

**1st full valid wording of the
RULES OF PROCEDURE OF THE RESEARCH BOARD
OF THE FIRST FACULTY OF MEDICINE
OF CHARLES UNIVERSITY**

In compliance with Article 27, Subsection 1, Inset (b), and Article 33 Subsection 2 Inset (d) of the Act No. 111/1998 Coll., the Act on Schools of Higher Education and on Changes and Amendments of Other Acts (thereinafter “Higher Education Act”) in its valid wording, and with Article 35 of the Constitution of the First Faculty of Medicine of Charles University, the Academic Senate of the First Faculty of Medicine of Charles University decided upon these Rules of Procedure of the Research Board of the First Faculty of Medicine of Charles University, as its internal rule.

Article 1

Introductory provisions

- (1) The Research Board of the First Faculty of Medicine of Charles University (thereinafter “Research Board”) is a body of academic self-government of the 1st Faculty of Medicine (thereinafter “Faculty”), by virtue of the provisions of Article 25 Subsection 1 Inset (c) of the Higher Education Act.
- (2) The position and activities of the Research Board follow from Sections 29 and 30 of the Higher Education Act, the Constitution of Charles University (thereinafter “University Constitution”) and from the Constitution of the First Faculty of Medicine of Charles University (thereinafter “Faculty Constitution”).

Article 2

Competence

Competence of the Research Board is provided by Section 30 of the Higher Education Act, Article 17 as well as Articles 38 to 43 of the University Constitution, and Article 14 of the Faculty Constitution.

Article 3

Composition of the Research Board

- (1) The Dean is the chairperson of the Research Board.¹
- (2) The members of the Research Board shall be appointed and removed from office by the Dean,² following an approval by the Academic Senate of the Faculty (thereinafter “Senate”).
- (3) The procedure of appointment, length of the period in office and cessation of the membership are regulated by the Faculty Constitution.³
- (4) At least one third of members of the Research Board shall be persons other than members of the academic community of Charles University (thereinafter “University”).⁴
- (5) The Dean, following the statement by the Senate, may appoint honorary members⁵ of the Research Board (thereinafter “honorary member”), from among outstanding scientists of merit who rendered outstanding services to the Faculty. A honorary member has the right to take part in sessions of the Research Board without the right of vote.⁵

Article 4

Sessions

- (1) The schedule of sessions of the Research Board for the academic year is provided by the Dean.
- (2) Sessions of the Research Board shall be summoned by the Dean every month as a rule (with the exception of summer holidays). The Dean is obliged to summon an extraordinary session of the Research Board if at least one third of its members apply for that.
- (3) The schedule of sessions and the minutes of the sessions shall be disclosed in the public access part of the Faculty’s web pages.⁶
- (4) The agenda of a session of the Research Board is provided by the Dean.

¹ Section 29 of the Higher Education Act

² Section 27 Subsection (1) Inset (f) of the Higher Education Act
Article 13 Subsection 3 of the Faculty Constitution

³ Article 13 of the Faculty Constitution

⁴ Section 29 Subsection 2 of the Higher Education Act

⁵ Article 13 Subsection 8 of the Faculty Constitution

⁶ Article 63 Subsection 2 Inset (a) of the University Constitution

- (5) A member of the Research Board or an authority of the Faculty can propose that a particular issue is included in the agenda. If any written materials are necessary for this purpose, they shall be forwarded to the Dean in sufficient advance.
- (6) The invitation including the agenda and the materials to be dealt with shall be mailed to the members of the Research Board in electronic form not later than 7 days prior to the session. In exceptional cases, in particular, particularly under pressure for time or in case of urgency of the issue to be dealt with, the materials may be – by the Dean’s decision – mailed to the members in electronic form later or possibly handed in before opening of the session in printed form.
- (7) If the nature of the matter dealt with requires so, the Dean can invite some other persons to the session of the Research Board as well. These than shall keep answer the question of the Research Board members and have the right of getting the floor in the discussion.

Article 5

Course of proceedings

- (1) Proceedings of the Research Board are presided by the Dean or by a vice-dean whom he/she puts in charge.
- (2) Allowed to speak at the proceedings of the Research Board are any of its members and honorary members, the Rector, vice-rector or vice-dean, member of the Senate as well as the persons invited for discussion about particular items of the agenda, provided that they give opinion on the respective items; any other persons may only be given the floor at the consent by the Research Board.
- (3) Proceedings of the Research Board are public. At a proposal by the Dean, a Vice-dean put in charge by him/her, or a member of the Research Board, the Research Board can decide that a whole session or its part may be declared closed, if public discussion may infringe an individual’s personal rights, or any important interest of the Faculty or University. In such a case, the Research Board shall specify who can take part in the closed session.
- (4) Whenever proposals for appointment of a full or associate professor are dealt with, the session of the Research Board shall always be declared closed once the discussion ends.

Article 5a

Blended or distance session of the Research Board

- (1) A session of the Research Board can be performed in the distance or blended mode on the provision that

- (a) it ensues from another legal regulation or directive issued by its virtue that the Research Board can take a distance session;
 - (b) it ensues from an internal regulation of the University or emergency declared by its virtue that the Research Board can take a distance session;
 - (c) the Research Board decides on it in its session or by remote vote beyond the session of the Research Board (thereinafter “remote voting”).
- (2) The fact that the session will be held in the distance or blended mode shall be communicated to the members of the Research Board not later than 3 days prior to the session.
- (3) The details concerning the distance or blended mode session of the Research Board shall be provided by the Dean’s directive.

