

Academic Senate of the University of Presov

RULES OF PROCEDURE of the Academic Senate of the University of Presov

November 2014

Rules of Procedure of the Academic Senate of the University of Presov

The Academic Senate of the University of Presov according to § 15 par. 1 letter g) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the “Act”) and Art. 7 of the Statute of the University of Presov has issued these

R u l e s o f P r o c e d u r e

Part one Basic provisions

Art. 1 General provisions

1. The Rules of Procedure of the Academic Senate of the University of Presov (hereinafter referred to as the “Rules of Procedure”) are internal regulations of the University of Presov (hereinafter referred to as the “university”), which regulate the details of the discussions of the Academic Senate of the University of Presov (hereinafter referred to as the “Senate”), on the creation of bodies of the Senate and on the rights and duties of members of the Senate.
2. The Rules of Procedure shall be binding for all members of the Senate.

Art. 2 Status and powers of the Senate

1. The Senate is the highest self-governing body of the university. The Senate and its members are responsible for their activities to the academic community.
2. The status and powers of the Senate are regulated in particular by § 8 and 9 of Act No. 131/2002 Coll. Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the “Act”) and Art. 7 of the Statute of the University of Presov (hereinafter referred to as the “statute”).
3. For operational needs, the abbreviation AS PU can be used.

Part two Members and Bodies of the Senate

Art. 3 Members of the Senate

1. Each faculty and university-wide workplace (as a whole) has the same number of representatives in the Senate, namely two for the staff part of the academic community and one for the student part of the faculty academic community.

2. Details of membership in the Academic Senate are regulated in § 8 of the Act and in Art. 7 of the Statute.

Art. 4

Basic rights and basic duties of a member of the Senate

1. The basic rights of a member of the Senate include in particular:
 - a) right to submit proposals for the discussions of the Senate,
 - b) right to comment on all issues falling within the competence of the Senate,
 - c) right to ask questions and request explanations from the rector, vice-rectors and bursar at the meetings of the Senate in matters falling within the competence of the Senate,
 - d) right to resign as a member of the Senate,
 - e) right to vote and be elected to the bodies of the Senate.
2. The basic duties of a member of the Senate are mainly to:
 - a) participate in the meetings of the Senate,
 - b) inform the academic community of the faculty about the results of the discussions,
 - c) participate in the work of the Senate and in the work of its committees,
 - d) excuse the absence from a meeting of the Senate in advance or of a committee of which he/she is a member,
 - e) inform the chair of the Senate no later than seven days before the end of the membership in the Senate.

Art. 5

Bodies of the Senate

1. The bodies of the Senate are the chair, two vice-chairs, committees, the secretary and the secretariat. The chair, two vice-chairs, one from the staff part of the Senate and one from the student part of the Senate and the secretary are elected at the constituent meeting of the Senate by secret ballot.
2. The presidency of the Senate consists of the chair, two vice-chairs and the secretary.
3. The consent of the absolute majority of all members of the Senate is required for the election of the chair, vice-chair and secretary.
4. The status and powers of bodies of the Senate are regulated in Art. 7 of the Statute.

Part three

Meetings of the Senate

Art. 6

Constituent meeting of the Senate

1. The constituent meeting of the Senate shall be convened by the chair of the Central Electoral Committee for the elections to the Academic Senate of the University of Presov (hereinafter referred to as the “chair of the central committee”), no later than 15 days after the announcement of the results of the Senate elections.

2. The chair of the central committee shall conduct the election of the electoral and mandate committee for the election of the chair, vice-chairs and secretary of the Senate.
3. The chair of the electoral and mandate committee for the election of the chair, vice-chairs and secretary of the Senate directs the further course of the senate meeting until the election of the chair, vice-chairs and secretary of the Senate.
4. After the election, the elected chair of the Senate shall take over the leadership of next part of the senate meeting and propose the next agenda.

