

The Ministry of Education, Youth and Sports has registered, 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), under No. MSMT-27996/2023-2, the Election Rules of the Academic Senate of the University of Chemistry and Technology, Prague on the date the registration was signed.

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

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.

**ELECTION RULES
OF THE ACADEMIC SENATE OF THE UNIVERSITY OF CHEMISTRY AND TECHNOLOGY,
PRAGUE
of 13 November 2023**

**Part I
Introductory provisions**

Article 1

The Election Rules of the Academic Senate of the University of Chemistry and Technology, Prague (hereinafter referred to as the 'Academic Senate') regulates the election procedure and the status of the members and bodies of the Academic Senate.

Article 2

Status and composition of the Academic Senate of the University of Chemistry and Technology, Prague

- (1) The Academic Senate is a self-governing representative academic body of the University of Chemistry and Technology, Prague (hereinafter referred to as 'UCT Prague').
- (2) The Academic Senate has one chamber and is composed of the members of the academic community of UCT Prague, ie of academic workers as defined in the Statute of the University of Chemistry and Technology, Prague (hereinafter referred to as 'academic worker') and students in Bachelor, Master and doctoral study programmes (hereinafter referred to as 'student') of UCT Prague.
- (3) The Academic Senate has 27 members. Each faculty of UCT Prague is represented by 4 academic workers and 2 students. The Rector's Office departments and other central university departments are represented by 2 academic workers of these departments and offices and by 1 student studying in a university-wide study programme.

**Part II
Election rules**

Article 3

Term of office

- (1) The term of office for members of the Academic Senate selected from among the academic workers is three years and it ends on 31 January of the third year of the term.
- (2) The term of office for members of the Academic Senate selected from among the students is two years, with half of the members representing the faculties (one from each faculty) being elected each year. If both members from a given faculty are elected in the same election, the term of office for the member elected in second place is only one year. The election for the representative of students in university-wide study programmes takes place every two years. The term of office for members of the Academic Senate selected from among the students ends on 31 January 31 of the final year of the term.
- (3) The term of office of all members of the Academic Senate will end if the Academic Senate fails to elect a chair (even in a repeated election) or if it fails to perform its duties for a period of 6 months in accordance with Section 9 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended; in such a case, the Rector shall announce new elections no later than 30 days thereafter.

Article 4

Membership of the Academic Senate

- (1) Membership of the Academic Senate is not compatible with the role of the rector, vice-rector, bursar, dean, vice-dean, faculty secretary and director of a university institute.
- (2) Members of the Academic Senate are obliged to participate in all activities of the Academic Senate to the best of their ability.

Article 5

Manner of election of members of the Academic Senate

- (1) The academic community of UCT Prague elects from among its members the members of the Academic Senat in secret ballot that shall take place no later than one month before the end of the term of office of the members of the Academic Senate. Substitute members are also elected.
- (2) Elections will be called by the presidium of the Academic Senate within no later than two months before the end of the term of office of the members of the Academic Senate. If they fail to do so, the election is called by the rector.
- (3) Elections are conducted within 10 electoral groups. Two electoral groups are established at each faculty: one for academic workers and one for students. Additionally, one electoral group is established for academic workers at the Rector's Office departments and other central university departments, and one for students enrolled in university-wide study programmes.
- (4) Every member of the academic community of UCT Prague has the right to stand as a candidate and to vote for members of the Academic Senate in only one electoral group. If an employee has an academic staff role at multiple faculties, Rector's Office departments or central university departments, their electoral group shall be the workplaces they choose. If an academic worker is also a student, they may stand as a candidate or vote

within either the student chamber or the academic staff chamber at their own discretion. A student enrolled at two or more faculties, or at a faculty and in a university-wide study programme, must select one electoral group. Members of the academic community of UCT Prague are required to notify the chair of the main election committee of their chosen electoral group no later than 10 days before the elections take place.

