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1st FULL TEXT

OF THE RULES OF PROCEDURE

OF THE ACADEMIC SENATE OF THE UNIVERSITY OF CHEMISTRY AND TECHNOLOGY, PRAGUE

Of 21 April 2021 including Amendment No. 1 of 29 July 2026

Part I
Introductory provisions

Article 1

The Rules of Procedure of the Academic Senate of the University of Chemistry and Technology, Prague (hereinafter the 'Academic Senate') regulate the internal organisation of the Academic Senate, the manner of election of its bodies and the rules of proceedings and voting of the Academic Senate.

Part II
Bodies of the Academic Senate and manner of their election

Article 2
Bodies of the Academic Senate

(1) The bodies of the Academic Senate are the Presidium and working committees.

(2) The Presidium of the Academic Senate is composed of the Chair and three Vice-Chairs.

(3) The Chair of the Academic Senate:

a) represents the Academic Senate externally,

b) signs resolutions of the Academic Senate,

c) signs approved drafts of internal regulations of the University of Chemistry and Technology, Prague (hereinafter referred to as 'UCT Prague'),

d) convenes, opens, conducts and concludes meetings of the Academic Senate,

e) suspends a meeting of the Academic Senate if the Academic Senate does not have a quorum or it has failed to approve the meeting agenda or for other reasons.

(4) The Chair of the Academic Senate fulfils other tasks that are not listed under paragraph 3 that the Academic Senate has entrusted them with.

(5) The Vice-Chairs of the Academic Senate deputise for the Chair of the Academic Senate in the order determined by the Chair.

(6) When deputising for the Chair of the Academic Senate, the Vice-Chairs of the Academic Senate have the rights and obligations of the Chair.

(7) The Presidium of the Academic Senate

a) represents the Academic Senate between its meetings in matters requiring urgent action, excluding matters that are subject to the approval of the Academic Senate pursuant to Act No.

111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended, and Articles 7 through to 18 of the Rules of Procedure of the Academic Senate (hereinafter referred to as the 'Rules of Procedure'),

b) prepares the meetings of the Academic Senate,

c) prepares the minutes of the meetings of the Academic Senate.

(8) There are the following working committees: pedagogical, science and research, economic and organising committee. Every member of the Academic Senate must be a member of at least one committee. The student chamber of the Academic Senate is represented in each committee by at least one member. The working committees are established at the first or second meeting of the Academic Senate. The members of the committee will elect a Chair immediately after the committee is established.

(9) The Chair and the Vice-Chairs of the Academic Senate are always member of the organising committee. At the same time, they cannot be members of the other committees.

Article 3
Procedure for election of the Chair and Vice-Chairs of the Academic Senate

(1) The first meeting of the Academic Senate is convened and preside over by the oldest member of the Academic Senate until the Chair is elected; in case the oldest member is absent from the meeting for serious reasons, then this role is taken over by the oldest member present. At the first meeting the Academic Senate will elect separately and in a secret ballot the Chair and three Vice-Chairs.

(2) The Chair of the Academic Senate is elected by the entire Academic Senate. In the first round of the election, each member of the Academic Senate present shall nominate, by secret ballot, no more than one candidate. The two candidates with the highest number of votes shall advance to the second round; in the event of a tie for second place (or lower positions), all candidates with that number of votes shall also advance. Only one candidate may advance to the second round if they were the sole nominee or if all other nominees have withdrawn their candidacy. The candidate who secures an absolute majority of the votes of all members of the Academic Senate in the second round shall be elected Chair of the Academic Senate. If no candidate secures an absolute majority, the two candidates with the highest number of votes shall advance to the third round; in the event of a tie for second place (or lower positions), all candidates with that number of votes shall also advance. Only one candidate may advance to the third round if the other candidates who qualified from the second round have withdrawn their candidacy. In the third round, the candidate who secures an absolute majority of the votes of the members of the Academic Senate present shall be elected Chair of the Academic Senate. If a Chair of the Academic Senate is not elected even in the third round, the election process shall be repeated from the beginning, but no sooner than 3 days and no later than 14 calendar days thereafter, following the same procedure. The election is valid provided that at least two-thirds of the members of the Academic Senate participate.

