

The Ministry of Education, Youth and Sports registered, pursuant to Section 36(2) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Certain Acts, as amended, under Ref. No. MSMT-4153/2026-2, the Rules of Procedure of the Academic Senate of the University of Pardubice as of the date of signing of the registration.

*Mgr. Vojtěch Tomášek
Director of the Higher Education Division*

**RULES OF PROCEDURE OF THE ACADEMIC SENATE
OF THE UNIVERSITY OF PARDUBICE
OF 1 APRIL 2026**

**Part I
INTRODUCTORY PROVISIONS**

**Article 1
Introductory Provisions**

The Rules of Procedure of the Academic Senate of the University of Pardubice (hereinafter the “Rules of Procedure of the Senate”) constitute an internal regulation of the University of Pardubice (hereinafter the “University”) pursuant to Section 17(1)(c) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter the “Act”).

**Article 2
Member of the Academic Senate**

- (1) A member of the Academic Senate of the University (hereinafter a “Senator”) has the right and the duty to attend meetings.
- (2) Membership of the Academic Senate of the University (hereinafter the “Senate”) is non-transferable.
- (3) Each Senator is obliged to act in the interest of the University as a whole, both during meetings and outside them. A Senator is accountable for the performance of their office to the members of the academic community of the University.
- (4) Each Senator is obliged to inform the Chair of the Senate without delay if they resign from the office of Senator or if their membership terminates pursuant to Section 8(2) of the Act.
- (5) If a Senator is unable to attend a meeting for serious reasons, they are obliged to excuse their absence to the Chair of the Senate before the meeting begins.

Part II
MEETINGS OF THE SENATE

Article 3
Constituent Meeting

- (1) The first meeting of the newly elected Senate in the new electoral term (hereinafter the “constituent meeting”) is convened by the outgoing Chair of the Senate or by a member of the newly elected Senate designated by them, who presides over the constituent meeting until the election of the Chair. The constituent meeting is to be convened so that it takes place no later than 10 days after the beginning of the electoral term.
- (2) The constituent meeting is devoted exclusively to the establishment of the bodies of the Senate. No matters may be submitted at this meeting for approval or discussion pursuant to Section 9 of the Act.

Article 4
Ordinary and Extraordinary Meetings; Convening of Meetings

- (1) Meetings of the Senate are public.
- (2) Meetings of the Senate may be ordinary, extraordinary, or constituent.
- (3) Ordinary meetings of the Senate are held at least once per semester. During the first quarter of the calendar year, the Presidium of the Senate prepares and publishes the schedule of ordinary meetings for that calendar year. Any change to the date of an ordinary meeting is decided by the Presidium of the Senate.
- (4) Meetings of the Senate are convened by the Chair of the Senate or by a member of the Presidium of the Senate designated by the Chair.
- (5) Extraordinary meetings of the Senate are convened without delay by the Chair of the Senate upon a proposal from the Presidium of the Senate, upon a proposal from the Rector, or upon a proposal from at least one fifth of the Senators. A proposal to convene an extraordinary meeting must be submitted in writing, justified, and accompanied by supporting documentation.
- (6) If the Board of Trustees of the University of Pardubice (hereinafter the “Board of Trustees”) does not approve the draft budget pursuant to Section 15(2)(b) of the Act, the Senate is obliged to meet to reconsider it within 14 days of the delivery of the relevant resolution to the Chair of the Senate via the University’s information system.
- (7) Meetings of the Senate may be held in the following forms:
 - a) in-person form (hereinafter an “in-person meeting”);
 - b) remote form (hereinafter a “remote meeting”), using an appropriate means of remote communication enabling audio-visual transmission and synchronous communication (hereinafter an “appropriate means of remote communication”);
 - c) hybrid form, where some Senators are present in person and others participate remotely using an appropriate means of remote communication (hereinafter a “hybrid meeting”).
- (8) The Presidium of the Senate is obliged to ensure that meetings of the Senate are accessible to the academic community and to the public.