- (5) The date of the election is set out by the Academic Senate. No later than seven calendar days before the first day of the election, the Personnel Department shall draw a list of academic workers who are placed, according of Article 2, Para 3, in the electoral group at a faculty and at Rector's Office departments and other central university departments and present it to the chair of the main election committee. No later than seven calendar days before the first day of the election, the Department of Education shall draw a list of students who are placed, according of Article 2, Para 3, in the electoral group at a faculty and in university-wide study programmes and present it to the chair of the main election committee.
- (6) The main election committee oversees the elections. The chair of the main election committee is appointed and removed by the presidium of the Academic Senate from among the members of the academic community of UCT Prague who are not running for election to the Academic Senate. The members of the main election committee consist of the chairs of the election committees established for the individual electoral groups. The election committee for academic workers and the election committee for students must each have at least three members; they are appointed by the academic senates of the faculties. The election committee for academic workers from the Rector's Office departments and other central university departments, as well as for students enrolled in university-wide study programmes, is appointed by the Academic Senate of UCT Prague.
- (7) Any member of the academic community of UCT Prague may nominate candidates for the elections. The election committees shall collect nominations from their respective electoral groups within the academic community of UCT Prague, consult with the nominated candidates and no later than ten days before the first day of the elections compile lists of candidates, with the names listed in alphabetical order. Each list of candidates shall include information regarding the established number of seats to be filled, in accordance with Article 2, Para 3.
- (8) The elections take place electronically in the computer network of UCT Prague.
- (9) Candidates who receive the highest number of valid votes are elected as members of the Academic Senate or as substitute members. In the event of a tie, the order shall be determined by the main election committee by drawing lots. The drawing of lots shall take place during a meeting of the main election committee held immediately after the conclusion of the election; 'immediately' in this context is defined as within 3 working days. The chair of the election committee administers the drawing of lots.
- (10) For each electoral group, a list of substitute members is drawn based on the election results pursuant to Article 5, Para 9. This list of substitute members takes effect on the first day of the term of office for which the elections from which the list was derived were called and it remains in effect until a new list of substitute members, resulting from the next subsequent elections within the same electoral group, takes effect.

Article 6

Validity of election

- (1) The elections in each electoral group are valid regardless of the percentage of members of the academic community of UCT Prague taking part in them.
- (2) An election is invalid if a procedural error occurred that may have affected the result of the vote. If an election is invalid, it must be repeated within one week at the latest.
- (3) The fact that a candidate was duly elected will be announced by the chair of the main election committee or a member of the main election committee authorised by them on the first meeting of the Academic Senate. A written certificate will be presented to the elected member.

Article 7

Termination of membership in the Academic Senate and its bodies

- (1) Membership of the Academic Senate terminates upon the expiration of the term of office.
- (2) Membership of the Academic Senate terminates on the day the member of the Academic Senate is appointed rector, vice-rector, dean, vice-dean, bursar, faculty secretary or director of a university institute.
- (3) Membership of the Academic Senate terminates on the day the member of the Academic Senate ceased to be a member of the electoral group of the academic community of UCT Prague for which they were elected; with the exception of a situation described in Article 8. This provision shall apply mutatis mutandis to the status of substitute members.
- (4) A member of the Academic Senate may resign upon their own request if, for any other reason, they are no longer able to fulfil the duties of a member of the Academic Senate. Membership of the Academic Senate terminates on the date a written statement of resignation from the position of member of the Academic Senate is delivered to the chair of the Academic Senate.
- (5) A member of the Academic Senate is removed from office based on a written proposal for removal signed by a majority of the voters in their electoral group. The Academic Senate shall decide on the date of termination of membership.
- (6) If a member of the Academic Senate fails to attend three meetings of the Academic Senate in a row without excuse made directly to the chair of the Academic Senate or through a vice-chair, the presidency shall initiate a vote on the revocation of their mandate at the next meeting. The member whose mandate will be voted upon must be invited in writing to the meeting of the Academic Senate at which the vote is to take place. At this meeting, the member may provide an explanation regarding their unexcused absence from the previous meetings. The Academic Senate shall decide on the revocation of the mandate by means of a resolution supported by an absolute majority of all members of the Academic Senate.

Article 8

Membership upon commencing follow-up study

- (1) Membership of the Academic Senate shall not terminate in case of a student who, in the course of their term on office, shall duly conclude their studies (i) in study programmes implemented at a faculty in whose electoral group they were elected to the Academic Senate or (ii) shall duly conclude their study in a university-wide study programme and is accepted to another, immediately following study programme at the same faculty or to a university-wide study programme, through an admissions procedure for the academic year immediately following the year in which their studies were completed as per point (i) or (ii).
- (2) If a member of the Academic Senate from the student chamber informs the chair of the Academic Senate no later than 7 days after they have duly concluded their study that they intend to study and enrol in a follow-up study pursuant to Para 1, the exercise of the rights and obligations associated with their mandate as a member of the Academic Senate shall be restored on the day following their enrolment. The period between the completion of studies and enrolment must not exceed 4 months; otherwise, the mandate of the Academic Senate member shall terminate; the mandate shall also terminate if the deadline established for enrolment in the follow-up study expires without such enrolment taking place.
- (3) On the day the study of the member of the Academic Senate a substitute member from the same electoral group is called upon to temporarily perform the role of the member of the Academic Senate. If no such substitute member exists, a by-election will take place after a period of four months has elapsed provided the rights and obligations associated with the mandate as a member of the Academic Senate have been restored.
- (4) Paras 1 and 2 above shall apply mutatis mutandis to the status of substitute members.

