

UNIVERSITY OF PRESOV

**RULES OF PROCEDURE
of the Scientific Board of the University of Presov**

2016

Rules of Procedure of the Scientific Board of the University of Presov

In accordance with § 15 par. 1 letter h) Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended, I issue the

Rules of Procedure

Part one Basic provisions

Art. 1 General provisions

- (1) The Rules of Procedure of the Scientific Board of the University of Presov (hereinafter referred to as the “Rules of procedure”) regulate the details of the proceedings of the Scientific Board of the University of Presov (hereinafter referred to as the “Scientific Board”), as a body of the academic self-government of the University of Presov (hereinafter referred to as the “university”).
- (2) The Rules of procedure are an internal regulation of the university.

Art. 2 Status and scope of the Scientific Board

- (1) The status and powers of the Scientific Board are regulated by § 11 and 12 of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended, (hereinafter referred to as the “law”).
- (2) For operational purposes, it is possible to use the abbreviation VR PU.
- (3) The Scientific Board mainly discusses:
 - a) long-term planning of the university,
 - b) regularly, but at least once a year, evaluates the level of the university in educational activities and in the field of science, technology, art, and development of the university,
 - c) approves the proposal of study programmes, if their discussion does not fall within the competence of the Scientific Board of the faculty; student representatives appointed by the student part of the Academic Senate of the university are invited to the Scientific Board's deliberations on the proposal of study programmes,
 - d) approves other experts who have the right to assess at the state examination of the study programmes taught at the university; approves supervisors for doctoral studies according to § 54 par. 4 of the Act,
 - e) approves the university's criteria for evaluating the fulfilment of the conditions for obtaining the scientific--pedagogical title or the artistic-pedagogical title “associate professor” (hereinafter referred to as the “criteria for obtaining the title of associate

- professor”) and the university's criteria for evaluating the fulfilment of conditions for obtaining the scientific-pedagogical title or the artistic-pedagogical title “professor” (hereinafter referred to as “criteria for obtaining the title professor”),
- f) discusses proposals for awarding the title “associate professor” and decides on their outcome in the fields of study in which the study programmes are conducted by the university,
 - g) discusses and approves proposals for the appointment of professors,
 - h) approves general criteria for filling the posts of professors and associate professors at the university,
 - i) approves the specific conditions for filling the posts of professors,
 - j) approves the rector's proposals for filling the posts of visiting professors; in case of filling the posts of visiting professors at the faculty, the rector does so on the proposal of the Scientific Board of the faculty,
 - k) awards scientific title “doctor scientiarum” (abbreviated as “DrSc.”),
 - l) awards the scientific title “doctor honoris causa” (abbreviated as “Dr.h.c.”) to outstanding domestic and foreign figures,
 - m) proposes to the rector to grant the honorary title “professor emeritus” according to § 78 of the Act to professors who are older than 70,
 - n) approves the proposal for awarding the Gold Medal of the University of Presov,
 - o) approves the Rules of procedure of the Scientific Board on the proposal of the chairperson of the Scientific Board,
 - p) proposes a member of the Learned Society of Slovakia SAV from the workers who cooperate with SAV workplaces,
 - r) fulfils other tasks determined by the university's internal regulations.
- (4) The Scientific Board deliberates on the issues presented by the chairperson of the Scientific Board (hereinafter referred to as the “chairperson”) or on other issues.
- (5) The deadline for possible resubmission of the application for the award of the title of professor is 12 months from the date of disapproval of the proposal for appointment as a professor in the Scientific Board of the university.

Part two

Members of the Scientific Board

Art. 3

Membership and term of office

- (1) Members of the Scientific Board are appointed and dismissed by the rector after approval by the Academic Senate of the university from the ranks of professors, associate professors and outstanding research and artistic workers of the university, as well as from the ranks of other important experts who are not employees of the university. At least one quarter and at most one third of the members of the Scientific Board are people who are not members of the academic community of the university.
- (2) The rector is the chairperson of the Scientific Board.
- (3) The chairperson is represented by the vice-chairperson, who is the vice-rector for science, art, sports, and accreditation, to the extent determined by the chairperson.

