of the Chairperson of the Chamber of Academic Staff and the Chairperson of the Chamber of Students. The Chairperson of the Academic Senate of the Faculty of Science is responsible for his/her activities to the Academic Senate of the Faculty of Science, which may

dismiss him/her in accordance with the Electoral Regulations of the Academic Senate of the Faculty of Science.

2. The first Vice-Chairperson is the Chairperson of the Chamber of Academic Staff. The second Vice-Chairperson is the Chairperson of the Chamber of Students. The Vice-Chairpersons along with the Chairperson of the Academic Senate of the Faculty of Science are members of the Bureau of the Academic Senate of the Faculty of Science.

3. The Chairperson represents the Academic Senate of the Faculty of Science externally, manages activities and sessions of the Academic Senate of the Faculty of Science and fulfils other obligations in accordance with the Act no. 451/1991 Sb, these Procedural Regulations and other internal regulations of the Faculty of Science and the University of Ostrava. If the Chairperson is absent, he/she shall be represented by the Vice-Chairpersons in the order referred to in paragraph 2, if the Vice-Chairpersons are absent, another member of the Academic Senate of the Faculty of Science may be entrusted by the Chairperson with the task of taking the Chair (hereunder "the Chair").

## Article 6

### Registrar of the Academic Senate of the Faculty of Science

1. A Registrar is elected in accordance with the Electoral Regulations of the Academic Senate of the Faculty of Science and he/she must be a member of the Academic Senate of the Faculty of Science.

2. A Registrar keeps the minutes of sessions of the Academic Senate of the Faculty of Science in cooperation with the Chair, who subsequently verifies them.

3. If a Registrar is not elected, the Chairperson of the Academic Senate of the Faculty of Science delegates, with the consent of the Senate, taking the minutes to another person (hereunder "the Recording Person").

## Article 7

### Committees

1. The Academic Senate of the Faculty of Science may, having adopted a resolution, establish committees as its advisory bodies, determine their composition and define their tasks. The members of the committees elect a Chairperson from among their members.

2. A member of the committee may only be a person who is a member of the Academic Senate of the Faculty of Science.

3. The sessions of the committees shall adequately be governed by these Procedural Regulations, particularly by the provisions on the decision-making process and voting.

## Article 8

### A Session and Its Convening

1. A session of the Academic Senate of the Faculty of Science is held as needed, at least four times a year.
2. A session of the Academic Senate of the Faculty of Science is convened by its Chairperson at his/her initiative. The Chairperson promptly forwards proposal for convening a session of the Academic Senate of the Faculty of Science including potential relevant documents and draft agenda to the members of the Academic Senate of the Faculty of Science. The date of the session is determined by the Chairperson of the Academic Senate in such a way that the session is held at least 7 calendar days and no later than 14 days from the proposal forwarding.
3. A session of the Academic Senate of the Faculty of Science is further convened at the request of:
  - a. a member of the Academic Senate of the Faculty of Science;
  - b. the Dean of the Faculty of Science;
  - c. the Rector of the University of Ostrava;
  - d. the Academic Senate of the University of Ostrava via its Chairperson.
4. A request to convene a session, potential relevant documents and draft agenda are submitted in writing to the Chairperson of the Academic Senate of the Faculty of Science who promptly forwards it to the members of the Academic Senate of the Faculty of Science. The proposal for internal regulation of the Faculty of Science or its amendment is accompanied by an opinion of the lawyer of the University of Ostrava concerning the compliance of the regulation with the existing legislation. The date of the session is determined by the Chairperson of the Academic Senate in such a way that the session is held at least 7 calendar days and no later than 14 days from the request submission, unless the proposal outlines a longer period.
5. The date and place for the session must be notified at least 7 calendar days in advance to all members of the Academic Senate of the Faculty of Science, the Dean or on his/her behalf the Vice-Dean, the Rector or on his/her behalf the Vice-Rector, the Chairperson of the Academic Senate of the University of Ostrava, invited guests, and the Processor of the proposal. The date and place for the session are at the same time published in the public part of the Faculty of Science's website at least 3 calendar days in advance.
6. Apart from the date and place, convening a session also includes draft agenda, relevant materials or reference to where they appear, and a list of guests invited by the Chairperson of the Academic Senate of the Faculty of Science.
7. Proposals related to agenda and relevant materials may be submitted by a member of the Academic Senate of the Faculty of Science, Dean of the Faculty of Science, Academic Senate of the University of Ostrava via its Chairperson, and Rector (hereunder "Proposers").
8. Proposals related to agenda and relevant materials are submitted in writing to the Chairperson of the Academic Senate of the Faculty of Science at least 7 days ahead of the