(3) If the Chair of the Academic Senate is not even in repeated elections, the Rector will call a new election for the Academic Senate within 30 days.

(4) Members of the Academic Senate elected from among the academic staff shall elect two Vice-Chairs from their own ranks. In the first round of the election, each member of this chamber of the Academic Senate present shall, by secret ballot, nominate up to two candidates. The three candidates receiving the highest number of votes shall advance to the second round; in the event of a tie for third place (or lower), all candidates with that number of votes shall also advance. In the second round (and any subsequent rounds, if applicable) each member of the Academic Senate may vote for no more than one candidate. The two candidates who receive the highest number of votes in the second round shall be elected as Vice-Chairs. In the event of a tie, the second round shall be repeated until a definitive result is reached. In the event of a tie for second place (or lower), the candidate with the highest number of votes shall be elected as a Vice-Chair, and a vote shall be held among the remaining candidates to determine the second Vice-Chair. Only two candidates may advance to the second round if only two candidates were nominated, or if the other nominees have withdrawn their candidacies. In such a case, the second round shall not take place, and both candidates shall become Vice-Chairs. If there is only one candidate, that person shall be elected as a Vice-Chair, and the election process described above shall be repeated to select the second Vice-Chair. The election is valid provided that at least two-thirds of the academic staff members of the Academic Senate participate.

(5) Members of the Academic Senate elected from among the students shall elect one Vice-Chair from their own ranks. In the first round of the election, each member of this chamber of the Academic Senate present shall, by secret ballot, nominate no more than one candidate. The two candidates with the highest number of votes shall advance to the second round; in the event of a tie for second place (or lower), all candidates receiving that number of votes shall also advance. The candidate who receives the highest number of votes in the second round shall be elected Vice-Chair. In the event of a tie, the second round shall be repeated until a definitive result is reached. If only one candidate is nominated for the second round, or if all other nominees withdraw their candidacies, the second round shall not take place, and that sole candidate shall be elected Vice-Chair. The election is valid provided that at least two-thirds of the student members of the Academic Senate participate.

(6) The election of the Vice-Chair representing the student chamber of the Academic Senate is repeated always at the first meeting of the Academic Senate after the regular elections to the student chamber of the Academic Senate end.

(7) The Academic Senate shall discuss the proposal to remove the Chair or Vice-Chair of the Academic Senate from office based on a written proposal by at least five members of the Academic Senate.

(8) A proposal to remove the Chair or Vice-Chair of the Academic Senate is approved if at least three-fifths of all members of the Academic Senate have voted for it.

(9) In the event of the termination of membership, resignation or removal of a member of the Presidium, the Academic Senate shall elect a new member of the Presidium in the same manner.

Part III.
Activity of the Academic Senate

Article 4
Meetings of the Academic Senate

(1) The Academic Senate meets at regular and extraordinary meetings. The regular meetings of the Academic Senate are held on predetermined terms, at least three times per semester. Extraordinary meetings are held:

a) upon a decision of the Presidium,

b) upon request of the Rector,

c) upon request of at least five members of the Academic Senate.

The date of the extraordinary meeting must be announced at least seven calendar days in advance.

(2) All meetings of the Academic Senate are open to the public.

(3) The meeting of the Academic Senate is prepared by its Presidium or a member authorised by the Academic Senate.

(4) The Presidium of the Academic Senate will publish the time, place and agenda of the meeting of the Academic Senate at least seven calendar days before the meeting takes place.

(5) The first item on the agenda of an Academic Senate meeting is always the discussion of the agenda itself, which is approved if a majority of the members present vote in its favour. In the case of a remote meeting held pursuant to Paragraph 7 of this Article, all members who utilise the technical means designated by the Presidium, provided such means are capable of verifying the identity of the Academic Senate member in a demonstrable manner, shall be considered present.

(6) An electronic version of the minutes that includes the adopted resolutions together with the results of voting is made available to all members of the Academic Senate within ten calendar days after the end of the meeting. Each member of the Academic Senate has the right to submit comments on the minutes within five days after they have been made available. The minutes shall be published immediately after the comments have been addressed. With the consent of the Presidium, an audio recording of an Academic Senate meeting may be made.