- (4) The term of office of the members of the Scientific Board is four years and ends on the day when the rector's term of office ends.
- (5) Membership in the Scientific Board is irreplaceable and honorary for all members of the Scientific Board. Membership in the Scientific Board ends:
 - a) on the date of delivery of a declaration written by a member of the Scientific Board to the chairperson about the renunciation of membership in the Scientific Board,
 - b) when the member's term of office ends,
 - c) by the rector's decision on the dismissal of a member of the Scientific Board and after approval of the dismissal by the Academic Senate of the university,
 - d) the day of termination of employment with the university, in the case of a member of the university's staff,
 - e) by the death of a member of the Scientific Board.

Part three

Meeting of the Scientific Board

Art. 4

Ensuring the activity of the Scientific Board

- (1) The activity of the Scientific Board shall be governed by the programme of individual meetings.
- (2) The proposal of the programme and activities of the Scientific Board shall be drawn up by the vice-chairperson according to the instructions of the chairperson.
- (3) Administration related to the activities of the Scientific Board shall be provided by the Office for Science, Art, Sport and Accreditation.
- (4) The Scientific Board negotiates on the basis of written documents. In cases judged by the chairperson, the issue may also be presented orally. Documents submitted to the meeting of the Scientific Board must be delivered to the members of the Scientific Board a week before the date of the meeting together with the invitation in written form, via electronic mail or on an electronic recording medium.
- (5) Materials exceeding five printed pages are submitted via electronic mail or on an electronic recording medium. In cases judged by the chairperson, the matter may also be presented orally.
- (6) The procedure according to paragraph 4 does not apply to an extraordinary meeting of the Scientific Board.

Art. 5

Meetings of the Scientific Board

- (1) Meetings of the Scientific Board are regular or extraordinary.
- (2) Regular meetings of the Scientific Board are convened by the chairperson four times a

year.

- (3) An extraordinary meeting of the Scientific Board is convened by the chairperson within three days if a third of the members of the Scientific Board request it in writing, justifying the subject of the discussion and the reason for its necessity. An extraordinary meeting can be called by the chairperson if it is necessary.
- (4) At an extraordinary meeting of the Scientific Board, only the matter for which this meeting was convened is discussed; other matters are discussed only with the approval of the chairperson.

Art. 6

- (1) Every member of the Scientific Board is obliged to participate in the meeting of the Scientific Board. If a member of the Scientific Board cannot attend the meeting, he/she is obliged to apologize in time and may deliver his/her opinion on the matters under discussion in written form before the meeting of the Scientific Board.
- (2) The meeting takes place if a majority of the members of the Scientific Board are present.

Art. 7

The course of the meeting

- (1) The meeting of the Scientific Board is chaired, and proceedings are conducted by the chairperson. In case it is necessary, the chairperson may be represented by the vice-chairperson.

Art. 8

- (1) At a regular meeting of the Scientific Board, the chairperson shall inform the present members of the Scientific Board with the agenda and request its addition.
- (2) The chairperson shall determine the order of the members of the Scientific Board who have requested to speak. He/she is entitled to call on the speaker to speak to the matter or to follow procedures and may deny the right to speak after a double warning. The chairperson shall direct voting and announce the resolutions.
- (3) The chairperson shall announce the meeting of the Scientific Board to be closed after the completion of the agenda or after the accepted proposal to end the meeting. If the agenda has not been completed because of the late hour, the chairperson can end the meeting of the Scientific Board and call a new meeting.

Art. 9

Resolutions of the Scientific Board and voting

- (1) Discussion of matters requiring a resolution of the Scientific Board begins with the presentation of a report or a proposal. After their presentation, a debate, in which the chairperson allows the members of the Scientific Board to speak, follows.

- (2) Each member of the Scientific Board may give a speech only twice on the same matter unless the Scientific Board allows the member to give the third speech. The chairperson can limit the time of the speakers during a more extensive debate.
- (3) If a proposal to end the debate has been accepted, those members of the Scientific Board who have already asked to give a speech as well as the rapporteur, who always has the last word, may deliver their speech.