Article 9

Appointment of substitute members and loss of mandate

- (1) A seat that becomes vacant due to the termination of a member's membership in the Academic Senate during their term of office shall be filled for the remainder of that term by a duly elected substitute member from the same electoral group, in accordance with the list of substitute members (see Article 5, Para 10). A substitute member may relinquish their status by submitting a written declaration to the chair of the Academic Senate. Such a declaration shall take effect on the date it is delivered to the chair of the Academic Senate. The next substitute member in the established order shall then take the seat. If no substitute member is available to fill the vacancy, the presidium of the Academic Senate shall, within two weeks, announce by-elections for substitute members within the relevant electoral group.
- (2) If a member of the Academic Senate is absent from the meetings of the Academic Senate for a period longer than 3 months due to a sabbatical pursuant to Section 76 of the Higher Education Act, a work stay abroad, a long-term illness or for other reasons, the presidium of the Academic Senate will decide on their replacement by a duly elected substitute member for the period of their absence.
- (3) A substitute member called upon pursuant to Article 8, Para 3, shall perform the function only for the period specified in Article 8, Para 3. If, upon the expiry of this period, the exercise of the rights and obligations associated with membership of the Academic Senate is not restored to the original holder, the provisions of Para 1 shall apply to this substitute member.

Article 10

By-election

- (1) By-elections in an electoral group are administered by an election committee appointed in the same way as an election committee pursuant to Article 5, para 5.
- (2) Provisions of Article 5, Paras 4 through to 10, and Article 6 shall apply to the work of the election committee, the course and validity of the by-election.
- (3) If a seat of a member of the Academic Senate becomes vacant within the last five months of the term of office, the Academic Senate may decide that in this case by-elections do not need to be held.

Article 11

Determination of results and their announcement

- (1) The results of the election are determined by the main election committee no later than on the working day following the last day of the election.
- (2) The results of the vote will be made available to the members of the Academic Community of UCT Prague on the UCT Prague website on the working day following they were determined by the main election committee in accordance with the preceding paragraph.
- (3) The results of the election will be announced by the main election committee on the UCT Prague website no later than 3 working days after the expiry of the deadline for filing complaints without any complaints having been filed, or after such complaints have been resolved.
- (4) The committee will present of the elected member a certificate of election as a member of the Academic Senate.

Article 12

Complaints

- (1) A voter may file a complaint with the main election committee regarding any violation of the law, the Statute of UCT Prague or these Election Rules occurring during the preparation of the elections, the election campaign, the organisation or conduct of the elections or regarding the election results. The complaint must be filed no later than five working days after the voting results are made available to the members of the Academic Community of UCT Prague in accordance with Article 11, Para 2 of these Election Rules.
- (2) The complaint must be submitted in writing to the main election committee n via the email address of its chair; it must clearly state the grounds for the complaint and be signed by the complainant, including the complainant's contact details for the purpose of potential discussing of the complaint.
- (3) The main election committee shall assess the complaint and decide on the complaint within five working days after the deadline for filing complaints has expired pursuant to paragraph 1 of this Article. If the main election committee deems it necessary, it may invite the complainant to participate in the discussion of the complaint.
- (4) If the main election committee finds the complaint to be unfounded, it shall reject it. If the main election committee determines that a violation of the rules has occurred which could have affected the election results, it shall order the elections or a part thereof to be

repeated. The decision regarding the resolution of the complaint shall be attached to the election record.

Article 13
Repeat election

- (1) An election or a part thereof must be repeated if a grave violation of election rules and regulations occurred which may have affected its result.
- (2) The main election committee shall decide on repeat election on the basis of a complaints pursuant to Article 12 thereof.
- (3) The provisions on elections shall apply mutatis mutandis to repeat elections.

Part III
Joint and final provisions

Article 14

- (1) The Election Rules of the Academic Senate of UCT Prague registered by the Ministry of Education, Youth and Sports under ref. no. MSMT-18601/2022-2 are cancelled.
- (2) These Election Rules were approved pursuant to Section 9, Para 1, letter b) of the Higher Education Act by the Academic Senate of 7 November 2023.
- (3) These Election Rules come to force and 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.

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

Prof. Dr. RNDr. Pavel Matějka
Rector