

*The Ministry of Education, Youth, and Sports of the Czech Republic has registered the Rules of Procedure of the VSE Scientific Board pursuant to Section 36 (2) of Act No. 111/1998 Sb., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act) under Ref. No. MSMT-19508/2017 on 18 July 2017.*

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*Mgr. Karolína Gondková  
Director of the Department of Higher Education*



# **Rules of Procedure of the Scientific Board of the University of Economics, Prague**

18 July 2017

**Article 1**

## **Introductory Provisions**

These rules of procedure regulate the activities of the Scientific Board of the University of Economics, Prague (hereinafter referred to as “VSE”). The Rules of Procedure of the Scientific Board of the University of Economics, Prague (hereinafter referred to as the “VSE Scientific Board”) is an internal regulation of VSE in accordance with Section 17 (1) (e) of Act No. 111/1998 Sb., on higher education institutions and on amendments and supplements to some other acts (hereinafter referred to as the “Act”).

### **Article 2**

#### **Convening of the Scientific Board of the University of Economics, Prague**

- (1) Meetings of the VSE Scientific Board are convened by the Rector according to the needs of VSE, but at least once a semester.
- (2) The Rector is required to convene a VSE Scientific Board meeting if requested in writing and stating the agenda by at least half of the VSE Scientific Board members no later than thirty days from the delivery of the request.
- (3) Except in urgent cases, the invitation to a VSE Scientific Board meeting is sent at least fifteen days prior to the date of the meeting. The invitation to the meeting shall be sent in paper form and by e-mail.
- (4) As regards the agenda items to be discussed, the members of the VSE Scientific Board must be provided with documents in advance in paper or electronic form no later than 10 days prior to the date of the meeting.

### **Article 3**

#### **VSE Scientific Board Meeting**

- (1) The meeting agenda of the VSE Scientific Board is prepared by the Rector who chairs the meeting; if the Rector is absent, the meeting is chaired by a VSE Scientific Board member designated by the Rector.
- (2) The VSE Scientific Board expresses its opinion especially on matters submitted to it by the Rector. VSE Scientific Board members may submit written or oral proposals to the chairman regarding amendments and modifications to the agenda. They will be included in the agenda if an absolute majority of those present speaks for them. VSE Scientific Board members may submit proposals for consideration for the appointment of members of the VSE Internal Evaluation Board.
- (3) Any submitted proposal must be recorded in the meeting minutes.
- (4) A designated VSE rectorate employee makes a written record of the VSE Scientific Board meeting, which must be sent to VSE Scientific Board members after Rector’s authorisation no later than ten days after the meeting. In exceptional cases, this period may be extended by the Rector.
- (5) VSE Scientific Board meetings are not public unless stipulated by this regulation or the Rector decides otherwise.

## **Article 4**

### **VSE Scientific Board Competencies**

- (1) The competencies of the VSE Scientific Board are stipulated by Sections 12 and 12(a) (3) of the Act and the VSE Statutes.
- (2) The competencies of the VSE Scientific Board according to Section 12 (1) (b), (c) and (e) of the Act are fully entrusted to the VSE Internal Evaluation Board.

## **Article 5**

### **Quorum of VSE Scientific Board**

- (1) The VSE Scientific Board has a quorum if an absolute majority of its members is present at the meeting.
- (2) The proposal for the appointment of an associate professor (Section 72 (11) of the Act) or the submission of a proposal for the appointment of a professor to the Minister of Education, Youth and Sports (hereinafter referred to as the “minister”) shall not be considered if less than two thirds of all members of the VSE Scientific Board participate in the meeting.