session. The Chairperson promptly forwards these materials to members of the Academic Senate of the Faculty of Science.

9. The Academic Senate of the Faculty of Science may discuss a proposal submitted later than as referred to in paragraphs 3 and 7. Discussion of a proposal submitted at a later stage is decided on the basis of a resolution.

10. The Academic Senate of the Faculty of Science is entitled to invite a guest to take part in the session whose right is to speak at the session of the Academic Senate whenever he/she so requests but who is not entitled to take part in voting procedures.

11. Sessions of the Academic Senate of the Faculty of Science are open to the public. The public, however, is not entitled to arbitrarily interfere in a session or disturb during the session; the public is further not entitled to take part in voting procedures.

## Article 9 Opening and Chairing of a Session

1. A session is convened and chaired by the Chairperson of the Academic Senate of the Faculty of Science and in his/her absence by the Vice-Chairpersons in the order referred to in Article 3, paragraph 4, or by the Chair in accordance with Article 5, paragraph 3. At the beginning of the session of the Academic Senate of the Faculty of Science, members of the Academic Senate approve the draft agenda.

2. A session can be opened if a majority of all members of the Academic Senate of the Faculty of Science are present. If the number of present members falls below this threshold throughout the session, it shall be adjourned after 10 minutes of such condition.

3. If approved agenda is not discussed even after 4 hours of the session, the Academic Senate of the Faculty of Science may decide to adjourn the session.

4. The Academic Senate of the Faculty of Science may, on a proposal from its member, decide to adjourn a session in the case of serious disruption of its course.

5. A session may only be adjourned for 14 calendar days. The date and place of the session adjournment is communicated by the Chairperson of the Academic Senate of the Faculty of Science without delay.

## Article 10 Debate

1. A debate is held in relation to each point of the agenda. Opening words to a debate are given by the Proposer, or his/her delegate (as a general rule, a Proposal Processor).

2. Whenever they so request, the following persons may participate in the debate:

- a. members of the Academic Senate of the Faculty of Science;
  - b. the Rector or on his/her behalf a Vice-Rector;
  - c. the Dean of the Faculty of Science or a Vice-Dean entitled by him/her;
  - d. the Chairperson of the Academic Senate of the University of Ostrava or on his/her behalf a member of the Academic Senate of the University of Ostrava entitled by him/her;
  - e. guests invited by the Chairperson of the Academic Senate of the Faculty of Science;
  - f. a Proposer or on his/her behalf a Proposal Processor.
3. Members of the public may also participate in the debate. Their right to speak in the debate is voted on by the members of the Academic Senate of the Faculty of Science as on a separate resolution.
4. Speakers are given the floor in a manner decided by the Academic Senate of the Faculty of Science, otherwise under the catch-the-eye procedure. The Chair gives the floor to the speakers in the order in which they caught his/her eye, except for the case of a point of order, when a speaker ready to present a point of order, which reacts to the course of the debate, is given the floor immediately after the speaking time of the previous speaker has finished.
5. A Proposer may make some adjustments or amendments to the proposal on the basis of the debate.
6. The Chair may decide to close a debate in a case where it is obvious that its further continuation would not contribute to the clarification of the proposal under discussion. This procedure may be opposed by any member of the Academic Senate of the Faculty of Science or the proposer himself/herself. Next steps shall be decided by the Academic Senate of the Faculty of Science on the basis of a resolution.
7. No one can be interrupted in the debate, except for the cases in which the Chair warns a speaker about forbidding him/her to speak. The Chair is entitled to forbid a speaker to speak if he/she:
- a. even after warning fails to speak to the proposal under discussion;
  - b. misuses a point of order.
8. A question put by a member of the Academic Senate of the Faculty of Science to the Rector or on his/her behalf to a Vice-Rector, the Dean or on his/her behalf a Vice-Dean, the Chairperson of the Academic Senate of the University of Ostrava or on his/her behalf his/her delegate from among members of the Academic Senate of the University of Ostrava, a Proposer or on his/her behalf a Proposal Processor may be answered directly, or in the cases in which a reply needs to be prepared or concerning which the Academic Senate of the Faculty of Science adopts a resolution, in writing within 15 days. A written reply is sent to the Questioner as well as the Chairperson of the Academic Senate of the Faculty of Science who circulates it to all members of the Academic Senate of the Faculty of Science without delay.