- (9) Remote and hybrid meetings are not permitted in the election of a candidate for the office of Rector or in the removal of the Rector from office.
- (10) The rules governing remote or hybrid meetings and voting, which are published together with the materials for the meeting, must be approved by the Senate at the beginning of the remote or hybrid meeting. If the proposed rules are not approved, a debate takes place, after which the Presidium of the Senate submits an amended proposal reflecting the comments raised during the debate. If the rules governing the remote or hybrid meeting and voting are still not approved, the presiding officer (pursuant to Article 9(1)) adjourns the meeting.
- (11) Senators are to participate in hybrid meetings primarily in person. A Senator may participate in a hybrid meeting by means of remote communication only if they notify the Chair of the Senate in advance and provide serious reasons for doing so. Serious reasons include in particular the fulfilment of work or study obligations and, in exceptional cases, serious personal obstacles.

Article 5

Quorum

- (1) The Senate has a quorum and may adopt resolutions if an absolute majority of all Senators is present.
- (2) If the required number of Senators does not arrive within a reasonable time after the meeting begins, or if the required number of Senators does not join a remote or hybrid meeting within a reasonable time, the presiding officer (pursuant to Article 9(1)) adjourns the meeting.

Article 6

Competence of the Senate

- (1) The competence of the Senate is defined by Section 9 of the Act. In particular, the Senate:
 - a) approves the University budget submitted by the Rector and oversees the use of financial resources;
 - b) approves the annual report on the activities of the University and the annual report on the management of the University submitted by the Rector;
 - c) approves the report on the internal evaluation of the quality of educational and creative activities and related activities of the University submitted by the Chair of the Internal Evaluation Board;
 - d) grants prior consent to the Rector for the appointment and dismissal of members of the Scientific Board and members of the Internal Evaluation Board;
 - e) approves the strategic framework for the educational and creative activities of the University and the annual implementation plan of the strategic framework submitted by the Rector;
 - f) upon a proposal from the Rector, annuls an internal regulation, decision, or other act of a body of a constituent part of the University or suspends its effect if such regulation, decision, or act is contrary to legal regulations or to the internal regulations of the University;
 - g) expresses its opinion on the Rector's intention to appoint or dismiss Vice-Rectors;
 - h) expresses its opinion on legal acts requiring the consent of the Board of Trustees;

- i) expresses its opinion on proposals and statements of the Board of Trustees pursuant to Section 15(3) of the Act;
 - j) decides, upon a proposal from the Rector, on the establishment, merger, amalgamation, division, or dissolution of faculties and other constituent parts of the University and on the establishment or dissolution of joint units of the University's constituent parts;
 - k) approves the Rules of Procedure of the Senate upon a proposal from a Senator; for this proposal the Senate requests the opinion of the Rector;
 - l) approves internal regulations of faculties upon a proposal from the academic senate of a faculty; for such proposals the Senate requests the opinion of the Rector;
 - m) approves other internal regulations of the University and its constituent parts upon a proposal from the Rector.
- (2) The Senate adopts decisions in the form of resolutions. Resolutions must be quoted verbatim in the minutes of the meeting.
 - (3) A resolution is adopted if approved by an absolute majority of all Senators, unless the Act provides otherwise. The absolute majority of all Senators is calculated from the maximum number of Senators according to the Election Rules of the Academic Senate of the University.
 - (4) The Senate normally adopts resolutions by public vote. The Senate votes by secret ballot if required by legal regulation, the Statute of the University, or the Rules of Procedure of the Senate, or if the Senate so decides. Votes concerning persons are always taken by secret ballot. This does not apply to the election of scrutineers of the meeting or members of the election committee.

