

**The Second Consolidated
Code of Procedure for the Research Board
of the Faculty of Arts of Charles University
of 22 January 2021**

Under sections 27 (1) (b) and 33 (2) (d) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws ("the Higher Education Act"), as amended, and in accordance with Article 13 (7) of the Constitution of the Faculty of Arts of Charles University, as amended, the Academic Senate of the Faculty of Arts of Charles University has adopted the following Code of Procedure for the Research Board of the Faculty of Arts of Charles University as its internal regulation:

**Part I
General Provisions**

**Article 1
Introductory Provisions**

1. This Code provides for the activities and meetings of the Research Board of the Faculty of Arts of Charles University ("the Board," "the Faculty," and "the University").
2. The activities, composition, and powers of the Board are regulated in particular by the Higher Education Act¹, the Faculty Constitution², the Code of Procedure for Granting Associate Professorship and Full Professorship of the University, and other regulations of the University and the Faculty.

**Article 2
Meetings**

1. The schedule for the meetings of the Board for the academic year is determined by the Dean. The schedule is published in the publicly accessible section of the Faculty website.
2. The Board meetings are convened by the Dean or the Vice-Dean designated by the Dean no fewer than seven times per academic year, usually once per month.
3. The Faculty Dean or the Vice-Dean designated by the Dean has a duty to convene an extraordinary Board meeting if at least one third of the Board members request it.
4. The Board members are invited to every meeting by a written invitation sent electronically no fewer than five days in advance. The invitation includes the meeting agenda and background documents for individual items on the agenda in the form either

¹ In particular ss. 29, 30, 72 and 74 of the Higher Education Act.

² Article 13 of the Faculty Constitution.

of an attachment or a link to a location in a non-public section of the Faculty website where they are stored.

5. In exceptional cases, in particular in a justified shortage of time or urgency of the matter discussed, the background documents may be distributed to the Board members fewer than five days in advance or during the Board meeting.
6. The meeting is chaired by the Dean or a Vice-Dean designated by the Dean.
7. Board members have a duty to participate in Board meetings and to actively participate in the Board's activities. After a third absence of a Board member in a Board meeting where the member did not excuse him/herself in advance, the Dean requests the Academic Senate of the Faculty to give consent to removing the member from the Board.
8. If required due to the nature of the matter discussed, the Dean may invite other persons to the meeting.

Article 3 The Course of a Meeting

1. Every Board meeting is governed by the agenda set out in the invitation to the meeting by the Dean or by a Vice-Dean designated by the Dean and approved at the beginning of the meeting by the Board.
2. A member of the Board has the right to propose other items to be included in the agenda. If discussing such proposal requires written background documents, the Board member hands them over with sufficient advance to the Dean or designated Vice-Dean. In cases under Article 2 (5) of this Code the background documents may be submitted to the Board members directly at the Board meeting.
3. A Board member, member of the Board of the Academic Senate of the Faculty or a member of the Academic Senate of the Faculty designated by the Senate, Rector, Vice-Rector, Bursar, Vice-Dean, Secretary to the Faculty, or an honorary member of the Board may always address the Board with a statement or make a proposal. Unless stated otherwise in this Code other persons may address the Board only with the consent of the Board.
4. Meetings of the Board are open to the public unless otherwise stipulated in this Code. The Board may decide that the whole meeting or a part thereof will be declared closed upon a proposal of the Dean or a Vice-Dean designated by the Dean to chair the Board meeting, or a Board member.
5. The Board may elect a working group of the Board to draft resolutions and opinions or for the preparation and evaluation of documents under consideration, in particular for the evaluation of background documents and lectures within the procedures for granting associate professorship and full professorship. Before the election of such working group the issue to be resolved or task to be completed by the working group must be clearly specified together with the deadline by which the draft created by the working group will be submitted to the Board. The working group agrees on a speaker who submits the result of its activities to the Board.

Article 4 Resolutions

1. The Board expresses its will via resolutions.
2. The Board has a quorum if an absolute majority of its members having the right to vote are present.
3. Decisions on draft resolutions are made by a vote. The usual form of voting is a public vote via an electronic voting device or by raising one's hand. If the ballot is secret, it is carried out via electronic voting device or using ballot papers. Voting using an electronic voting device is administered by a person designated by the chairing person. If the voting uses ballot papers, the secrecy of the ballot is ensured and the result is ascertained by a commission composed of three members of the Board. The Board decides by secret ballot in cases specified in the Higher Education Act, the internal regulations of the University, this Code, or if the Board decided to do so by a resolution. In the event of a split vote the draft resolution is considered not approved. Draft resolutions are put to vote in the order in which they were submitted.
4. Unless stated otherwise in the Higher Education Act,³ an internal regulation of the University, or this Code, the resolution is approved if a majority of the Board members present vote in favour of it.
5. Procedural issues may be voted on by tacit consent. In such case it is not necessary to ascertain the numerical results of vote. This form of voting cannot be used if any Board member objects to it.