## Article 11 Adopting a Resolution

1. The Academic Senate of the Faculty of Science exercises its will in the form of a resolution. Resolutions are adopted through voting.
2. A quorum shall exist if a majority of members of the Academic Senate of the Faculty of Science are present and both Chambers represented.
3. A resolution is adopted if a majority of present members of the Academic Senate of the Faculty of Science vote for it, unless otherwise stipulated by the Higher Education Act, these Procedural Regulations or another internal regulation of the Faculty of Science or the University of Ostrava.
4. The discussion on the resolution of the nomination or dismissal of the Dean follows the provisions of Articles 15, 16 and 17 of these Procedural Regulations.

## Article 12 Voting

1. The Academic Senate of the Faculty of Science may vote on a resolution using an open ballot system, by secret ballot or, having discussed a proposal at a public session, outside a session (hereunder “per rollam voting”).
2. Public voting is conducted by raising a hand method.
3. Secret ballot is applied in the Academic Senate of the Faculty of Science in matters determined by the Higher Education Act or another internal regulation of the Faculty of Science or the University of Ostrava. Secret ballot is further always applied when the voting involves:
  - a) a proposal for the nomination of the Dean;
  - b) a proposal for the dismissal of the Dean;
  - c) expressing prior consent with the nomination and dismissal of members of the Academic Council of the Faculty of Science and the Disciplinary Committee of the Faculty of Science;
  - d) the election of the Chairperson and Vice-Chairpersons of the Academic Senate of the Faculty of Science;
  - e) dismissal of members of the Bureau of the Academic Senate of the Faculty of Science;
  - f) delegating members of the Academic Community of the Faculty of Science to represent the university.
4. Secret ballot can further be applied to a proposal of any member of the Academic Senate of the Faculty of Science.
5. When voting on the composition of committees, the voting concerns a committee as a whole. Voting shall be by secret ballot if requested to do so by any of the members of the

Academic Senate of the Faculty of Science, as specified in paragraph 4; secret ballot is applied to vote on individual candidates separately.

6. Secret ballot voting procedure consists in inserting a ballot paper into a ballot box, whereas the voting may not be interrupted. The result of secret ballot is identified by a three-member ad hoc committee that may only be composed of the members of the Academic Senate of the Faculty of Science, while each member of the committee representing the Chamber of Academic Staff must come from a different Department.

7. In case the secret ballot is not applied, prior to the voting each member of the Academic Senate of the Faculty of Science may submit a request for vote by separate Chambers. If such a proposal is made, it is automatically adopted. Adopting a resolution in the case of separate vote requires the presence of at least one member of each Chamber and a majority of votes of present members in each of both Chambers of the Academic Senate of the Faculty of Science.

8. A resolution may be put to the per rollam vote, on a proposal from the Chairperson of the Academic Senate of the Faculty of Science. For the purpose of per rollam voting, the Chairperson of the Academic Senate of the Faculty of Science circulates a draft resolution and relevant materials to e-mail addresses of all members of the Academic Senate of the Faculty of Science, setting the end of the voting time that may not be shorter than 7 calendar days of the circulation of materials. The per rollam voting procedure is subject to the provision of Article 18, paragraph 1.