Art. 7

Meetings of the Senate

1. Meetings of the Senate are convened by the chair of the Senate or the authorized vice-chair of the Senate.
2. Regular meetings of the Senate are held at least four times per academic year. At the request of the Rector of the university (hereinafter referred to as the “rector”), the chair of the Senate is obliged to convene an extraordinary meeting of the Senate immediately, but no later than within 7 days. An extraordinary meeting of the Senate can also be convened on the initiative of the chair of the Senate or at the request of at least one-quarter of the members of the Senate.
3. Meetings of the Senate are public. The rector, or the vice-rector or the bursar appointed on his/her behalf has the right to speak at a meeting in accordance with the Rules of Procedure of the Senate at any time when requested.
4. The chair of the Senate may invite academic officials of the university and faculties, other members of the academic community and professional staff of the university to the meeting of the Senate.
5. The date, place and agenda of the regular meeting of the Senate must be announced at least seven days before the meeting. The date, place and agenda of the extraordinary meeting must be announced at least three days before the meeting.

Art. 8

Conduct of discussions

1. The discussions of the Senate can start if an absolute majority of all members of the Senate are present unless otherwise stated below. The discussions are directed by the chair of the Senate or the authorized vice-chair or another authorized member of the Senate.
2. The agenda of the Senate and the manner of discussion of individual points shall be determined by the chair of the Senate. The proposed agenda of the discussions must be announced together with the invitation by the deadline referred to in Art. 7 par. 5. In urgent cases, the chair of the Senate can amend or otherwise change the agenda proposal.
3. After the start of the discussions, the chair shall allow the members of the Senate to make additional proposals or amendments to the agenda of the discussions. The rector has the right to submit additional proposals or amendments as well. Proposals for additions and

amendments must be approved by an absolute majority of the present members of the Senate.

4. Individual points of the agenda are usually discussed according to written supporting documents. These documents are submitted by the person, who requests a hearing, to the chair of the Senate no later than 12 days before the date of the meeting of the Senate, except for Art. 12, 13, 19 and 21 of this procedure. In justified cases, the chair of the Senate can shorten this period to five days, in case of extraordinary meetings to three days.
5. Supporting documents shall be sent to the members of the Senate in printed form or electronically together with the notification of the date and place of the meeting according to Art. 7 par. 5.
6. If the Senate decides during the discussions that the supporting documents are insufficient, the Senate shall refrain from further discussion of the relevant point of the agenda.
7. A debate is opened for each point of the agenda. A member of the Senate has the right to a factual remark which reacts to the course of the debate. A member shall be allowed to speak immediately after the end of the debate.
8. The submitter may modify or amend the proposal unless the Senate does not allow changes to the submitted proposal. The submitter has the right to withdraw the submitted proposal before the start of voting on this proposal.
9. The chair may propose the end of the debate if its continuation cannot contribute to the clarification of the proposal under discussion.
10. No one shall be interrupted while speaking in a debate; this does not apply to the warning of the chair, who can interrupt the speaker. Exceptionally, the chair is entitled to withdraw the floor from a person who:
 - a) despite a prior warning, does not speak about the discussed proposal or abuses the right to make a factual remark,
 - b) exceeds the specified speaking time if the Senate decides to limit it.

Art. 9

Resolutions of the Senate and voting

1. The Senate adopts resolutions by voting. The resolution shall be adopted if an absolute majority of present members of the Senate vote for it unless otherwise stated. Present guests do not have the right to vote.
2. The text of the resolution of the Senate is presented by the chair based on the written document or proposals presented in the debate at the meeting. If amendments to the proposal are submitted, they shall be voted on first, in the order in which they were submitted. If the adopted amendment excludes further amendments, these are no longer part of the voting. The proposals regarding procedural issues are voted on first.

3. The text of the resolution must be entered verbatim in the minutes. If it is necessary to draw up a resolution separately, the letter is signed by the chair or the authorized vice-chair.
4. The Senate shall vote on each proposal separately unless the person who submitted the proposal withdraws it before the voting begins. Voting must not be interrupted.
5. Voting is public or secret. Public vote shall be taken by raising the hand or by means of electronic voting devices. Secret voting is when deciding on:
 - a) election of a candidate for the rector,
 - b) proposal for authorization to hold the post of the rector,
 - c) approval of the rector's proposal for the appointment and dismissal of vice-rectors,
 - d) approval of the rector's proposal for the appointment and dismissal of members of the scientific board,
 - e) approval of the rector's proposal for members of the Board of Directors,
 - f) proposal of the Senate for one member of the Board of Directors,
 - g) election of a representative to the Council of Higher Education Institutions,
 - h) proposals concerning certain persons,
 - i) proposal if requested by at least seven members of the Senate.
6. Before each election, the chair of the Senate shall notify the members of the Senate that a vote will be taken and shall ascertain the number of members of the Senate actually present.
7. At the end of voting and after the results of the vote have been ascertained, the chair shall announce the result by announcing the number of votes cast for the proposal, against the proposal and the number of members of the Senate who abstained from voting.
8. Based on the decision of the Senate, the proposal that was not accepted by the Senate is either definitively postponed or returned to the submitter for further elaboration, with the fact that it will be the subject of reconsideration at the next meeting of the Senate.