Article 7

Materials for Meetings; Consideration of Proposals by the Senate

- (1) As a rule, the proposer of a matter participates in its consideration. In their absence, the Senate may postpone the consideration of the matter.
- (2) For matters to be considered at a Senate meeting, the proposer submits written materials to the Presidium sufficiently in advance, but no later than 14 days before the Senate meeting. The materials must contain the identification of the proposer, the justification of the proposal and, as a rule, a proposed wording of the resolution. Draft internal regulations of the University, including proposed amendments thereto, are to be submitted to the Presidium of the Senate one month before they are considered at a Senate meeting. Where possible, the proposer informs the Presidium of the Senate already during the preparation of a draft internal regulation or its amendment.
- (3) The Presidium of the Senate forwards the materials to the Rector sufficiently in advance, as a rule one month before they are considered by the Senate, but no later than 14 days before the Senate meeting. The Rector submits their opinion on the matter under consideration in such a way that the time limit for the publication of materials to be discussed at the Senate meeting can be observed.
- (4) In extraordinary circumstances, the proposer may request the Presidium to shorten the time limit for submitting a proposal. Such a request must be duly justified. The inclusion of the matter in the agenda of the meeting is decided by the Presidium of the Senate pursuant to Article 13(6)(a).

- (5) The Presidium of the Senate may request the opinion of a Senate committee on matters under consideration. When preparing its opinion, the committee may, where justified, request cooperation through the relevant Vice-Rector or the Bursar from any organisational unit of the University or its constituent parts, from the proposer of the materials, or may request opinions from other entities.

Article 8

Proposals, Initiatives and Comments of Senators and Members of the Academic Community

- (1) During a meeting, a Senator has the right to submit proposals, initiatives and comments to the academic bodies of the University or to the Presidium of the Senate, to ask questions and to receive answers to them.
- (2) Questions posed during the meeting by a Senator to the leadership of the University are answered directly during the meeting by the Rector or by a Vice-Rector or the Bursar designated by the Rector.
- (3) If time is required to prepare an answer, or if it is not possible to answer immediately for another serious reason, the Rector or a Vice-Rector or the Bursar designated by the Rector provides a written response within 14 days of the date of the meeting, with a copy of the written response also sent to the Chair of the Senate. The written response is read by the presiding officer at the next Senate meeting.
- (4) Members of the academic community of the University submit their proposals, comments and questions to the Senate through the Senators elected by them, or directly to the Chair of the Senate.

Article 9

Conduct of Meetings; Agenda

- (1) Ordinary and extraordinary meetings of the Senate are chaired by the Chair of the Senate or by a member of the Presidium of the Senate designated by the Chair (hereinafter the “presiding officer”).
- (2) At the beginning of each Senate meeting, the proposed agenda of the meeting is first discussed and approved.
- (3) If the proposed agenda is not approved, a debate takes place, after which the Presidium of the Senate submits an amended proposal for the agenda reflecting the comments raised during the debate. If the agenda is not approved even then, the presiding officer adjourns the meeting.

Article 10

Debate

- (1) A debate takes place on each item of the agenda.
- (2) Before the consideration of individual matters, the presiding officer may invite the proposer of the materials relating to the item under discussion, or a representative of a Senate committee, to make introductory remarks.
- (3) During the debate, the Senate may by resolution discontinue consideration of the item under discussion and, where appropriate, return the material for revision. A motion to discontinue consideration may be submitted by any Senator and also by the proposer.

- (4) No debate takes place on agenda items whose subject is information to be taken note of by the Senate if written materials were available and no Senator requests a debate.
- (5) During the debate, the presiding officer gives the floor to Senators in the order in which they requested to speak. In the event of time constraints, the presiding officer may set a time limit for speeches or may close the discussion even if some registered speakers have not yet been given the floor.
- (6) The presiding officer always gives the floor with priority (whenever requested) to:
 - a) the Rector, or a Vice-Rector acting on the Rector's behalf;
 - b) a Dean of a faculty, or a Vice-Dean acting on the Dean's behalf;
 - c) the Chair of the Board of Trustees, or a member of the Board of Trustees designated by the Chair;
 - d) a member of the Internal Evaluation Board designated by the Chair of that Board;
 - e) the proposer of the motion.
- (7) With the consent of the presiding officer, any member of the academic community of the University may speak in the debate.

