

| UNIVERSITY OF PARDUBICE | |
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| Directive No. 6/2026 | |
| Subject: | Rules of Procedure of the International Scientific Council of the University of Pardubice |
| Applicable to: | All employees and organisational units of the University of Pardubice |
| Effective Date: | 20 April 2026 |
| Reference Number: | UPCE/opo/00005722/2026 |
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| Approved by: | doc. Mgr. Tomáš Hejduk, Ph.D., Vice-Rector for Research and Creative Activities |

Article 1
Introductory Provisions

- 1) The Rules of Procedure of the International Scientific Council of the University of Pardubice (hereinafter the “Council”) lay down the Council’s scope of competence, composition, and rules of procedure.
- 2) The Council is an advisory body to the Rector of the University of Pardubice, in particular in the area of strategy for scientific, research, development, innovation, and other creative activities of the University of Pardubice (hereinafter the “University”), and in the evaluation of the University’s performance in the above areas.

Article 2
Scope of Competence of the Council

- 1) The Council is authorised, in particular, to:
 - a) provide opinions, recommendations, and proposals concerning the scientific, research, development, innovation, and other creative activities of the University, aimed at enhancing their quality;
 - b) issue recommendations regarding the future direction of the University’s scientific, research, development, innovation, and other creative activities and its overall strategic framework;
 - c) nominate individuals or teams for awards conferred by the Rector in the area of the University’s scientific, research, development, innovation, and other creative activities;
 - d) participate, at the request of the Rector, in evaluations and provide opinions on other matters and activities of the University, in particular in the areas of education and research.
- 2) The Council’s opinions are of a recommendatory nature.

Article 3
Composition of the Council

- 1) The Council shall consist of excellent and internationally recognised experts in science and research, typically those who have long been active outside the territory of the Czech Republic.

- 2) The Council shall have at least five members.
- 3) A majority of the Council members shall be international experts.
- 4) The members of the Council shall be appointed and dismissed by the Rector. The Chair of the Council shall be appointed by the Rector from among the Council members.
- 5) Membership of the Council is non-transferable.
- 6) Each member of the Council shall act objectively and impartially in the performance of their duties and shall not allow their decision-making to be influenced by personal interests. Members shall maintain the confidentiality of information obtained in connection with their activities within the Council. These obligations shall also apply to experts or external partners attending meetings, the Secretary of the Council, and other participants in the meetings.

Article 4

Term of Office of Council Members

- 1) The term of office of Council members shall commence on the date of their appointment and shall be concurrent with the term of office of the Rector.
- 2) Members of the Council may be appointed repeatedly.
- 3) Membership of the Council shall terminate upon expiry of the term of office, dismissal, resignation, or death of the member.
- 4) If the membership of a Council member terminates before the expiry of their term of office and the number of Council members falls below five, the Rector shall, without undue delay, appoint a new member for the remainder of the term of office of the member being replaced.

Article 5

Meetings of the Council

- 1) Meetings of the Council shall be convened by the Rector in cooperation with the Chair of the Council. Meetings shall be chaired by the Chair or, in their absence, by another member of the Council (hereinafter the "Chairing Member").
- 2) The Council shall meet at least once a year.
- 3) Meetings of the Council may be held:
 - a) in person;
 - b) remotely (hereinafter "remote meeting"), using appropriate means of distance communication enabling audio-visual transmission and synchronous communication;
 - c) in hybrid form, where some members are present in person and others participate remotely using appropriate means of distance communication (hereinafter "hybrid meeting").
- 4) The rules for remote and hybrid meetings and voting shall be determined by the Chair of the Council (hereinafter the "Rules"). The invitation to a Council meeting, together with the supporting documents, shall be sent to Council members at least 10 days in advance. This shall include, in particular, notification of the date, form of the meeting, proposed agenda, and written materials. In the case of an in-person meeting, the place of the meeting shall also be specified.
- 5) Unless provided otherwise, meetings of the Council shall not be public.

- 6) The Council may invite additional participants to its meetings, in particular experts or external partners, who shall have an advisory vote.
- 7) The Council shall constitute a quorum and be capable of adopting resolutions if a majority of all its members are present. If the required number of members is not present within a reasonable time after the meeting has commenced, or does not join a remote or hybrid meeting within a reasonable time, the Chairing Member shall close the meeting.
- 8) The Council shall take decisions by resolution. A resolution shall be adopted if approved by a majority of all Council members.
- 9) The Chair of the Council may call a vote outside a meeting (hereinafter “vote per rollam”).
- 10) In the case of a vote per rollam, the Chair shall, through the Secretary of the Council, submit the relevant draft decision, including supporting materials, to the Council members and set a voting deadline of at least 7 days. All communication and voting shall take place by electronic means. A proposal shall be deemed adopted if approved by a majority of all Council members. A record of the vote per rollam shall form part of the Council minutes.
- 11) Where a Council meeting results in the need to adopt measures to address the matters discussed, the Rector shall inform the Council of the measures adopted and provide feedback on the issues discussed.
- 12) The working language of the Council shall be English. All documents and materials for meetings shall be prepared in English.

Article 6

Administrative Arrangements

- 1) The administrative and organisational agenda of the Council shall be ensured by an employee of the Research and Creative Activities Section (hereinafter “RCAS”), who shall also act as Secretary of the Council.
- 2) The Secretary shall, in particular, ensure the preparation of Council meetings and the drafting of minutes. The Secretary shall also perform supporting activities related to the Council’s work and carry out other tasks assigned by the Chair or the Rector.
- 3) The minutes of a Council meeting shall include, in particular:
 - a) the date, time, and form of the meeting, and in the case of an in-person meeting also the place of the meeting;
 - b) a list of Council members present and other participants;
 - c) a list of absent Council members;
 - d) the approved agenda;
 - e) the resolutions and opinions of the Council on the matters discussed, including the method and results of voting.
- 4) The minutes shall, without undue delay, be submitted to the Rector for approval and signature and subsequently distributed to all Council members by electronic means.
- 5) The signed minutes, together with the supporting documents, shall be stored at the RCAS.

Article 6
Final Provisions

- 1) Directive No. 2/2020 – Rules of Procedure of the International Scientific Council of the University of Pardubice – is hereby repealed.
- 2) This Directive enters into force and becomes effective on the date of signature by the Rector.

In Pardubice, 20 April 2026

prof. Ing. Libor Čapek, Ph.D.
Rector

Annexes:

Annex No. 1 – Rules for Remote and Hybrid Meetings and Voting of the International Scientific Council of the University of Pardubice