9. Within the per rollam voting procedure a member of the Academic Senate of the Faculty of Science votes on a draft resolution in a written form – by e-mail sent back to the Chairperson of the Academic Senate of the Faculty of Science who circulates each vote to all members of the Academic Senate, unless it has already been done by the voter. The vote may contain a rationale, which is also circulated to all voters. No amendments to a per rollam draft resolution or a conditioned consent are possible. If the e-mail is not sent within the prescribed period, the vote of the member of the Academic Senate of the Faculty of Science is declared invalid.

10. Per rollam voting may be cancelled and the Chairperson of the Academic Senate of the Faculty of Science may include the discussion on the resolution in question in the agenda of the next session of the Academic Senate of the Faculty of Science if:

- a) at least one fifth of the members of the Academic Senate of the Faculty of Science express their disapproval of per rollam voting;
- b) a member of the Academic Senate of the Faculty of Science requests secret ballot;
- c) other (usually technical) reasons appear that are presented at the next session of the Academic Senate of the Faculty of Science.

11. After voting is concluded and results identified, the Chair announces the result specifying the number of votes cast in favour of and against the resolution and the number of members of the Academic Senate of the Faculty of Science who abstained from voting. If, even though present, a member of the Academic Senate abstained from voting, it is considered as an abstention. In the case of per rollam voting, the Chairperson keeps archives of the votes of the

members of the Academic Senate until the end of the next session of the Academic Senate during which period each member may demand a recount of the votes.

## Article 13

### Minutes of the Session of the Academic Senate of the Faculty of Science

1. Minutes are taken for each session of the Academic Senate of the Faculty of Science. For the purpose of minute taking, the Registrar or Recording Person may make audio or video recordings of a session.
2. Minutes always include:
  - a. place, date and time of the session opening and closing or adjournment;
  - b. a list of names of present, pre-excused and absent members of the Academic Senate of the Faculty of Science;
  - c. a list of names of present guests with the right to speak in the debate;
  - d. draft and approved agenda of the session of the Academic Senate of the Faculty of Science;
  - e. a brief summary of the debate including the speakers;
  - f. the wording of draft and approved resolutions including the voting procedure and result;
  - g. the name and surname of the Registrar or Recording Person and the Chair.
3. Draft minutes of a session of the Academic Senate of the Faculty of Science are circulated by the Registrar or Recording Person of the Academic Senate to the speakers and other persons who were discussed in the session debate, within 7 calendar days from the session date. Members of the Academic Senate and the speakers have the right to submit comments and corrections within 3 days from the draft minutes circulation. Comments and corrections shall be included by the Registrar or Recording Person when they correspond to the audio and video recordings. Resulting session minutes verified by the Chair of the Academic Senate are published in the public part of the Faculty of Science's website within 14 calendar days from the session date and, at the same time, they are circulated electronically to the members of the Academic Senate of the Faculty of Science and participating guests with speaking rights.
4. The publication and circulation of verified session minutes is the responsibility of the Chairperson of the Academic Senate of the Faculty of Science.

## Article 14

### Archiving and Recording of Documents

1. Recording and archiving documents of the Academic Senate of the Faculty of Science (Academic Senate session minutes, Academic Senate Committee session minutes, protocol of the election and dismissal of the Dean etc.) is performed within records management of the University of Ostrava.

2. The archiving of all documents of the Academic Senate of the Faculty of Science is the responsibility of a Faculty Offices employee authorized by the Dean in accordance with an Order issued by the Rector that stipulates rules for document archiving and shredding. This employee receives the documents to be archived from the Chairperson of the Academic Senate of the Faculty of Science.

## Article 15

### Approving the Proposal for the Nomination of the Dean

1. The Academic Senate of the Faculty of Science shall adopt a resolution on the proposal of the Dean's nomination at its session via secret ballot (hereunder "the election of the Dean").