Article 11

Rectification of Improper Measures

- (1) If, in the opinion of the Senate, a decision or measure of another body of the University or of its constituent part is contrary to legal regulations or to the internal regulations of the University, the Senate may consider the matter and adopt a resolution requesting that the situation be rectified. Such a decision must include a justification.
- (2) If another body of the University or of its constituent part fails to implement the Senate's resolution under paragraph 1 of this Article, the Senate may consider the matter again at the nearest meeting and adopt a resolution requesting that the situation be rectified; as a rule, it invites the relevant body or its representative to participate in the discussion. Such a decision must include a justification.

Article 12

Minutes of Meetings

- (1) The minutes of a meeting are prepared and published by the presiding officer in cooperation with the administrative support of the Senate designated by the Rector.
- (2) The minutes of the meeting, bearing the signature of the presiding officer, are archived together with their annexes. The text of the minutes is published within 10 calendar days of the meeting in the public section of the University's website and sent to all Senators by electronic mail. The minutes, including approved documents, must be delivered to the Rector within 10 calendar days of the meeting.
- (3) The minutes of the meeting include in particular:
 - a) the date, time and form of the meeting, and in the case of an in-person or hybrid meeting also the venue of the meeting;
 - b) a list of Senators and other participants present at the meeting;
 - c) a list of absent Senators indicating unexcused absences;

- d) the approved agenda of the meeting;
- e) the resolutions and statements of the Senate on the proposals submitted or matters discussed, including the method and result of voting;
- f) the opinion of a Senator on an adopted resolution or a matter under discussion, if the Senator requests this during the meeting.

Part III

BODIES OF THE SENATE AND THEIR ESTABLISHMENT

Article 13

Presidium of the Senate

- (1) The Senate establishes the Presidium of the Senate (hereinafter the “Presidium”) by election at the constituent meeting.
- (2) The Presidium is elected for the entire electoral term of the Senate; the term of office of the Presidium ends together with the electoral term of the Senate.
- (3) The Presidium has five members. The Presidium is headed by the Chair of the Senate (hereinafter the “Chair”).
- (4) The Presidium decides by vote. A majority of the votes of the members of the Presidium is required for a decision to be adopted. If the number of members of the Presidium falls below three, the Presidium does not have a quorum. Further procedure follows Article 16.
- (5) One member of the Presidium is elected from among the students. The other members of the Presidium are elected from among the academic staff so that each member of the Presidium from among the academic staff comes from a different electoral constituency specified in the Election Rules of the Academic Senate of the University.
- (6) The Presidium directs the activities of the Senate, in particular it:
 - a) prepares the proposed agenda of Senate meetings and decides on the form of the meeting;
 - b) coordinates the work of committees established by the Senate;
 - c) addresses urgent matters in the period between meetings and informs the Senate of its decisions at the nearest meeting;
 - d) monitors the implementation of resolutions adopted at previous meetings;
 - e) submits to the Senate a proposal for the use of the Senate’s internal budget and its evaluation;
 - f) communicates with other bodies of the University, including its constituent parts.

Article 14

Election of the Presidium of the Senate

- (1) The election of the Presidium of the Senate is conducted by the outgoing Chair or by a member of the outgoing Presidium designated by the Chair.
- (2) The Senate elects a three-member election committee which organises the election of the Presidium. The elections at the constituent meeting are preceded by a brief introduction of the Senators.

- (3) The election is direct and secret. The election may consist of up to three rounds.
- (4) In the first round, each Senator proposes one candidate from among the students and four candidates from among the academic staff so that the condition set out in Article 13(5) is fulfilled.
- (5) In the second round, two candidates from among the students and eight candidates from among the academic staff with the highest numbers of votes proceed, provided that they can be clearly determined. If the required number of candidates cannot be determined due to an equal number of votes, all other candidates who obtained the same number of votes as required for the last advancing position also proceed to the second round.
- (6) Before voting in the second round, each candidate must publicly declare their consent to stand for election. In the second round, each Senator selects one candidate from among the students and four candidates from among the academic staff so that the condition set out in Article 13(5) is fulfilled.
- (7) The candidate from among the students who receives the highest number of votes in the second round becomes a member of the Presidium. The first four candidates from among the academic staff who receive the highest numbers of votes in the second round become members of the Presidium, provided that the condition set out in Article 13(5) is fulfilled.
- (8) If, due to an equal number of votes in the second round, it is not possible to determine unequivocally all candidates who become members of the Presidium, a third round of voting is held among those candidates. Senators vote for candidates in such a way that the condition set out in Article 13(5) is fulfilled. If repeated voting does not lead to a clear decision, the outcome is determined by drawing lots.