## **Article 6**

### **Voting of VSE Scientific Board**

- (1) Voting is public unless the Act, this regulation or the resolution of the VSE Scientific Board determines that the VSE Scientific Board will vote by secret ballot.
- (2) In urgent and justified cases, when discussing proposals, the approval of which does not require a secret ballot, the Rector may ask members of the VSE Scientific Board to vote outside a meeting (*per rollam*). The method of *per rollam* voting is set out in Annex 1 to these rules of procedure. In this way, decisions cannot be adopted on the matters referred to in Article 7 (2) and (5), Article 8 (3) and Article 9 (4).
- (3) In case of voting by secret ballot of the VSE Scientific Board, ballot papers are used for voting. The results shall be evaluated by at least two members of the VSE Scientific Board who were elected by public voting at the beginning of the discussion of the relevant agenda item (hereinafter referred to as “scrutineers”) immediately after the ballot papers have been submitted and in the meeting room where the VSE Scientific Board meeting is held. The VSE Scientific Board members cast votes by ballots marked "I agree - I disagree" by crossing out a statement, which they disagree with. The cast vote is invalid if it has not been clearly marked. The voting result is recorded in a protocol signed by the scrutineers and by the Rector or by a VSE Scientific Board member designated by the Rector.

## **Article 7**

### **Discussing Proposals for Appointment**

- (1) The resolution of the VSE Scientific Board is adopted if an absolute majority of those present, except in the cases referred to in paragraph 2, voted for it.
- (2) In case of voting by the VSE Scientific Board on:
  - a) the proposal for the appointment of an associate professor (Section 72 (11) of the Act)

- b) the waiver of a prior appointment of an associate professor (Section 74 (1) of the Act)
- c) submission of a proposal for the appointment of a professor to the minister (Section 74 (6) of the Act)
- d) reconsideration of the submission of a proposal for professor appointment to the minister, referred back to the VSE Scientific Board by the minister, accompanied by appropriate justification (Section 73 (3) of the Act)

an absolute majority of votes of all members of the VSE Scientific Board is required for the resolution to be valid.

(3) If the Rector disagrees with a proposal for the appointment of an associate professor, submitted by the scientific board of the respective faculty, he/she may invite the applicant for the appointment of an associate professor or the chairman of the relevant habilitation board (Section 72 (11) of the Act) to attend the VSE Scientific Board meeting where this appointment is discussed. Applicants shall not participate in the parts of the discussion immediately preceding the vote on the appointment of an associate professor.

(4) At the meeting of the VSE Scientific Board discussing the submission of a proposal for professor appointment to the minister:

- a) the Dean and the chairman of the habilitation board, or a habilitation board member designated by the chairman shall introduce the applicant,
- b) the applicant shall briefly present the most significant contributions of his/her activities for the development of the discipline, submit the concept of his/her further scientific and teaching activities and answer questions; the applicant shall also document his/her most important publication outputs,
- c) a part of the VSE Scientific Board meeting for the duration of the presentation of the applicant, the presentation of the applicant and subsequent discussion is public,
- d) a part of the VSE Scientific Board meeting during the vote on the proposal for the appointment of an associate professor or the submission of a proposal for the appointment of a professor to the minister and possible debates by VSE Scientific Board members immediately preceding the vote is not public; neither the applicant nor the public may participate in this part,
- e) the professor appointment procedure may be in English.

(5) If the minister refers a proposal for professor appointment back to the VSE Scientific Board on the grounds that the procedure under Section 74 of the Act had not been followed, the VSE Scientific Board will discuss the reason for return thereof at its next meeting. If the VSE Scientific Board does not agree with the reasoning of the minister in secret ballot, the original proposal will be resubmitted to the minister together with the resolution of this VSE Scientific Board. Otherwise, the original proposal will be cancelled and the procedure will be returned to the stage where the procedure was not followed.

## **Article 8**

### **Awarding the Honorary Degree of "Doctor Oeconomiae Honoris Causa"**

(1) The honorary degree of "Doctor Oeconomiae Honoris Causa" may be awarded to particularly prominent personalities of Czech and world science and practice, in particular economics. The "Doctor Oeconomiae Honoris Causa" degree is awarded by VSE upon a proposal of a scientific board of the respective faculty, the scientific board of which approved the proposal at its meeting with the prior approval of the VSE Scientific Board.

(2) In addition to the basic personal data of the candidate, the proposal must also include a detailed justification for awarding of the degree and a preliminary consent of the candidate with awarding the degree. The proposal submitted by the Dean to the Rector includes the opinion of the scientific board of the respective faculty.

(3) The Rector shall place the proposal on the agenda of the next meeting of the VSE Scientific Board. The VSE Scientific Board shall decide on awarding of the degree by secret ballot. The proposal is adopted if an absolute majority of all present members of the VSE Scientific Board votes for it.