Article 5 Minutes and Records of the Board Meetings

1. Brief minutes are taken of every Board meeting including the precise wording of a resolution. A sound or audiovisual recording is taken of every Board meeting for the purposes of drafting the minutes. If a contention arises concerning the content of the minutes, the Dean decides on making the recording available.
2. The minutes state the date of Board meeting, the Board members present, excused, absent, who was invited to participate in the Board meeting, who chaired the meeting, what the agenda of the meeting was, who introduced individual items on the agenda, who participated in the debate, what the content of the proposals presented was, what resolutions were adopted, and what the numerical results of the vote were. Upon the request of the person recording the course of the meeting, a participant in the debate has a duty to introduce himself.

³ Ss. 72 (10) and 74 (6) of the Higher Education Act.

3. Draft minutes are made available to all Board members. The minutes are approved by the Board at its next meeting. In the case of objections concerning any items in the minutes, the minutes may be corrected with the consent of majority of the Board members present. The approved minutes are signed by the Dean or a Vice-Dean designated by the Dean.
4. The minutes are published in the publicly accessible section of the Faculty website within seven days of approval by the Board. The publishing must be in accordance with the relevant legal regulations.⁴

Article 6

Supporting the Activities of the Board

Material and administrative support for the activities of the Board is provided by the Dean's Office of the Faculty, in particular the Doctoral Studies and Academic Qualifications Office of the Dean's Office in accordance with specific instructions of the Dean of the Faculty or a Vice-Dean.

Part II

Special Provisions

Article 7

Procedures for Granting Associate Professorship and Full Professorship

1. The procedures for granting associate professorship and full professorship are governed by the Code of Procedure for the Granting of Associate Professorship and Full Professorship of the University and the related Rector's Directive. This Code adds details concerning these procedures.
2. If the applicant in a procedure for granting associate professorship or full professorship failed to pay the relevant fee,⁵ the provisions concerning the applicant failing to remedy defects in the application to commence proceedings are applied by analogy.⁶
3. The associate professorship commissions and full professorship commissions may, in addition to meetings with a physical presence, meet remotely, i.e., using the means of remote communication in synchronous mode, or meet in hybrid mode, i.e., using a combination of physical and remote presence of the members. The associate professorship commissions and full professorship commissions may vote electronically,⁷ by means of electronic application ensuring secrecy of the ballot. The details concerning

⁴ Act No. 101/2000 Sb., to regulate personal data protection and to change other laws, as amended.

⁵ S. 72 (16) and s. 74 (10) of the Higher Education Act, Articles 8 and 18 of the Code of Procedure for the Granting of Associate Professorship and Full Professorship of the University.

⁶ Article 1 (5) and Article 10 (5) of the Code of Procedure for the Granting of Associate Professorship and Full Professorship of the University.

⁷ Article 3 (5) and Article 12 (4) of the Code of Procedure for the Granting of Associate Professorship and Full Professorship of the University.

hybrid and remote meetings and electronic voting of the commissions may be provided in a Dean's Directive.

4. The topic of the lecture to qualify for associate professorship is decided by the Board based on a list of topics proposed by the applicant which are submitted by the Dean after discussion in the Dean's Board in the order of preference. After a debate, the Board votes on all proposed topics at the same time, and the resolution choosing a topic for the lecture to qualify for associate professorship which obtained the highest number of votes out of all proposed topics is adopted. If any topics obtain an equal number of votes, the Dean's order of preference is decisive for choosing between the two topics obtaining the highest number of votes. The Board may also decide to request the applicant to submit other topics for the lecture. This procedure is applied by analogy to the process of choosing a topic for the lecture to qualify for full professorship.
5. For discussing proposals for granting associate professorship to an applicant⁸ and for granting full professorship⁹, the Board has a quorum if no fewer than two thirds of all the Board members are present.
6. The debate before the vote by the Board on the result of the associate professorship procedure or the full professorship procedure and the vote itself on the matters is always held as a closed meeting, the Board does not need to decide in advance for each individual case. If necessary, the Board decides who may participate in the closed meeting in addition to its members.
7. The voting of the Board concerning the procedures for granting associate professorship or full professorship is always in the form of secret ballot.
8. It is only possible to vote in favour or against in the procedure for granting associate professorship or full professorship, it is not possible to abstain. If ballot papers are used in voting, a ballot paper that is completed differently or is not completed is considered invalid.