Art. 10

Minutes from the meeting of the Senate

1. The secretary of the Senate or a member authorized by the chair shall prepare the minutes of each meeting of the Senate. The minutes shall be signed by the chair of the Senate, or the chair and two elected verifiers of the minutes. The minutes include the attendance list, proposals for discussion of the Senate and written documents for individual points of discussions.
2. The minutes shall state:
 - a) date of the meeting,
 - b) present and absent members of the Senate,
 - c) guests,
 - d) chair,
 - e) agenda of the meeting, proposing entities,
 - f) who spoke in the debate,
 - g) adopted resolutions,
 - h) voting results.

3. Each member of the Senate has the right to insist that his/her opinion on the matter under discussion be recorded verbatim in the minutes. In such a case, he/she shall submit his/her opinion to the registrar in writing.
4. The minutes shall be drawn up by the registrar, in case of the absence of a registrar, by a person authorized by the chair. The minutes shall be sent to the members of the Senate; other persons and bodies shall be sent an extract from the resolution to which they are specifically referred. Extracts of the resolutions from the Senate's discussions shall be published on the university website.
5. The review of the resolutions shall be carried out at the next meeting of the Senate as a separate agenda item. Minutes and written documents shall be stored in the office of the Senate.

Part four

Special cases of Senate discussions

Art. 11

Organizational changes

1. The proposal for the establishment, merger, fusion, division, cancellation, change of name, or change of the seat of faculties or other parts shall be submitted by the rector in writing to the chair of the Senate, with all supporting documents and statements of reason.
2. Deans of faculties or directors of institutes affected by the organizational change may present or submit their opinions at the meeting of the Senate in the debate on the submitted proposals according to point 1.

Art. 12

Approval of the university internal regulations

1. The proposal of the internal regulation of the university is submitted by the rector in writing to the chair of the Senate at least 14 days before the discussion in the Senate.
2. The chair of the Senate shall submit this document for discussion to the legislative committee. In the opinion of the committee, the chair of the legislative committee shall recommend the acceptance of the proposal, recommend it with reservations or not recommend it. In case of non-recommendation, the legislative committee must justify its decision. The proposal of the internal regulation shall be delivered by the chair of the Senate to all members of the Senate.
3. The proposal is discussed by the Senate and approved by an absolute majority of the present members of the Senate. The approved internal regulation of the university is signed by the chair of the Senate and the rector.
4. The decision by which the internal regulation of the university was not approved must be justified. If the submitter does not agree with a decision of the Senate due to a different opinion on the interpretation of legal regulations or the university internal regulations, the submitter can submit a proposal for a new discussion. The provisions of this article shall be applied, mutatis mutandis, in the case of a new discussion.

5. If the Ministry of Education, Science, Research and Sports of the Slovak Republic rejects the application for registration of the approved statute, the Senate will re-discuss the statute.

Art. 13

Approval of the internal regulations of the faculties and discussion of the internal regulations of the university parts

1. The proposal for the internal regulation of the faculty shall be submitted for approval by the dean of the faculty in writing to the chair of the Senate at least 14 days before the discussion in the Senate.
2. The rector shall submit the internal regulations of other parts of the university to the chair of the Senate for discussion within the deadline according to paragraph 1.
3. When approving and discussing internal regulations, the Senate shall proceed as appropriate in accordance with Art. 12 par. 2 to 4.
4. The approved internal regulation of the faculty shall be signed by the chair of the Senate, the chair of the Academic Senate of the faculty and the dean of the faculty. The discussed internal regulation of other parts of the university shall be issued by the rector.