Art. 10

- (1) The Scientific Board can reach a resolution only if a majority of its members are present. If a member of the Scientific Board leaves the meeting before its end due to an unavoidable reason, the chairperson shall ask whether the Scientific Board can reach a resolution.
- (2) For a valid resolution of the Scientific Board, except for matters under Art. 11 par. 4, the consent of the majority of the members of the Scientific Board present at its meeting is required.
- (3) If less than two-thirds of all members of the Scientific Board are present when discussing the proposal for appointment as professor, the chairperson shall request the applicant's opinion on whether he/she agrees with the discussion. In the case of the applicant's disagreement, the chairperson of the Scientific Board shall withdraw the proposal from the discussion and present it at the next nearest meeting of the Scientific Board.

Art. 11

- (1) All members of the Scientific Board are obliged to participate in voting.
- (2) The vote shall be public or by secret ballot.
- (3) In the case of equality of votes, the chairperson shall allow the presenter to give a speech again for a brief clarification of the matter under discussion. After that, voting shall be repeated. If the votes are evenly divided again, the proposal shall be rejected.
- (4) Voting is secret in matters according to Art. 2 par. 3 letters f), g), j), k), l), m), n), p). For a valid resolution of the Scientific Board in these matters, the consent of the majority of all members of the Scientific Board is required.
- (5) The following principles shall be applied to secret voting:
 - a) an inappropriate opinion shall be crossed out on the ballot paper,
 - b) an unmarked ballot paper shall be considered an abstention from voting,
 - c) an undelivered ballot paper or a submitted ballot paper that is not marked in the prescribed manner shall be considered invalid.
- (6) The chairperson shall announce the results of voting immediately at the meeting of the Scientific Board.

- (7) In an exceptional case, the chairperson can choose the correspondence form of the meeting of the Scientific Board and request voting on the resolution in matters that cannot be voted on secretly (according to Art. 11, par. 4 of the Rules of procedure).

Art. 12

Exclusion of a member of the Scientific Board

- (1) A member of the Scientific Board shall be excluded from reporting, discussing, and voting in his/her personal matters or in the matters of persons who are related to him/her in the direct line and in the secondary line in the second degree. A member shall be obliged to notify the chairperson in advance of these facts.
- (2) The chairperson must be informed in advance of other circumstances that could affect the impartiality of a member of the Scientific Board. The chairperson of the Scientific Board either himself/herself gives consent for the person concerned to refrain from participating in the meeting, or he/she decides on this issue at a meeting of the Scientific Board.

Art. 13

Minutes from the meeting of the Scientific Board

- (1) Minutes shall be drawn up of each meeting of the Scientific Board, which shall contain the following details:
- a) date and place of the meeting,
 - b) list of present, excused, and unexcused absent members of the Scientific Board,
 - c) chairperson,
 - d) name and surname of the registrar,
 - e) discussed matters in the order in which they were discussed.
- (2) For each matter, the registrar shall state the meeting number, a brief description of the matter, the name and surname of the proposer or rapporteur, the verbatim text of the motion, adjournment, amendment and supplementary motions, the substantive record of the discussion on each motion and the result of voting. For written proposals, a link to the attached material shall be sufficient.
- (3) The registrar is a professional employee of the Office for Science, Art, Sport and Accreditation of the university, who shall sign the minutes and deliver it to the chairperson within five days after the meeting of the Scientific Board for approval and signature. The chairperson shall deliver the minutes to all its members no later than ten days after the meeting of the Scientific Board.

Art. 14

Written and electronic voting

- (1) Written and electronic voting can only be carried out if the proposal is formulated in such a way that the answer is clearly in the affirmative or in the negative. The result of written voting shall be then announced at the next meeting of the Scientific Board. The ballot paper shall replace the registration.
- (2) In the case of written and electronic voting, the consent of the majority of the members

of the Scientific Board shall be sufficient.

Art. 15

Costs of the activities of the Scientific Board

- (1) Travel expenses of the members of the Scientific Board who are not employees of the university shall be covered by the university from its budget.
- (2) Necessary costs for the activities of the Scientific Board shall be covered by the university from its budget.

Part four

Final provisions

Art. 16

- (1) The Rules of procedure were approved at the meeting of the Scientific Board on April 18, 2016 by resolution no. 3/3/2016.
- (2) The Rules of procedure of the Scientific Board of the University of Presov dated December 17, 2007 as amended by Supplement no. 1 of April 8, 2013.
- (3) These Rules of procedure become valid and effective on the day of approval.

In Presov, April 18, 2016

prof. PhDr. Peter Kónya, PhD.
Chairperson of the Scientific Board