2. For the purpose of the election of the Dean, the Academic Senate of the Faculty of Science establishes an Election Committee consisting of the Chairperson of the Academic Senate of the Faculty of Science (acting as the Chairperson of the Election Committee) and one representative from each Chamber (hereunder "the Committee"). The Committee organizes proposals for candidates and approval of the proposals for the nomination of the Dean, it is responsible for proper election procedures and produces the electoral protocol.

3. Organization and progress of the election may be challenged by any member of the Academic Community of the Faculty of Science. A member of the Academic Community may submit justified objections to the Committee Chairperson within 5 working days after the electoral protocol publication. The expiry of that period means the elections were held in compliance with the law, these Procedural Regulations, other internal regulations of the Faculty of Science and election timetable. The Committee is obliged to rule on an objection within 3 working days.

4. The Committee is obliged to draw up minutes of each of its sessions, which is published as an annex to the minutes of the first upcoming session of the Academic Senate of the Faculty of Science.

5. At least 4 months before the end of the term of office of the current Dean (unlike other justified cases approved by the Academic Senate of the Faculty of Science), the Academic Senate calls the election of the Dean. The resolution on the announcement of the election shall be published not later than within 5 working days after adopting the resolution in the public part of the University of Ostrava's website.

6. The approving process along with the Dean's election shall take place at least 3 months before the end of the proper term of office of the current Dean (unlike other justified cases approved by the Academic Senate of the Faculty of Science). This regulation shall not apply to a re-election and an extraordinary election held as needed. The date of a re-election or an extraordinary election shall be determined by the Academic Senate of the Faculty of Science.

7. Proposals for the candidates may be submitted by any member of the Academic Community to the members of the Committee. No one can propose themselves. Proposals shall be submitted in writing in a paper form including all formalities stipulated by the Academic

Senate of the Faculty of Science by the date specified in the election timetable. Candidates shall be included on a reserve list on the basis of written consent of a proposed candidate with his/her candidacy, presentation of a programme of activities and development of the Faculty of Science (hereunder “the electoral programme”), and submitting a curriculum vitae including the information on other professional and public activities, negative lustration certificate, and a solemn certification in accordance with the Act No. 451/1991 Sb.

8. On the basis of submitted proposals the Committee shall draw up a list of candidates and publishes it to the date specified in the election timetable along with their electoral programmes.

9. At least 1 week before the date of the Dean’s election, the Chairperson of the Academic Senate of the Faculty of Science shall convene a meeting of the Academic Community of the Faculty of Science, where each candidate provides the Academic Community of the Faculty of Science with his/her electoral programme. The pre-election meeting of the Academic Community of the Faculty of Science is chaired by the Committee Chairperson.

10. Elections may be held if there is at least one proposed candidate.

11. Electing the Dean there is a quorum in the Academic Senate of the Faculty of Science AS if at least a majority of all its members are present. If, for this reason, the vote cannot be carried out, an alternative date of the election shall be announced within 1 week. The approval of the proposal is performed by secret ballot. The resolution on the proposal for the nomination of the Dean shall be approved if he/she obtains an absolute majority of votes of all members of the Academic Senate of the Faculty of Science. The Academic Senate of the Faculty of Science shall act as a whole by secret ballot.

12. The ballot paper is a sheet of paper with the names of proposed candidates. A ballot paper is valid if it is adjusted in such a form that it only contains the name of no more than one candidate.

13. The resolution on the proposal for the nomination of the Dean is adopted in the first round if one candidate obtains a majority of votes of all members of the Academic Senate of the Faculty of Science.

14. If no candidate obtains a majority of votes of all members of the Academic Senate of the Faculty of Science in the first round, the second round is held on the same date into which all those candidates advance that have obtained two highest numbers of votes in the first round of the election.

15. If even in the second round no candidate obtains a majority of the votes of all members of the Academic Senate of the Faculty of Science, the Academic Senate shall announce the date of a re-election no later than 2 weeks after the election. The re-election is governed by Article 16. A meeting of the Academic Community is only convened if new candidates are proposed.