Art. 14

Elections of a candidate for the position of rector

1. The elections of the candidate for the position of rector (hereinafter referred to as "elections") shall be announced by the Senate so that they take place at least two months before the end of the term of office of the rector. When the rector's office ends before the end of the term of office, the Senate shall announce the holding of elections without delay.
2. The elections shall be organized and ensured by the electoral committee for the rector's election, which shall consist of two university teachers and one student (hereinafter referred to as the "electoral committee") approved by the Senate. The activities of the electoral committee shall be managed by its chair, elected at the first meeting of the committee by an absolute majority vote of all members of the electoral committee.
3. The proposal of a candidate for the position of rector shall be submitted in accordance with Art. 9 par. 1 of the statute. The proposal of the candidate for the position of rector shall contain name, surname, title and scientific rank of the candidate, job position and part of the university where the candidate is enrolled, age of the candidate, name and signature of the proposer and written consent of the candidate.
4. At least ten days before the day of the elections, the electoral committee shall publish details about the candidates, the date, conduct and method of the elections.
5. The elections of a candidate for the position of rector can be held if an absolute majority of members of the Senate is present.
6. Each member of the senate who is present shall receive one envelope and a ballot from the electoral committee, which must contain:

- a) name, surname, degree, scientific rank, job position, age of the candidate,
 - b) the seal of the Senate and the signature of the chair of the electoral committee.
7. The list of candidates on the ballot is listed in alphabetical order. During the elections, any of the nominated candidates can withdraw, always before the start of the next vote. When voting, the voter shall circle the number of one of the candidates.
 8. After the end of the election process, the electoral committee shall count the votes cast for individual candidates.
 9. In the first round of voting, the candidate who has won an absolute majority of votes of all members of the Senate shall be elected as the candidate for the position of rector. If the candidate for the position of rector has not been elected in the first round of voting, the two candidates with the highest number of votes proceed to the second round. In case of equality of votes in the second place, except for the candidate in the first place, all candidates from the second place proceed to the second round of voting.
 10. In the second round of voting, the candidate who has won an absolute majority of the votes of all members of the Senate shall be elected as the candidate for rector. If a candidate for the position of rector is not elected even in the second round, the Senate shall call for new elections for the position of rector.
 11. The electoral committee shall draw up a protocol on the conduct and result of the elections and prepare a proposal for a candidate for the position of rector, which shall be submitted to the Minister of Education no later than 15 days from the adoption of the decision. The minutes together with the ballots shall be archived by the Senate during the entire term of office of the newly elected candidate for the position of the rector.

Art. 15

Dismissing of the rector

1. The Senate may discuss the proposal aimed at dismissing the rector if the proposal is submitted by at least half of all members of the Senate. The proposal must be approved by an absolute majority of all members of the Senate. The Senate shall decide on such a proposal by the secret ballot.
2. After submitting a proposal for the rector's dismissal, the rector has the right to comment on it in front of the academic community of the university and before the vote on the dismissal as well as in front of all members of the Senate.
3. If the proposal to dismiss the rector is approved by the Senate, the chair of the Senate shall submit this resolution to the Minister of Education within 15 days of its adoption.
4. If there is no rector at the university, the chair of the Senate shall appoint a person with the approval of an absolute majority of the members of the Senate to perform the duties of the rector until a new rector is appointed, for a maximum of six months and shall notify the Minister of Education of this fact without delay. Until the appointment of a new rector, with the consent of an absolute majority of the members of the Senate, the chair of the Senate may cancel the authorization according to the first sentence and entrust another person with the performance of the duties of rector and he shall notify the minister of this

fact without delay. If the authorized person waives the authorization, the procedure is as per the first sentence.

Art. 16

Approval of the proposal for the appointment and dismissal of vice-rectors

1. The proposal for the appointment and dismissal of vice-rectors shall be submitted by the rector in writing to the chair of the Senate.
2. The Senate decides on the rector's proposal for the appointment and dismissal of vice-rectors by secret ballot, while each proposal is voted on individually. The proposal is approved if an absolute majority of all members of the Senate vote for it.

Art. 17

Approval of the proposal for the appointment and dismissal of members of the Scientific Board of the University

1. The rector shall submit a proposal for the appointment and dismissal of members of the scientific board of the university in writing to the chair of the Senate.
2. Part of the rector's proposal for the appointment of members of the scientific board is the description of the proposed members with a focus on their scientific activities. Along with the proposal of proposed members who are not members of the academic community, their written consent to their appointment to the scientific board shall be submitted.
3. A member of the scientific board, whom the rector proposed to dismiss, has the right to express his/her opinion in front of the Senate regarding the proposal for dismissal in person or in writing. The dismissed member of the scientific board must be informed about the proposal for his/her dismissal in advance.
4. The Senate shall decide on the proposal of the rector to appoint and dismiss members of the scientific board by secret ballot, while each proposal is voted on individually. The proposal is approved if an absolute majority of all members of the Senate vote for it.

