

The Ministry of Education, Youth and Sports, pursuant to Section 36, Para 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), registered the Rules of Procedure of the Scientific Board of the University of Chemistry and Technology, Prague under ref. no. MSMT-1356/2026-2 on the day the registration was signed.

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Mgr. Bc. Petra Olivová

Interim director of the Higher Education Department

This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

RULES OF PROCEDURE OF THE SCIENTIFIC BOARD OF THE UNIVERSITY OF CHEMISTRY AND TECHNOLOGY, PRAGUE

Part I

Introductory provisions

Article 1

1. The Scientific Board of the University of Chemistry and Technology, Prague (hereinafter referred to as the 'Scientific Board'), in accordance with Section 7, Para 1, letter c) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter referred to as the 'Act'), is a self-governing academic body of the University of Chemistry and Technology, Prague (hereinafter referred to as 'UCT Prague').
2. The Scientific Board exercises the activity regulated primarily in Sections 11 and 12; Section 53, Para 2; Section 70, Para 2; and Sections 72 through to 74 of the Act and in Article 9 of the Statute of the University of Chemistry and Technology, Prague (hereinafter referred to as the 'Statute')
3. The Scientific Board is an assembly with the highest professional and pedagogical qualifications that has conceptual, initiative and evaluation competence. The Rules of Procedure of the Scientific Board of the University of Chemistry and Technology, Prague govern its scope of competence, regulate membership and the manner of proceeding.
4. The Scientific Board entrusts, in accordance with Article 9, Para 3 of the Statute of UCT Prague, the scope of competence listed in Section 12, Para 1, letters b) through to f) to the Internal Evaluation Board of UCT Prague.

Part II

Organisational structure and proceedings of the Scientific Board

Article 2

Members of the Scientific Board

1. The rector of UCT Prague (hereinafter referred to as the 'rector') is the chair of the Scientific Board (hereinafter referred to as the 'chair').
2. Other members of the Scientific Board are appointed and dismissed by the rector following a prior consent of the Academic Senate of UCT Prague (hereinafter referred to as the 'Academic Senate'). The rector will present to the Academic Senate a proposal for appointment of members of the Scientific Board no later than 30 days after the start of the rector's term in office.
3. At least one-third of the members are individuals who are not members of the academic community of UCT Prague.
4. When appointing the members of the Scientific Board, the rector must make sure that all major scientific disciplines and areas of education represented at UCT Prague are represented in the Board and that equal opportunities are respected.
5. Membership of the Scientific Board cannot be deputised and by accepting membership, the member expresses their will to participate in all meetings of the Scientific Board. Members of the Scientific Board may be appointed repeatedly.
6. The membership of the Scientific Board commences for the rector on the day they assume their office; for other members it commences on the day of their appointment unless a later date is set out in the appointment.
7. The term of office of the members of the Scientific Board ends on the last day of the calendar month following the day on which the term of office of the newly appointed rector or the acting rector's second term of office starts.
8. The term of office of a member of the Scientific Board also terminates:
 - a) upon resignation in writing,
 - b) upon death,
 - c) minimum for individuals referred to in Para 3 above, upon the commencement of their membership in the academic community of UCT Prague, unless this would result in the falling of the number of Scientific Board members from outside the academic community below the prescribed level,
 - d) upon dismissal with a prior consent of the Academic Senate.

Article 3

Convening a meeting of the Scientific Board

1. The Board deliberates at a meeting or outside a meeting (by letter). If at least a third of the members of the Scientific Board ask the chair to discuss a matter designated by the chair for discussion by letter, the matter will be discussed at a meeting.
2. The meetings of the Scientific Board are convened by the chair of the Board at least twice a year. The chair is also obliged to convene a meeting of the Scientific Board within 7 days if this is requested in writing, including the subject matter of the meeting, by at least a third of the members.
3. Members of the Scientific Board will be notified of the date and place of the meeting in writing, via electronic means, at least 30 days before the meeting. The proposed meeting agenda and support

materials for the individual items on the agenda will be attached to the invitation. In exceptional cases involving time constraints or the urgent nature of an agenda item, the support materials may be provided at a later time or presented at the start of the meeting.

4. The chair of the Scientific Board decides on participation of guests at a meeting of the Scientific Board.

Article 4

Agenda of a meeting of the Scientific Board

1. The draft agenda for a meeting of the Scientific Board is prepared by the chair; in case of their absence, it is prepared by a member of the Scientific Board from among the vice-rectors authorised by the chair.
2. Each member of the Scientific Board may suggest a change or addition to the draft agenda. If written support materials are needed for the discussion of the proposed item, the member will pass them on to the chair together with the proposed agenda item.
3. The agenda of the meeting is voted upon by the present members of the Scientific Board at the start of the meeting.