(7) In justified cases, upon a decision of the Presidium, a meeting of the Academic Senate may be held using tools of remote communication – either for all or only some members of the Academic Senate (hereinafter referred to as a 'remote meeting').

(8) If a remote meeting of the Academic Senate is to be held, the Presidium will notify about it in time and will inform about the conditions under which the remote meeting will be held. The conditions must be so that no member of the Academic Senate is deprived of their right ensuing from their membership, ie the right to vote, take part in discussions and present proposals. In such a case, the convener of the remote meeting shall ensure the timely publication of information on how to join the meeting and will make sure the meeting is streamed, thereby ensuring public access to such a meeting of the Academic Senate. The Presidium shall facilitate the participation of guests in a similar manner.

(9) At a remote meeting, voting on all matters for which the law does not prescribe a secret ballot may take place. In case of a remote meeting, a member of the Academic Senate may vote provided their identity has been demonstrably verified and their vote (will) is clearly expressed.

Article 5
Proceedings of the Academic Senate

(1) The Academic Senate grants approval and expresses its opinions in the form of resolutions.

(2) The Academic Senate adopts resolutions by voting.

(3) Voting of the Academic Senate is public, with the exception of cases specified in the Higher Education Act, the election of members of the Presidium and when the Academic Senate decides to hold a secret ballot. Any member of the Academic Senate may propose or submit a motion for a secret ballot to the person presiding over the meeting.

(4) Procedural matters may be voted upon by way of tacit consent. In this case it is not necessary to determine the numerical results of the vote. This method of voting may not be used if a member of the Academic Senate raises an objection to it.

(5) The documents for the meeting of the Academic Senate are presented to the Presidium in writing at least seven days before the date of the meeting. Proposals pursuant to Section 9, Para 1, letters a) through to e), g) and i) of the Higher Education Act and supporting documents for decisions pursuant to Section 9, Para 1, letter h) of the Higher Education Act must be made available by their submitter to the academic community through the restricted section of the UCT Prague website at least seven calendar days before they are discussed.

(6) If the complexity of the presented proposals requires it, the Presidium of the Academic Senate may decide that proposal will be discussed in two readings. A proposal that has been preliminarily discussed during the first reading and subsequently amended based on the outcome of that discussion is submitted for a second reading. Unless the Academic Senate decides on a shorter timeframe, the second reading shall take place at the next regular meeting of the Academic Senate.

(7) The Academic Senate has a quorum if at least half of its members is present. A valid resolution requires the consent of a majority of the members of the Academic Senate present, but at least one-third of all members, unless the Higher Education Act stipulates otherwise. The presence of at least two-thirds of the members is required for voting in cases pursuant to Article 3; Article 5, paragraphs 13 and 14; Articles 7 through to 9; Article 17, paragraph 3; and Article 18, paragraph 1.

(8) If all student senators express opposition during a vote on a matter that directly concerns student affairs, a conciliation procedure must take place. In case of a secret ballot, this conciliation procedure may be triggered by a unanimous public vote of all student senators.

(9) If a resolution of the Academic Senate violates a legal regulation or an internal regulation of UCT Prague or its constituent part, the Academic Senate will cancel it. In case a resolution of the Academic Senate by which a regulation of a UCT Prague constituent part was approved is cancelled, a new proposal must be presented within two months.

(10) The Rector or a Vice-Rector acting on their behalf, a Dean, the Chair of the Board of Trustees of UCT Prague (hereinafter referred to as the 'Board of Trustees') or a member of the Board of Trustees authorised by them on their behalf, as well as a member of the Internal Evaluation Board of UCT Prague (hereinafter referred to as the 'Internal Evaluation Board') authorised by the Chair of the Internal Evaluation Board have a right to speak at the meeting whenever they request it.

(11) The Academic Seante has the right to invite to a meeting any member of the academic community of UCT Prague and request their opinion or ask them to present a material related to the discussed matters.

(12) The Academic Senate authorises its members to be in contact with the academic senates of faculties.