(4) For the honoris causa graduation, the provisions on the festive graduation ceremony shall apply *mutatis mutandis* (see Article 25 (4) of the VSE Statutes). During the honoris causa graduation, the candidate is presented to the Rector and to all those present. The candidate takes the oath, the wording of which is given in Annex 2. The graduation oath shall be sent to the candidate along with the invitation to the honoris causa graduation. The honoris causa graduation includes a speech by the newly appointed honorary doctor of economics. If the candidate is unable to attend the honoris causa graduation for serious reasons, he/she may be represented at the graduation, but the candidate must in advance send a signed graduation oath and a speech in writing to be read on behalf of the candidate. The honoris causa graduation is in Czech or English. Exceptionally, the speech may also be delivered in another language with simultaneous translation with the Rector's consent.

## **Article 9**

### **Awarding the Honorary Title of “Professor Emeritus”**

(1) The honorary title of “Professor Emeritus” may be awarded to a VSE professor, who is no longer a member of the academic community and who had significantly contributed to the development of VSE or its faculty. The title of “Professor Emeritus” is awarded by the Rector upon a proposal of the scientific board of the respective faculty, the scientific board of which approved the proposal at its meeting with the prior approval of the VSE Scientific Board.

(2) The proposal must contain the candidate’s professional curriculum vitae including his/her merits in the development of VSE or its parts in the field of science and teaching and merits in strengthening the high reputation of VSE or the faculty submitting the proposal. The proposal includes a favourable opinion of the scientific board of the faculty and a preliminary consent of the candidate with awarding the title.

(3) The Rector shall place the proposal for awarding the title of “Professor Emeritus” on the agenda of the next meeting of the VSE Scientific Board.

(4) The VSE Scientific Board decides on awarding of the title by secret ballot. The proposal is adopted if an absolute majority of all present members of the VSE Scientific Board votes for it.

(5) The honorary title of "Professor Emeritus" is awarded on a festive occasion as determined by the Rector, usually at a festive meeting of the VSE Scientific Board.

## **Article 10**

### **Final Provisions**

(1) Hereby the Rules of Procedure of the VSE Scientific Board that were registered by the Ministry of Education, Youth and Sports on 11 November 2008 under Ref. No. 22 450 / 2008-30 are repealed.

(2) The following documents form an integral part of these rules of procedure:

- a) Annex 1 - Method and Conditions of *Per Rollam* Voting

b) Annex 2 - Graduation Oath of the Doctor Oeconomiae Honoris Causa of the University of Economics, Prague.

(3) These rules of procedure enter into force and become effective on the date of their registration by the Ministry of Education, Youth, and Sports.

prof. Ing. Petr Berka, CSc.  
Chairman of the Academic  
Senate of the University of  
Economics in Prague

rof. Ing. Hana Machková, CSc.  
Rector of the University of  
Economics, Prague

## *Annex 1*

### **Method and Conditions of *Per Rollam* Voting**

- 1) The *per rollam* voting takes place electronically.
- 2) The Rector shall send to all VSE Scientific Board members a draft resolution on the matter, including relevant supporting documents, and shall specify the response deadline.
- 3) Each VSE Scientific Board member shall state "I agree" or "I disagree" in their response within the deadline.
- 4) The Rector shall forward the responses by the VSE Scientific Board members to two scrutineers designated by the Rector.
- 5) The resolution shall be adopted if an absolute majority of all VSE Scientific Board members agrees with it.
- 6) The Rector is required to announce the result of the *per rollam* voting at the next meeting of the VSE Scientific Board, or to electronically notify all VSE Scientific Board members of the result.

*Annex 2*

**Graduation Oath of the Doctor Oeconomiae Honoris Causa of the University of  
Economics, Prague**

I hereby swear to the Rector and the Academia of the University of Economics, Prague that as the Doctor Oeconomiae Honoris Causa I will support the development of scientific knowledge for the benefit of a public good through my activities and that I will continue to follow ethical principles and contribute to the development of freedom and justice.

Through my actions I will always respect the high reputation and the good name of the University of Economics, Prague and, as far as possible, I will support its teaching and research activities.