Article 5

Proceedings of a meeting of the Scientific Board

1. Meetings of the Scientific Board are open to the public; the place and draft agenda of the meeting are made public by the chair. The chair may declare a part of the meeting closed and determine who may participate in the closed meeting.
2. Meetings of the Scientific Board are presided over by the chair; in case of their absence, they are presided over by a member of the Scientific Board from among the vice-rectors authorised by the chair.
3. The Scientific Board has a quorum if at least two-thirds of all its members are present. A resolution is valid if a majority of all its members have agreed with it.
4. The Scientific Board decides on each proposal by a vote. Before the vote, the chair ascertains the number of members present and announces the subject of the vote.
5. Voting may be public or secret. As a rule, public voting is conducted by a show of hands. Secret voting takes place in cases prescribed by Act or if the Scientific Board so resolves. Secret voting is conducted using ballot papers listing the prescribed options.
6. During the meeting, the chair grants the floor to individual members or guests in the order in which they requested it; however, priority is given to anyone wishing to present amendments to the matter under discussion. The chair may take the floor whenever they deem it appropriate.
7. In the period between meetings of the Scientific Board, it is possible to vote on submitted documents individually outside of a meeting (vote by letter) upon the proposal of the chair. The chair decides on organising a vote by letter. A notice announcing the vote, the text of the proposal and the prescribed method for responding to the proposal will be sent to the members

of the Scientific Board by the Rector's Secretariat in an email. The announcement note will include the deadline for review and voting, which must be no less than 8 days from the date of electronic dispatch. The members of the Scientific Board will send their votes back to the sender's address by email within the specified deadline. Failure to meet the deadline or an incorrect response to the proposal shall be deemed an expression of disagreement with the proposal. A resolution is adopted if approved by a majority of all members of the Scientific Board. The record of a vote conducted in this manner will be approved at the next regular meeting of the Board. Voting by letter cannot be used in case of a vote on habilitation proceedings, proceedings for the appointment of professors and in case of granting a doctor honoris causa degree and in other cases where the Act requires a secret ballot.

Part III

Article 6

Proceedings for the appointment of professors and associate professors

1. In the proceedings for the appointment of professors, the candidate, the chair or a member of the committee for the proceeding for the appointment of professors authorised by the chair, and the dean who submitted the relevant proposal to the rector are invited to the relevant meeting of the Scientific Board. The Scientific Board will not discuss the proposal if the candidate for appointment does not attend the meeting.
2. In the proceedings for the appointment of associate professors, the rector may invite the candidate or possibly also the chair or a member of the habilitation committee and the dean who submitted the relevant proposal to the rector in the capacity as chair of the scientific board of the faculty.
3. The Scientific Board will discuss and adopt a justified resolution on proposals for the appointment of professors that have been returned by the Ministry of Education, Youth and Sports.

Article 7

Awarding a doctor honoris causa degree

1. The Scientific Board will discuss and approve by secret voting proposals to award a 'doctor honoris causa' degree (abbreviated as 'Dr.h.c.'), which UCT Prague may award to distinguished Czech and foreign individuals who have made significant contributions to the development in fields that are central to the focus and long-term orientation of UCT Prague.
2. The proposal to award a 'doctor honoris causa' degree may be submitted on their own initiative by the rector or a member of the Scientific Board, or by the scientific board of the faculty through its dean. The proposal must include a detailed justification in writing.
3. The candidate is informed by the rector of the approved proposal to award the 'doctor honoris causa' degree to them and unless they disagrees, the 'doctor honoris causa' degree is awarded to them at a doctor honoris causa graduation ceremony. If the candidate is unable to attend for serious reasons, the doctorate may be awarded to them outside of the graduation ceremony.

Article 8

Minutes of a Scientific Board meeting

1. The minutes of a meeting of the Scientific Board will include in particular:
 - a) date and place of the meeting,
 - b) agenda,
 - c) person who chaired the meeting,
 - d) number of members and possibly also guests present,
 - e) proposals submitted and by whom,
 - f) members or guests who spoke on individual agenda items,
 - g) voting and voting results.
2. The minutes of the meeting are prepared by a minute-taker appointed by the chair.
3. The minutes of the meeting are verified and signed by the chair.
4. The minutes shall be distributed to the members of the Scientific Board within 14 days of the meeting.
5. The members of the Scientific Board who attended the meeting in question may request that their opinions on a given matter be included in the minutes. Further, the members of the Scientific Board who attended the meeting have the right to submit comments regarding the wording of the minutes to the chair without undue delay following the dispatch of the minutes. The chair will take justified comments into account; otherwise, they will reject them. The submitted comments and the manner in which they were handled will be included in an annex to the minutes.
6. The final text of the minutes will be published in the public section of the UCT Prague website. The paper minutes together with the attendance sheet, support materials, annexes and resolutions is stored at the Rector's Secretariat.

Part IV

Article 9

Final provisions

1. The Rules of Procedure of the Scientific Board of the University of Chemistry and Technology, Prague registered by the Ministry of Education, Youth and Sports on 9 June 2020 under ref. no. MSMT-23613/2020-1 are cancelled.
2. These Rules were approved pursuant to Section 9, Para 1, letter b), point 3 of the Higher Education Act by the Academic Senate on 5 May 2026.
3. These Rules come to effect pursuant to Section 36, Para 4 of the Higher Education Act on the day they are registered by the Ministry of Education, Youth and Sports.

4. These Rules come to force on the day they are registered by the Ministry of Education, Youth and Sports.

Prof. Ing. Radek Cibulka, Ph.D., m. p.
Chair of the Academic Senate

Prof. Ing. Milan Pospíšil, CSc., m. p.
Rector