Article 15

Chair of the Senate

- (1) The election is direct and secret.
- (2) The Senate elects the Chair from among the members of the Presidium. The member of the Presidium who receives the highest number of votes becomes the Chair.
- (3) If two or more candidates receive an equal number of votes, another round of voting is held. Only those candidates between whom the tie occurred in the previous round proceed to that round.

Article 16

Termination of Membership of the Presidium of the Senate and By-Elections to the Presidium

- (1) Membership of the Presidium terminates:
 - a) upon termination of membership of the Senate;
 - b) by resignation;
 - c) by removal from office;
 - d) upon expiry of the term of office in the Presidium.
- (2) The Presidium, or any of its members, may be removed during the term of office by a vote of the Senate upon a proposal from at least one fifth of the Senators. The Senators submitting the proposal for removal of the Presidium or of its member must justify their proposal before the vote.

- (3) If the membership of one or more members of the Presidium terminates during the term of office, the Senate elects the required number of members of the Presidium at its nearest meeting. If the number of members of the Presidium falls below three, the remaining members of the Presidium are obliged to convene a meeting within 14 days at which the required number of members of the Presidium is elected.
- (4) By-elections are conducted *mutatis mutandis* in accordance with Article 14, with the exception that in the first round each Senator proposes the required number of missing members of the Presidium and twice that number proceeds to the second round.
- (5) The term of office of members of the Presidium elected in this manner ends at the same time as the term of office of the Presidium as a whole.

Article 17

Committees of the Senate

- (1) The Senate establishes Senate committees (hereinafter “committees”) which act as advisory bodies of the Senate. Upon request of the Presidium, they express their opinion on proposals discussed at Senate meetings.
- (2) The Senate establishes an Economic Committee, a Legislative Committee, and a Committee for Studies and Creative Activities. The establishment or dissolution of other committees is proposed by the Presidium and approved by the Senate at its meeting.
- (3) Committees have at least five members. Any member of the Senate may join a committee at any time. A committee member may resign from membership of the committee at any time. Such resignation takes effect on the day it is notified to the Presidium.
- (4) Upon a proposal from the chair of the committee, the Presidium may appoint as a member of the committee another person who is a member of the academic community of the University.
- (5) The chairs of committees are elected by the Senate upon a proposal from the Chair of the Senate.
- (6) Minutes are taken at committee meetings and submitted by the chair of the committee to the Chair of the Senate no later than one day before the Senate meeting at which the matters are discussed. The Chair of the Senate ensures that the minutes are made available to Senators. The minutes normally include a committee resolution.
- (7) Senators who are not members of a committee may attend its meetings with the consent of the chair of the committee.

Part IV

ESTABLISHMENT OF OTHER BODIES BY THE SENATE

Article 18

Election of a Candidate for the Office of Rector

- (1) The Senate announces the election of a candidate for the office of Rector (hereinafter the “election of the candidate”) no later than three months before the expiry of the term of office of the current Rector.
- (2) For the preparation of the election of the candidate, the Senate establishes a five-member election committee and appoints its chair. Members of the election committee may not stand as candidates for the office of Rector.

