

University of Chemistry and Technology, Prague

Title	Directive A/S/961/3/2022
Subject	Statutes and rules of procedure of the International Advisory Board for the University of Chemistry and Technology, Prague
Applicability	All-university
Effective from	October 5 th , 2022
Effective to	Not specified
Revision	As required
Cancelled	Rector's decree no. A/V/961/15/2022
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Issued by	prof. Dr. RNDr. Pavel Matějka

PART ONE

GENERAL PROVISIONS

Article 1

Introductory provisions

1. Based on the decision of the Rector of UCT Prague, an International Advisory Board (IAB), in Czech Mezinárodní poradní sbor, hereinafter the "Board" was established as the Rector's advisory body, namely for advising on and assessing the main directions of the scientific and educational activities of UCT Prague, research and educational programmes, social role of the university, its international position, system of funding and evaluation methods.
2. This Statutes and Rules of Procedure of the International Advisory Board of UCT Prague document defines the activity of the Board, its composition and procedures.

PART TWO

BOARD'S ACTIVITIES AND COMPOSITION

Article 2

Board's scope of activities

1. The Board shall namely:
 - a. provide recommendations and instigations to enhance the quality of scientific and research activity in order to increase the international prestige of UCT Prague and to improve the university's position of an internationally renowned research university,
 - b. cooperate in assessing the university's scientific and educational activities and its social role,
 - c. give recommendations in the area of newly implemented research and educational programmes,
 - d. provide opinions and recommendations regarding issues as requested by the Rector or the Vice-Rectors.

Article 3

Administrative support for the Board

1. Administrative conditions for the Board's activities are ensured by UCT Prague.
2. UCT Prague shall make sure that the electronic documents required for the Board meeting are available.
3. Upon Board members' request, UCT Prague shall reimburse them for any documented expenses incurred in connection with their activity in the Board and with their participation in the Board meetings.

Article 4

Composition of the Board

1. The appointed Board members are outstanding scientific and pedagogical personalities working at prestigious foreign or national institutions.
2. Foreign experts shall form a majority of the Board members.
3. No employee or student of UCT Prague may become member of the Board.
4. All Board members are appointed and removed by the Rector.
5. The Board shall have no less than 7 members. In case of membership termination according to Article 6 and consequently the number of Board members would reduce to less than 7, Rector immediately appoints new member with term of office of four years.
6. The Rector appoints and removes, upon discussion with the Board members, the Chair of the Board. A new Chair is appointed from the Board members promptly after the position of the Chair has become vacant.
7. The Chair of the Board is responsible for the work of the Board and for communication with the Rector. The Chair manages the Board meetings, manages the Board's activities in compliance with the time schedule and represents the Board externally. Upon discussion with the Rector, the Chair may delegate other member of the Board to act as a deputy for the Chair as long as absolutely necessary in case of the Chair's absence.
8. The term of office of Board members is four years. A person may serve on the Board for maximum of two consecutive terms. Rector may appoint a new Board member and their term of office is four years. The Rector delegates the function of the Secretary of the Board to one UCT Prague employee. The Secretary is not a member of the Board.
9. The Secretary does not vote and is not directly involved in the Board's advisory activities. The secretary performs organisational and technical tasks related to the Board's activities and fulfils other duties assigned to him/her by the Chair of the Board or the Rector.

Article 5

Rights and obligations of the Board members

1. Board members are obliged to perform their activities in the Board in person and independently, and to express their professional opinions in their own names.
2. Board members are obliged to maintain confidentiality of all facts they have become acquainted with in connection with their Board membership.

3. Board members are entitled to reimbursement of expenses incurred in connection with their activity and responsibilities in the Board pursuant to Article 3. Travel costs will be accounted for in accordance with the respective internal regulation of UCT Prague.

Article 6

Termination of Board membership and dissolution of Board

1. The Board membership is terminated in the following cases:
 - a. resignation of the member,
 - b. removal of the member due to one or more following reasons:
 - i. negligence of the IAB , e.g. no contribution for two consecutive years
 - ii. damage of the reputation to IAB or university particularly in connection with the violation of Article 5, point 2 and in the case of professional misconduct
 - iii. Non-disclosure of a significant conflict of interest.
 - c. death of the member.
2. The Board can be dissolved by Rector's decision and approval of Academic Senate of UCT Prague and Board of Trustees of UCT Prague.

PART THREE

RULES OF PROCEDURE OF THE BOARD

Article 7

Board meetings

1. The Board meets on a regular basis, at least once a year.
2. Board meetings are called by the Chair of the Board on his/her own initiative or on the initiative of the Rector.
3. The invitation must include the proposed agenda of the Board meeting and the respective support materials. Board members have the right to propose additional changes to the agenda of the Board meeting.
4. The Board meeting is managed by the Chair of the Board or, if necessary, another Board member authorized by the Chair. The meeting may be held face to face, online, or via e-mail.
5. The Board meeting is held as a closed session. Only Board members in person, the Secretary, and the Rector are permitted to attend, as well as guests invited by the Chair or the Rector, such as Vice-Rectors, the Bursar, the President of Academic Senate of UCT Prague, the Chairman of the Board of Trustees, and other guests, depending on the matter to be discussed. Substitution is not allowed.
6. The Board meeting is called by the Chair or the Rector through the Secretary at least 60 calendar days before the scheduled date, stating the form, time and agenda of the meeting; in case of a face-to-face meeting the invitation must also state the location. The documents required for the meeting will be distributed electronically no later than 20 calendar days before the meeting date.
7. The procedural language of the Board is English, which is also the language in which all Board materials are written.
8. The Board meeting is called by rector on a request of the majority of Board members. The call should be issued within 30 days after receiving the request.
9. Recommendations given by the Board will be discussed as soon as possible with Vice-rectors, Deans and deputies of the Academic Senate (Rectors' Collegium) and relevant departments before the decision is made.

10. Board is informed by Rector about the applied measures and feedback on the discussed topics.

Article 8

Quorum, adopting resolutions

1. The Board constitutes a quorum if an absolute majority of all members are present at the meeting.
2. Adoption of a resolution by the Board requires the approval of an absolute majority of all members. In case of equal votes, the Chair's vote will be used to decide.

Article 9

Board meeting minutes

1. The Secretary or another authorised Board member takes non-public minutes of the Board meeting. The minutes are then sent to all Board members and to the Rector no later than within 10 days from the end of the Board meeting.
2. The meeting minutes must always state when and in what form the meeting took place, the list of attendees, who chaired the meeting, the agenda, the achieved results from discussion on the individual items on the agenda, the adopted resolutions, and the date when the minutes were written.
3. The minutes of the meeting are approved by the Chair or by the person authorised by the Chair to chair the meeting. The Secretary shall e-mail the approved minutes to all Board members no later than 3 working days after the date of signature, and the Secretary shall file the minutes for archival purposes.

Article 10

Disclosure of information on the Board's activity

1. Adopted resolutions are public; other Board statements or recommendations may also be made public upon approval by the Chair of the Board and the Rector.
2. Adopted resolutions, as well as other approved public statements or recommendations, are made available on the websites of UCT Prague.

Article 11

Final provisions

1. Any changes to the Statutes of the Board must be made by a Rector's directive upon discussion with the Board.
2. These Statutes come to force and effect on October 5th, 2022.

Prof. Dr. RNDr. Pavel Matějka
Rector