

UNIVERSITY OF PARDUBICE	
Directive N. 2/2020	
Subject:	Rules of Procedure of the University of Pardubice International Scientific Council
Applicable to:	All employees and organizational units of the University of Pardubice
Effective from:	1. 4. 2020
Ref. N.:	RPO/0009/20
Prepared and submitted:	Mgr. Lucie Kašková, Head of of
Approved by:	prof. Ing. Jiří Málek, DrSc., Rector

Article 1 Introductory Provisions

- 1) The Rules of Procedure of the University of Pardubice International Scientific Council („the Council“) stipulate the structure, competencies and rules of procedure for sessions of the Council.
- 2) The Council serves as the Rector’s advisory board especially for the University of Pardubice (“the University“) strategies of scientific and research work, development and innovation work, and further creative activities, and for evaluation of results of University activities in the aforementioned areas.

Article 2 Structure of the Council

- 1) The Council shall consist of excellent and highly respected experts in research and science of international importance, generally those who have been working or used to work outside the Czech Republic for a long time. Membership in the Council shall be honorary.
- 2) The Council shall have a minimum of five members.
- 3) The Chair, Vice-Chair and members of the Council shall be appointed and revoked by the Rector. The Chair and Vice-Chair shall be appointed by the Rector from among members of the Council.
- 4) The term of office for members of the Council shall be six years. The members of the Council may be appointed repeatedly.
- 5) Membership in the Council shall cease on the last day of the term of office or on the day a member of the Council is revoked, alternatively upon resignation of a Council member.
- 6) If membership of one of the Council members is terminated before his/her term of office duly expires, the new member shall be appointed only for the rest of this term.

Article 3 Competencies of the Council

- 1) The Council is competent especially to:

- a) Provide opinion and recommendations concerning scientific and research work, development and innovation work and further creative activities of the University with the aim of improving the quality of these activities,
- b) Give recommendations in terms of the future direction of scientific and research work, development and innovation work and further creative activities of the University and of their overall conception,
- c) Propose individuals or their teams for the Rector's Award in the area of scientific and research work, development and innovation work and further creative activities,
- d) Upon request of the Rector, participate in evaluations and suggest opinions also in further matters and activities of the University, especially in education and research.

Article 4 Sessions of the Council

- 1) Sessions of the Council shall be convened and led by its Chair. If the Chair is absent, the meeting shall be chaired by the Vice-Chair.
- 2) Unless otherwise stipulated, the meetings of the Council shall be private.
- 3) The Council shall have the right to invite other persons to its meetings, e.g. experts or external partners, who have an advisory vote.
- 4) Invitation including working papers must be delivered to members of the Council at least 14 days before the term of their meeting.
- 5) Administrative and organizational support of the Council, especially preparation of the sessions and drawing up minutes shall be the responsibility of the Council Secretary, an employee of a central university unit authorised by the Rector.
- 6) The Council shall decide by resolution.
- 7) Present sessions of the Council shall be convened by the Chair at least once a year. Also conference calls, i.e. meetings through the use of a device enabling remote attendance account for present sessions.
- 8) The Council shall have a quorum when a majority of its members are present at the session. A resolution shall be approved by at least two-thirds of the votes of the Members taking part in the vote.
- 9) The Council may also make decisions based on voting by correspondence (further referred to as "per rollam"). In such cases, a resolution can be adopted if the majority of members take part in the vote and a minimum of two thirds of these members are in favour of it.
- 10) In the case of voting "per rollam" the Chair shall present the particular proposal to all members of the Council, send the relevant working papers and request the members of the Council to inform him within a certain deadline whether they agree or disagree with the proposal. Providing the documents as well as voting "per rollam" shall take the form of collective electronic communication among the Council members.
- 11) Written minutes of the sessions shall be drawn up by the Secretary of the Council and include the issued resolutions. The minutes shall be presented to the Rector without due delay.
- 12) The language of the Council meetings shall be English. All working papers and materials for the meetings shall be made in the English language.

Article 5
Final Provisions

1. This directive shall become valid and effective as of

prof. Ing. Jiří Málek, DrSc.
Rector