(13) The Rector shall not implement a resolution of the Academic Senate with which they disagree; instead, they shall notify the Chair of the Academic Senate of this decision and provide a justification within ten days. The Academic Senate shall discuss the resolution again at its next meeting, with the Rector in attendance. A resolution that receives the votes of at least three-fifths of all members of the Academic Senate during the repeated discussion shall be binding for the Rector.

(14) The Chair of the Board of Trustees shall be invited to the meeting where the a draft budget or a strategic plan for scientific, research, development, innovation, artistic, or other creative activities at UCT Prague (hereinafter referred to as the 'Strategic Plan') is to be discussed that has been returned to the Academic Senate by the Board of Trustees; the Chair may authorise another member of the Board of Trustees to attend the meeting of the Academic Senate. The Presidium shall request the Rector's opinion to serve as a basis for the meeting. The original draft shall be considered approved, without the need for any further subsequent approval by the Board of Trustees, if at least three-fifths of all members of the Academic Senate vote in its favour. Should the Academic Senate concur with the comments provided by the Board of Trustees, it shall approve the draft, incorporating said comments, by a majority vote of the members present.

Article 6
Proceeding and voting by letter

(1) In the period between meetings of the Academic Senate an individual voting via a written procedure (hereinafter referred to as 'by letter') may be held in case of urgent matters.

(2) The Presidium shall distribute the announcement of the vote, the text of the proposal and the voting form to the members of the Academic Senate via the electronic mailing list. The announcement shall specify a deadline for review and voting, which may not be shorter than five working days from the date of distribution.

(3) Voting by letter is public. The completed voting form will include the full name of the person taking the vote and their vote (for/against/abstain), otherwise the vote is invalid.

(4) A proposal discussed by letter is deemed approved if a majority of all members of the Academic Senate have expressed their consent. However, even in such a case, the Presidium may, upon the request of an Academic Senate member submitted within three days of the announcement of the results, suspend the proposal and decide that it be discussed again at the next meeting of the Senate.

(5) The procedure described in paragraphs 1 through to 4 cannot be used to discuss and vote on a matter which must be decided by secret ballot, and in matters listed in Articles 7 through to 15. Further, this manner of voting cannot be used for discussion and voting if at least one-fifth of the members of the Academic Senate express their objection no later than by the deadline for voting.

(6) The record of a vote by letter which includes a list of the Academic Senate members by name, indicating how each of them voted shall be appended to the minutes of the subsequent meeting of the Academic Senate.

Article 7
Decisions on organisation of UCT Prague

(1) Proposals for the establishment, merger, consolidation, division or dissolution of faculties or other constituent parts of UCT Prague as well as proposals concerning a joint department shared by two or more faculties shall be submitted to the Academic Senate by the Rector.

(2) A proposal under paragraph 1 must be accompanied by the consent of the deans of the affected faculties and the directors of other affected constituent parts, as well as the statements of the academic senates of the affected faculties.

Article 8
Approval of internal regulations of UCT Prague and its constituent parts

(1) A proposal of an internal regulation of UCT Prague is submitted to the Academic Senate by the Rector, with the exception of the Rules of Procedure of the Academic Senate, which are submitted by a member of the Academic Senate.

(2) A proposal of an internal regulation of UCT Prague must be made available to the members of the Academic Senate no later than seven calendar days prior to the meeting of the Academic Senate at which it is to be discussed. In case of a proposal of the Rules of Procedure of the Academic Senate, the Presidium shall submit the Rector's opinion requested in advance which serves as a basis for the discussion at the Academic Senate.

(3) A proposal of a faculty internal regulation is submitted by the Chair of the Academic Senate of the affected faculty no later than 14 calendar days to the meeting of the Academic Senate at which it is to be discussed. The Presidium of the Academic Senate will request the Rector's opinion which serves as a basis for the discussion at the Academic Senate.

(4) A proposal of an internal regulation of a constituent part of UCT Prague which is not a faculty is submitted by the Rector.

(5) A proposal of an amendment to an internal regulation is submitted together with the full text with indicated changes.