Article 6

- (1) The Research Board decides on a matter by adopting a resolution. The voting is by open vote. By secret vote the Research Board shall decide in cases provided by law or an internal regulation of the University or Faculty, or if adopted such a form by a resolution.
- (2) The Research Board is able to adopt a resolution if more than a half of its members are present. Unless provided otherwise by law,⁷ a resolution shall be adopted if a plain majority of all the members present vote in favour of it.
- (3) If more proposals are submitted of which none obtains a majority of votes, a second voting round shall take place, in which those two proposals are put to the vote which obtained the highest numbers of votes in favour. If even in the second voting round neither of the proposals obtains a majority of votes, dealing with the given item of the agenda shall be interrupted and the item must be dealt with in the next session of the Research Board.
- (4) A proposal for appointment of a full professor⁸ or an associate professor⁹ shall not be dealt with if less than two thirds of all members of the Research Board are present at the session and if the applicant for the full or associate professor rank does not insist on dealing with the proposal. Before the proposal for appointment of a full professor or an associate professor is dealt with, the Research Board, to the suggestion by the Dean or a Vice-dean put in charge by him/her, shall designate two scrutineers to count the ballot papers and compile the report of the result of the secret vote. The Research Board shall be informed of the result of the vote by the Dean or a Vice-dean put in charge by him/her.

⁷ Section 72 Subsection 10 and Section 74 Subsection 6 of the Higher Education Act

⁸ Section 74 Subsection 6 of the Higher Education Act

⁹ Section 72 Subsection 9 of the Higher Education Act

- (5) If a proposal for appointment of a full or associate professor fails to gain a majority of votes of all members of the Research Board, it shall be assumed that the respective procedure is suspended⁷ by the Research Board.
- (6) Other details of the proceedings of the Research Board in connection with the procedures towards appointment of associate professors (“habilitation”) or full professors are provided by the Code of Procedure for the Granting of Associate Professorship and Full Professorship.

Article 7

Remote voting

- (1) The Dean can decree voting beyond a session of the Research Board if the case is an urgent issue or a proposal that it is not possible or reasonable to summon a session of the Research Board for. Remote voting is not permissible about proposals concerning appointment of full professors, appointment of associate professors, granting the honorary doctor’s degree (“doctor honoris causa”), establishing the position for an extraordinary professor, or statements on staffing an extraordinary professor position if such an issue is submitted by the Dean to the Research Board to deal with.
- (2) Calling the vote, wording of the proposal and the ballot paper shall be mailed to the members of the Research Board in electronic form. In the decree calling the vote, the deadline for the ballot shall be stated, which must not be less than five days.
- (3) In the same manner, the member of the Research Board shall mail in the ballot paper, filled in with the voter’s first name and surname and expression of his/her position, i.e. agreement or disagreement or abstention from voting, according to Subsection 2; otherwise the vote is invalid. In the same form and within the same deadline, the member can refuse the remote voting.
- (4) A proposal is considered approved if a plain majority of all members of the Research Board voted in favour of it. This shall not apply if at least one third of all members refused the revote voting on the proposal.
- (5) The record of the remote voting shall constitute part of the minutes of proceedings of the immediately following session of the Research Board.

Article 8

Minutes of proceedings

- (1) Of the proceedings, minutes are taken.

- (2) The minutes shall include: the date and time of opening and ending the proceedings; the venue of the session; the list of members present, apologized and non-apologized; a list of the guests; and further the wording of the suggestions, a substantiate abstract of the proceedings; and the resolutions by the Research Board.
- (3) Every member of the Research Board has the right to require so that a statement of his/her different attitude may be entered in the minutes or – if it was submitted in writing – appended to them.
- (4) The minutes are checked on by the Dean or a Vice-dean put in charge by him/her. The record shall be approved by the Research Board in its next session.

Article 8a

Sessions and votes of habilitation boards and boards to grant professorship

- (1) Habilitation boards and boards to grant professorship can take remote or blended form sessions.
- (2) Habilitation boards and boards to grant professorship can vote in electronic form in a manner that will secure secret voting.
- (3) Details concerning the remote or blended form of voting of the habilitation board and board to grant professorship shall be provided by a Dean's directive.

Article 9

Providing for the activity of the Research Board

In the material and clerical respects, the Dean's Office shall provide for the activity of the Research Board.

Article 10

Final provisions

- (1) The Rules of Procedure of the Research Board of the First Faculty of Medicine of Charles University of 28th November 2008 are thereby repealed.

*1st full valid wording of the Rules of Procedure of the Research Board
of the First Faculty of Medicine of Charles University*

- (2) These Rules were approved by the Academic Senate of the Faculty on 16th June 2017, and are made valid on the day when they are approved by the Academic Senate of the University.¹⁰
- (3) These Rules shall come into effect on the first day of the month following the date when it was made valid.

Prof. MUDr. Přemysl Strejc, DrSc.

Chairman of the Academic Senate of the First Faculty of Medicine

Prof. MUDr. Aleksi Šedo, DrSc.

Dean of the First Faculty of Medicine

PhDr. Tomáš Nigrin, Ph.D.

Chairman of the Academic Senate of Charles University

The internal regulation to amend the Rules of Procedure of the Research Board of the First Faculty of Medicine of Charles University was approved on by the Academic s of Charles University in compliance with Section 9 Subsection 1 Inset (b) of the Higher Education Act on 30th April 2021.

¹⁰ Article 9 Subsection 1 Inset (b) of the Act No. 111/1998 Coll., on Schools of Higher Education, in its currently valid wording. These Regulations were approved by the Academic Senate on 23rd June 2017.