16. A proposal for the nomination of the Dean is submitted by the Chairperson of the Academic Senate of the Faculty of Science to the Rector of the University of Ostrava at least 1 month before the end of the term of office of current Dean.

17. During the election any of the proposed candidates may withdraw candidacy, before the commencement of the relevant election round.

18. The Academic Senate of the Faculty of Science is dissolved when:

- a) no resolution was adopted concerning the nomination of the Dean even in the re-election;
- b) no candidate was proposed;
- c) there is no quorum in the Academic Senate of the Faculty of Science even on an alternative date.

## Article 16 Re-Election and Extraordinary Election of the Dean

1. The Academic Senate of the Faculty of Science shall call for a re-election on the basis of a resolution adopted directly at the session with failed election and establishes its timetable. A session of the Academic Senate for a re-election shall not take place earlier than 14 calendar days and no later than 30 calendar days after the previous failed election.

2. The Academic Senate of the Faculty of Science shall call for an extraordinary election of the Dean in case the Dean is dismissed or resigns before the end of his/her proper term of office. The Academic Senate announces the date of an extraordinary election of the Dean on the basis of a resolution within 1 month after the Dean's dismissal or announcement of resignation.

## Article 17 Approving the Proposal for the Dismissal of the Dean

1. A proposal for the dismissal of the Dean may be submitted by a member of the Academic Senate of the Faculty of Science in writing, stating the reasons for the dismissal.

2. The Chairperson of the Academic Senate of the Faculty of Science and both Vice-Chairpersons shall examine the formal correctness of the proposal for the dismissal of the Dean. A proposal is formally correct when complying with the requirements specified in paragraph 1 of this Article. If the proposal is not admissible, it is subject to further discussion.

3. The Chairperson of the Academic Senate of the Faculty of Science convenes a session in accordance with Article 8, at which the proposal for the Dean's dismissal is discussed. The Chairperson of the Academic Senate determines the date of the session in such a way that the Dean may prepare for it within a period of at least 15 calendar days. Without delays the Chairperson informs the Dean of this date and allows him/her to be aware of the reasons for his/her dismissal.

4. The session is commenced with a debate in which the Dean comments on the reasons for his/her dismissal and he/she has the right to ask the Proposer/s questions related to those

reasons. After finishing the debate, the Academic Senate of the Faculty of Science shall act as a whole on the proposal for the dismissal of the Dean by secret ballot. The proposal for the dismissal of the Dean is adopted if at least three fifths of all members of the Academic Senate vote for it.

5. The Chairperson of the Academic Senate of the Faculty of Science informs the Rector in writing of the approval of the proposal for the Dean's dismissal within 5 calendar days. Within 14 calendar days, the Chairperson of the Academic Senate of the Faculty of Science hands over the relevant session minutes to the Rector.

6. The Academic Senate of the Faculty of Science calls an election of a new Dean within 14 calendar days after the date of notification of written decision on the Dean's dismissal by the Rector to the Chairperson of the Faculty of Science.

## Article 18 Common Provisions

1. For the purpose of these Procedural Regulations, 'in writing' shall also mean 'in an electronic form' via a staff or student e-mail.

2. For the purpose of quorum and adopting resolutions, all members of the Academic Senate of the Faculty of Science means the total number of the mandates of the Academic Senate of the Faculty of Science specified in the Electoral Regulations of the Academic Senate of the Faculty of Science, i.e. both occupied and vacant.

## Article 19 Concluding Provisions

1. Electoral and Procedural Regulations of the Academic Senate of the Faculty of Science including their Annexes of 22 April 2013 are revoked.

2. These Procedural Regulations were approved by the Academic Senate of the Faculty of Science on 23 October 2017.

3. These Procedural Regulations were approved by the Academic Senate of the University of Ostrava on 20 November 2017 on which day they became valid and effective.

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

Dean of the Faculty of Science of the University of Ostrava