(6) An approved proposal of an internal regulation of UCT Prague is signed by the Chair of the Academic Senate together with the Rector. The approved proposal will be submitted by the Rector to the Ministry of Education, Youth and Sports without delay.

Article 9
Approval of the UCT Prague budget

(1) Proposal of a UCT Prague budget is submitted to the Academic Senate by the Rector no later than seven calendar days prior to the meeting of the Academic Senate at which it is to be discussed.

(2) The economic committee of the Academic Senate submits an opinion on the budget proposal.

(3) The Rector will submit the approved budget to the Board of Trustees for approval within five calendar days.

Article 10
Approval of the Strategic Plan and its annual plan of implementation

(1) The proposal of the Strategic Plan is submitted to the Academic Senate by the Rector, following prior discussion by the Scientific Board, no later than seven calendar days prior to the meeting of the Academic Senate at which it is to be discussed.

(2) The committees of the Academic Senate provide comments on the proposal of the Strategic Plan.

(3) The approved Strategic Plan will be forwarded by the Presidium of the Academic Senate to the Board of Trustees for approval within five calendar days.

(4) The annual plan of implementation of the Strategic Plan is submitted to the Academic Senate by the Rector and it is approved in accordance with paragraphs 1 and 2.

Article 11
Approval of annual reports

(1) The Annual Report on Activities of UCT Prague, following prior discussion by the Scientific Board of UCT Prague (hereinafter referred to as the 'Scientific Board'), and the Annual Financial Report of UCT Prague are submitted by the Rector to the Academic Senate no later than seven calendar days prior to the meeting of the Academic Senate at which they are to be discussed.

(2) The relevant committees of the Academic Senate provide comments on the proposal of the reports referred to in paragraph 1.

(3) The approved Annual Report on Activities of UCT Prague and the Annual Financial Report of UCT Prague will be submitted by the Rector to the Board of Trustees for discussion within five calendar days.

Article 12
Approval of Internal Evaluation Report

(1) The Report on Internal Evaluation of Quality of Educational, Creative and Other Related Activity of UCT Prague (hereinafter referred to as the 'Internal Evaluation Report') or a draft amendment to this report are submitted by the Chair of the Internal Evaluation Board, after they have been discussed by the Scientific Council, to the Academic Senate no later than seven calendar days prior to the meeting of the Academic Senate at which they are to be discussed

(2) The relevant committees of the Academic Senate provide comments on the proposal of the Internal Evaluation Report.

(3) The approved Internal Evaluation Report will be submitted by the Rector to the Board of Trustees for discussion within five calendar days.

Article 13
Proposal to appoint and prior consent to appoint and remove members of the Internal Evaluation Board

(1) The Academic Senate gives prior consent to the Rector to appoint and remove members of the Internal Evaluation Board. The Rector presents and provides justification for the proposal to appoint and remove members of the Internal Evaluation Board to the Academic Senate.

Article 14
Appointment and removal of members of the Scientific Council and Disciplinary Panel

(1) The Academic Senate gives prior consent to the Rector to appoint and remove members of the Scientific Council.

(2) The supporting documents for appointment of members of the Scientific Council include the CVs od the nominated persons with a special focus on their scientific activities.

(3) The Academic Senate gives prior consent to the Rector to appoint and remove members of the Disciplinary Panel.

Article 15
Delegation of representatives to the Council of Higher Education Institutions

(1) Representatives of faculties to the Council of Higher Education Institutions are appointed by the Academic Senate upon proposal of the Academic Senate of the relevant faculty. Each faculty shall propose the number and composition of delegates as prescribed by the Statute of the Council of Higher Education Institutions.

(2) The representatives of UCT Prague as a whole to the Council of Higher Education Institutions are appointed by the Academic Senate upon proposal of the Presidium of the Academic Senate. The number and composition of delegates is set forth in the Statute of the Council of Higher Education Institutions.

(3) The Academic Senate shall decide upon the delegation in accordance with the rules set forth in the Statute of the Council of Higher Education Institutions no later than one month before the end of the term of office of the representatives to the Council of Higher Education Institutions. If a delegate position becomes vacant during the term, a decision regarding the delegation is made without undue delay.