Art. 18

Approval of the proposal for members of the Board of Directors

1. The proposal for members of the Board of Directors shall be submitted by the rector in writing to the chair of the Senate. Short description of the proposed members of the Board of Directors shall be part of the proposal.
2. The Senate shall decide on the submitted proposal by secret ballot. Voting requires the participation of an absolute majority of members of the Senate. The proposal is approved if an absolute majority of the Senate vote for it. The proposed members shall be voted on individually.
3. If the candidate does not receive the required number of votes, the rector shall submit a new proposal, which is voted on in accordance with paragraph 2.

4. In accordance with paragraphs 2 and 3, the Senate shall proceed with the proposal for the appointment of one member of the Board of Directors by the staff part of the senate and one member of the Board of Directors by the student part of the Senate.

Art. 19

Approval of the draft budget

1. The rector shall submit the draft budget and supporting materials to the chair of the Senate at least 14 days before the meeting of the Senate.
2. The economic justification of the draft budget is usually presented by the bursar at the meeting of the Senate. The economic committee of the Senate shall, after prior discussion, express its opinion on the draft budget by resolution.
3. The draft budget shall be discussed with the deans of the faculties. In case of objections to the submitted budget, the dean of the faculty, or in special cases a person authorized by the dean, can present his/her opinion at the meeting of the Senate.

Art. 20

Funds management control

1. Funds management control is carried out by the Senate:
 - a) when approving the annual management report,
 - b) via the economic committee of the Senate,
 - c) in other cases based on its resolution in the way determined by this resolution.
2. The results of the control shall be presented by the authorized members of the senate at a meeting, to which senior staff whose workplace was affected by the control must be invited. They have the right to express themselves and the members of the Senate have the right to ask questions about these findings.
3. In justified cases, it is possible to extend the original deadline in which the control was expected to be carried out, or to repeat the control. If any deficiencies were detected during the control, the Senate has the right to demand corrections.

Art. 21

Approval of the long-term strategy of the university and annual reports

1. The draft long-term strategy of the university and supporting materials shall be submitted by the rector to the chair of the Senate at least 14 days before the meeting of the Senate.
2. The relevant committees of the Senate express their views on the draft long-term strategy of the university. Vice-rectors may comment on the annual activity report for individual areas. The economic explanation is usually given by the bursar.
3. Comments and proposals of members of the Senate shall be submitted to the rector via the senate's secretariat no later than three working days before the meeting of the Senate. The rector shall deliver his/her opinion on these proposals.

4. The relevant deans can comment on the parts of the long-term strategy related to the faculties at the meeting of the Senate. Statements may also be submitted in writing.
5. The provisions of paragraphs 1 to 4 apply similarly to the updating, changes or amendments to the long-term strategy. The Senate may recommend that a new draft of the long-term strategy was submitted instead of changes and amendments to the long-term strategy.
6. The annual report on the activities and the annual report on the financial management of the university shall be presented by the rector.
7. The relevant committees of the Senate shall express their opinions on the draft annual reports.
8. Comments and proposals of members of the Senate shall be submitted to the rector via the chair of the Senate no later than three working days before the meeting of the Senate. The rector shall give an opinion on these proposals.

Part five

Common and final provisions

Art. 22

Common provisions

1. Documents related to the proceedings of the Senate shall be deposited with the secretariat of the Senate.
2. The archiving of documents shall be governed by specific regulations.
3. The administrative agenda of the Senate shall be the responsibility of an employee appointed by the rector in agreement with the chair of the Senate.

Art. 23

Final provisions

1. The Rules of Procedure were discussed and approved by the Academic Senate of the University of Presov on November 25, 2014.
2. The Rules of Procedure of the Academic Senate of the University of Presov dated May 27, 2008 have been cancelled.
3. These Rules of Procedure come into force and effect on the date of their approval.

In Presov, November 25, 2014

PaedDr. Bc. Helena Galdunová, PhD.
Chair of AS PU