- (3) Proposals for a candidate for the office of Rector (hereinafter a “candidate”) may be submitted by all members of the academic community of the University of Pardubice and members of the Scientific Board of the University of Pardubice. Proposals for candidates are submitted to the election committee within the time limit determined by the Presidium when announcing the election. The proposed candidate must provide written consent to their candidacy. The written consent of the proposed candidate, including their signature and the signature of the proposer, must form part of the written proposal.
- (4) The chair of the election committee, or a member of the election committee designated by the chair, personally discusses the candidacy with the proposed candidates and verifies their consent to stand for election.
- (5) After the expiry of the time limit for submitting proposals for candidates, the election committee informs the Presidium without delay of the submitted proposals.
- (6) The nominated candidates present themselves to the academic community and employees of the University of Pardubice at a pre-election assembly. The candidates prepare written theses outlining their priorities for the leadership of the University and submit them to the Chair of the Senate no later than seven days before the pre-election assembly. Before the assembly takes place, the Chair of the Senate ensures their publication on the University’s intranet website. The Presidium convenes the pre-election assembly so that it takes place no later than one week and no earlier than thirty days before the election of the candidate for the office of Rector. The pre-election assembly is chaired by the Chair of the Senate or by a member of the Presidium designated by the Chair.

Article 19

Procedure for the Election of a Candidate for the Office of Rector in the Senate

- (1) The election committee prepares the ballot for the election of a candidate for the office of Rector in the Senate.
- (2) The election is direct and secret. A ballot paper with no more than one clearly marked candidate is valid.
- (3) The candidate for the office of Rector is the proposed candidate who receives the votes of an absolute majority of all Senators.
- (4) If none of the candidates obtains an absolute majority, another round of voting takes place with the candidate who received the lowest number of votes in the previous round being removed from the ballot. If several candidates obtain the same lowest number of votes, all such candidates are removed.
- (5) If no candidate receives the required number of votes even in the final round, the Presidium immediately announces a new election so that it takes place within thirty days with newly proposed candidates.
- (6) If a pre-election assembly is held for the new election, the Presidium convenes it so that it takes place no later than three days before the election in the Senate.
- (7) The proposal for the appointment of the elected candidate as Rector is submitted by the Chair of the Senate, pursuant to Section 10(2) of the Act, to the President of the Republic through the Minister of Education, Youth and Sports.

Article 20

Removal of the Rector from Office

- (1) A proposal for the removal of the Rector from office is submitted in writing by a self-governing academic body of the University or of its constituent part, or by a group of at least twenty members of the academic community. The proposal must include a detailed justification.
- (2) The Senate requests the opinion of the Rector and considers and assesses both the opinion and the proposal for removal.
- (3) The Senate decides on the proposal for the removal of the Rector by secret ballot. The proposal is approved if at least three fifths of all Senators vote in favour.
- (4) The proposal for the removal of the Rector from office is submitted by the Chair of the Senate, pursuant to Section 10(2) of the Act, to the President of the Republic through the Minister of Education, Youth and Sports.

Part V

GENERAL, TRANSITIONAL AND FINAL PROVISIONS

Article 21

Publication of Documents Related to Senate Meetings

- (1) The Chair of the Senate ensures the publication of materials for Senate meetings on the University's website enabling remote access no later than seven days before the meeting. The materials are sent to Senators by electronic mail. This includes in particular the publication of the date, form and proposed agenda of the meeting and the written materials for the meeting. In the case of an in-person or hybrid meeting, the venue of the meeting is also published.
- (2) In the case of a proposal to amend the Rules of Procedure of the Senate submitted by a Senator or a group of Senators, the Presidium ensures that the proposal is made accessible without delay after it has been submitted.

Article 22

Administrative Agenda

- (1) The administrative agenda, including cooperation in preparing the minutes of Senate meetings, is ensured by an employee designated by the Rector.
- (2) All written materials related to the activities of the Senate are archived for ten years after the end of the electoral term in which they originated.

Article 23

Repealing Provision

The Rules of Procedure of the Academic Senate of the University of Pardubice, registered by the Ministry of Education, Youth and Sports on 7 December 2020 under Ref. No. MSMT-44805/2020-4, as subsequently amended by registered amendments, are hereby repealed.

Article 24

Date of Entry into Force and Effective Date

- (1) These Rules of Procedure of the Senate were discussed and approved pursuant to Section 9(1)(b)(1) of the Act on 3 March 2026.
- (2) These Rules of Procedure of the Senate enter into force pursuant to Section 36(4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports.
- (3) These Rules of Procedure of the Senate become effective on 1 April 2026.

Mgr. Michal Kleprlík, Ph.D.

Chair of the Senate