Article 16
Interpretation of internal regulations of UCT Prague

(1) A proposal to interpret internal regulations of UCT Prague can be submitted by any body of UCT Prague or its constituent part and any member of the academic community. The proposal must include the title of the internal regulation, the provision that is to be interpreted and information why the interpretation is ambiguous.

(2) The applicant for an interpretation is invited to the discussion regarding the interpretation; legal experts may also be invited. The Academic Senate may request the opinion of a legal expert by resolution, while deferring its final decision until the next meeting.

Article 17
Procedure for election of a candidate for Rector

(1) The Academic Senate will appoint a five-member election committee to elect a candidate for Rector and set the procedure for proposing candidates for Rector no later than two months before the end of the term of office of the Rector.

(2) The election committee to elect a candidate for Rector will

a) collect proposals of the members of the academic community of UCT Prague and the members of the Scientific Council for candidates for Rector,

b) discuss the list of candidates with all proposed candidates,

c) introduce the candidates to the academic community of UCT Prague at a pre-election meeting of the Academic Senate,

d) prepare a final list of candidates for the election in the Academic Senate.

(3) The Academic Senate will execute the election of a candidate for Rector in the following manner: to cast a valid vote, each member of the Academic Senate must circle the ordinal number corresponding to one of the candidates on the alphabetical list provided on the ballot. If no candidate receives a majority of the votes of all members of the Academic Senate in the first round, a second round shall be held, in which the two candidates who received the highest number of votes shall participate. In the event of a tie for first place involving more than two candidates, or a tie for second place, all candidates who received the same number of votes shall also advance to the next round. In the second round, the candidate who receives a majority of the votes of all members of the Academic Senate shall be elected.

(4) If more than two nominated candidates participate in the second round of the election, and none of the nominated candidates receives a majority of valid votes from all members of the Academic Senate, a third round of the election shall be held, in which the two candidates who received the highest number of votes in the second round shall participate. If, in the second round, there is a tie for first place among more than two nominated candidates, or if there is a tie for second place, all nominated candidates who received the same number of votes shall also advance to the third round of the election. In the third round of the election, the candidate who receives the support of a majority of all members of the Academic Senate shall be elected.

(5) If no proposal to appoint the Rector is accepted, the vote is repeated no sooner than on the third (3rd) day and no later than on the tenth (10th) day in accordance with paragraphs 3 and 4 of this Article. If no proposal to appoint the Rector is accepted even in the repeated vote, the whole process of election is repeated including submitting new proposals for candidates by the academic community in accordance with paragraphs 1 through to 4 of this Article.

Article 18
Proposal to remove Rector from office

(1) A proposal to remove the Rector from office is discussed by the Academic Senate upon written proposal of at least five members of the Academic Senate.

(2) The Academic Senate will request a statement by the Rector and it will discuss and asses this statement and the proposal to remove the Rector from office.

(3) The Academic Senate shall decide on the proposal to remove the Rector by secret ballot. The proposal is adopted if at least three-fifths of all members of the Academic Senate vote in its favour.

Part IV
Joint, transitional and final provisions

Article 19

(1) The Rules of Procedure of the Academic Senate of the University of Chemistry and Technology, Prague of 15 February 2017 are cancelled.

(2) These Rules were approved in accordance with Section 9, Para 1, letter b) of the Higher Education Act by the Academic Senate on 15 December 2020.

(3) These Rules come to effect on the day they are registered by the Ministry of Education, Youth and Sports in accordance with the provision of Section 36, Para 4 of the Higher Education Act.

(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. Dr. RNDr. Pavel Matějka, m. p.
Rector

Information about the Amendment

Amendment No. 1 to these Rules was approved by the Academic Senate of the University of Chemistry and Technology, Prague on 24 March 2026.

Amendment No. 1 to these Rules comes of force and effect on the day it is registered by the Ministry of Education, Youth and Sports, ie on 29 July 2026.

This Full Text is a document intended solely for working purposes. The Bursar's Secretariat/Rector's Secretariat of UCT Prague is responsible for its accuracy.

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

Prof. Ing. Milan Pospíšil, CSc.
Rector