



**4TH
FULL TEXT
OF THE RULES OF PROCEDURE OF THE SCIENTIFIC COUNCIL
OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE
(Text effective from 11 January 2022)**

Article 1

Convening the Scientific Council of the Czech Technical University in Prague

1. The Scientific Council of the Czech Technical University in Prague (hereinafter referred to as “SC CTU”) is convened as needed, but at least twice in a semester. The meeting of SC CTU is convened by the rector.
2. The rector will convene a meeting of SC CTU if at least one third of the members of SC CTU requires it in writing.
3. Also particular guests can be invited to a meeting of SC CTU who are not members of SC CTU and do not have the right to vote; they can be present in the part of the meeting that is not public. The registrar, emeritus rectors of CTU and extraordinary members of the Scientific Council can regularly attend the meetings as guests.
4. In order to assess certain professional areas that need a more detailed opinion, the rector will appoint an ad hoc committee of SC CTU, which will submit the conclusions of their assessment through the rector to SC CTU for approval (in particular to assess the proposals for honorary doctorates of the Czech Technical University in Prague (hereinafter referred to as “CTU”), the Rector’s Award for prestigious publications).

Article 2

Meetings of SC CTU

1. Meetings of SC CTU are held in accordance with a prepared agenda. Members of SC CTU can suggest amendments and changes to the agenda at the start of a meeting at the latest. More important documents meant to be discussed or approved (in particular proposals to appoint a professor, proposals of honorary doctorates) will be sent to the members of SC CTU at least one week prior to the meeting.
2. Meetings of SC CTU are presided over by the rector or a vice-rector appointed by the rector.
3. SC CTU has a quorum if at least two thirds of the members of SC CTU are present.
4. A secret ballot and debate related to this ballot, including the debate on rejected proposals that were subject to a secret ballot under Article 3, Para 2, belong to the non-public part of the meeting of SC CTU. Announcing the results of the resolution belongs to the public part of the meeting.

5. Minutes are made of a meeting of SC CTU that include the agenda of the meeting, the course and conclusions of the public part and the conclusions of the non-public part, including the results of voting. Every member of SC CTU will be given the minutes; further, the minutes will be sent to the chair of the CTU Academic Senate (hereinafter referred to as "AS CTU"), the deans and directors of other constituent parts of CTU. The agenda of SC CTU is the responsibility of the Department of Science and Research of the CTU Rector's Office.

Article 3 **Decision-making of SC CTU**

1. SC CTU adopts resolutions by vote. The vote is public (by acclamation) or secret (by ballot). Every present member of SC CTU has the right to vote unless the vote concerns them. During voting, the number of members of SC CTU entitled to vote, the number of votes for, votes against and invalid votes is recorded. The rector will publish the result of the vote immediately after it is determined.
2. A secret ballot is required in the following cases:
 - a) A proposal to appoint an associate professor in case of candidates when the rector did not agree with the proposal to appoint them (Section 72, Para 11 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), (hereinafter referred to as the "Act"),
 - b) Proposals to waive the appointment of an associate professor when the procedure to appoint a professor at CTU is initiated in case of candidates who are professors at a prestigious university abroad (Section 74, Para 1 of the Act),
 - c) Proposals of SC CTU to initiate the procedure to appoint a professor (Section 74, Para 2 of the Act),
 - d) Proposals to appoint a professor,
 - e) Other proposals concerning persons and awards presented to them,
 - f) Other proposals that the rector submits as confidential.
3. Two scrutineers are elected for a secret ballot. The scrutineers will fill in and sign a protocol on the secret ballot that will be archived. The protocol includes the number of members of SC CTU, the number of members of SC CTU entitled to vote at the given meeting, the number of votes for, votes against and invalid votes.
4. For a proposal in accordance with Para 2 (a) and (d) to be adopted, an absolute majority of all members of SC CTU must agree with it. For other proposals to be adopted, an absolute majority of affirmative votes of the present members of SC CTU entitled to vote is needed.
5. The rector can submit questions and decisions that do not require a secret ballot for vote by electronic means. In case of this form of vote, the Rector will provide all members of SC CTU with the questions and documents by electronic means. At the same time, the rector will set a deadline for submitting opinions. The result of the vote is valid if the rector receives answers from at least two thirds of the members of SC CTU by the deadline. For a proposal to be adopted, an absolute majority of the affirmative votes of all members of SC CTU entitled to vote is needed. The rector will announce the result of the vote to the members of SC CTU by e-mail without unnecessary delay; at the same time, the rector will announce the results at the nearest meeting of SC CTU.

6. In the period until the end of 2023, subject to agreement by the rector, also a vote in accordance with Para 2 can be taken during a regularly convened meeting held remotely¹ by electronic means. In such case, the manner of the vote has to be announced to the members of SC CTU at least one week before the meeting and it must be stated in the minutes of the SC CTU meeting.

Article 4

Final provisions

1. These Rules were adopted in accordance with Section 9, Para 1 (b) of the Act by AS CTU on 17 March 1999.
2. These Rules come into effect in accordance with Section 36, Para 4 of the Act on the day they are registered by the Ministry of Education, Youth and Sports.

Prof. Ing. Petr Konvalinka, CSc., m. p.
Rector

The changes to the Rules of Procedure of the Czech Technical University in Prague were approved pursuant to Section 9, Para 1 (b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), as amended, (hereinafter referred to as the “Act”) by the Academic Senate of the Czech Technical University in Prague on 23 June 1999 (Amendment No. 1), on 30 March 2016 (Amendment No. 2), on 16 December 2020 (Amendment No. 3) and on 24 November 2021 (Amendment No. 4).

Changes made by Amendment No. 3 come into force on 7 January 2021 (on the day of registration by the Ministry of Education, Youth and Sports).

Changes made by Amendment No. 4 come into force on 11 January 2022 (on the day of registration by the Ministry of Education, Youth and Sports).

¹ Using means of remote communication.