Article 8

Voting outside a Meeting (in writing)

1. Matters of urgency or a proposal for the consideration of which it is not possible or efficient to convene a Board meeting may be put to a vote outside a meeting ("in writing") upon a decision of the Dean. It is not possible to vote in writing on granting associate professorship to an applicant¹⁰ or on granting full professorship.¹¹
2. The notice of the voting, the text of the proposal, and a ballot paper will be sent to members of the Board via electronic conference or the members are notified of the vote by electronic application which ensures the anonymity of the vote if secret ballot is

⁸ S. 72 (9) of the Higher Education Act.

⁹ S. 76 (6) of the Higher Education Act.

¹⁰ S. 72 (9) of the Higher Education Act.

¹¹ S. 76 (6) of the Higher Education Act.

required. The notice will stipulate the time limit for voting which is no fewer than five days.

3. A Board member will send electronically a completed ballot paper including the name and surname of the voter and the actual vote, i.e., approval, disapproval or abstention, or performs the vote in electronic application, within the time limit under paragraph 2, otherwise his vote is invalid. A Board member may refuse to vote in writing using the same form and within the same time limit.
4. The proposal is considered to be approved if an absolute majority of all members of the Board voted in its favour; this does not apply if no less than one third of all Board members refused to vote in writing on the proposal.
5. The report of the vote in writing is annexed to the minutes of the next meeting of the Board.

Article 8a

Meetings Held Using Remote Communication

1. The Board may in addition to meetings with a physical presence meet remotely, i.e., using the means of remote communication which enable audio-visual participation of the Board members in synchronous mode, or meet in hybrid mode, i.e., using a combination of physical and remote presence of the members. The meetings of the Board may be held in hybrid mode or remotely if:
 - a) It arises from another legal regulation or a directive issued on its basis that the Board may hold meetings remotely;
 - b) It arises from an internal regulation of the University or a situation declared on its basis that the Board may hold meetings remotely;
 - c) The Board decides to do so by resolution during its meeting or by voting outside the meeting (“in writing”) for reasons worthy of special consideration.
2. The members of the Board are informed of the fact that the meeting will be held in hybrid mode or remotely by electronic means no fewer than three days before the meeting is to be held.
3. The secrecy of the ballot in meetings held in hybrid mode or remotely is ensured by using an electronic application which makes the vote anonymous.
4. Other aspects of meetings held in hybrid mode or remotely are governed by the provisions of this Code where the chairing person may designate another person to perform technical operations required for the regular course of the meeting and voting.
5. The fact that the Board meeting is open to the public is ensured by making it possible for the public to participate in the meeting in the room where the meeting takes place, or by publishing a link on the Faculty website where it is possible to watch the meeting online.

6. The details concerning meetings of the Board held in hybrid mode or remotely and electronic voting by the Board may be provided by the Dean in a directive.

Article 9 Final Provisions

1. The Code of Procedure for the Research Board of the Faculty approved by the Academic Senate of the University on 19 February 2010 is hereby repealed.
2. This regulation was approved by the Academic Senate of the Faculty on 25 May 2017.
3. This regulation comes into force on the date of approval by the Academic Senate of the University.¹²
4. This code becomes effective on the first day of the calendar month following the date of coming into force.

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President of the Academic Senate of the Faculty

Doc. Mirjam Friedová, Ph.D., *m.p.*
Dean of the Faculty

PhDr. Tomáš Nigrin, Ph.D., *m.p.*
President of the Academic Senate of the University

Amendments

The amendment to the Code of Procedure for the Research Board of the Faculty of Arts of Charles University (first amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 16 April 2020. This amendment came into force on the date of approval by the Academic Senate of Charles University, it was approved on 29 May 2020 (ref. no. 105/d/2020). The amendment to the regulation became effective on 1 July 2020.

¹² S. 9 (1) (b) (ii) of the Higher Education Act. This regulation was approved by the Academic Senate of the University on 2 June 2017.

The amendment to the Code of Procedure for the Research Board of the Faculty of Arts of Charles University (second amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 14 January 2021. This amendment came into force on the date of approval by the Academic Senate of Charles University, it was approved on 22 January 2021 (ref. no. 12/2021). The amendment to the regulation became effective on 22 January 2021.

This consolidated code is a document intended for working purposes only. The legal department of the Dean's Office of the Faculty is responsible for its correctness.