



**RULES OF PROCEDURE OF THE ACADEMIC BOARD
UNIVERSITY OF SOCIAL AND ADMINISTRATIVE AFFAIRS**

Art. 1

Introductory provisions

1. The University of Social and Administrative Affairs (hereinafter referred to as the 'University') establishes its Academic Board in accordance with the provisions of Art. 1, Par. 9c) of its Statute. The activities of the Academic Board are governed by Art. 7 of the Statute of the University.
2. The Rules of Procedure of the Academic Board of the University of Social and Administrative Affairs is an internal rule of the University.
3. The Academic Board discusses and approves the matters entrusted to its competence by these Rules of Procedures.

Art. 2

Members

1. A member of the Academic Board may be a professor, associate professor or any other distinguished representative of the disciplines in which the University carries out its activities, or representatives of other significant scientific, research and other institutions and practitioners.
2. The Academic Board comprises the members of the University's academia and the members outside the academia who must constitute at least one third of the members.
3. A member of the Academic Board is appointed by the Rector of the University for an indefinite period.

Art. 3

Meetings of the Academic Board

1. The Academic Board of the University gathers at regular as well as unscheduled meetings.
2. The regular meetings of the Academic Board are usually held twice a year.
3. A regular meeting of the Academic Board is called by the Rector of the University, who also specifies the exact date of the meeting.



4. The members of the Academic Board are invited to the regular meeting of the Academic Board no later than 15 days before the meeting is held.
5. The invitation to the meeting of the Academic Board includes the date and place of the meeting, its agenda and, if need be, also the documents the content of which is to be discussed at the meeting.
6. An unscheduled meeting of the Academic Board is called at the request of at least one third of the members of the Academic Board, who make a written request to the Rector of the University. The members may also request to convene the meeting via an official letter, or they may address in writing the Rector of the University individually.
7. The members of the Academic Board who are requesting the convening of an unscheduled meeting of the Academic Board are obliged to state in their request the reason for the meeting as well as the proposed agenda.
8. The Rector of the University calls an unscheduled meeting of the Academic Board no later than within 30 days from the day on which the last request was delivered, which meets the required quorum for convening an unscheduled meeting of the Academic Board, as stipulated in Art. 3, Par. 6.
9. The invitation to an unscheduled meeting of the Academic Board includes the reason for convocation and the agenda, which was proposed by the members who requested the convocation of the unscheduled meeting.

Art. 4

Proceedings and decision-making of the Academic Board

1. The Academic Board has a quorum if at least one half of its members are present.
2. The meeting of the Academic Board is chaired by the Rector of the University or, in justified cases, by a person authorised by the Rector. After the meeting is initiated, the Chairman appoints the Keeper of Minutes.
3. After the meeting has been initiated, the members of the Academic Board discuss the individual items on the agenda, as it was approved in the initial voting based on the invitation and any potential additional proposals.
4. Every member of the Academic Board is entitled to ask questions, make comments, raise objections and propose amendments for voting. Every member of the Academic Board is also entitled to turn to the Rector of the University with questions.
5. The meeting of the Academic Board of the University is not public. Apart from the members of the Academic Board, guests invited by the Rector may attend the meeting.



6. The Keeper of Minutes and the Rector, or a person authorised by the Rector, sign the meeting minutes of both regular and unscheduled meetings of the Academic Board. The meeting minutes are then stored in the Rector's Office at the University.
7. The meeting minutes of the Academic Board are sent in writing to all members of the Academic Board within 15 days from the date on which the meeting was held.
8. The Academic Board takes decisions with an overall majority of all present members.
9. The working language is English. If the proceedings are held in Czech, appropriate interpreting for foreign members of the Academic Board must be ensured.
10. The Academic Board may also make decisions 'per rollam' – in writing without convening a meeting. When making a decision per rollam, the Rector sends the members of the Academic Board the material to be discussed by post, fax or email. The members of the Academic Board send their decisions to the Rector in due time. If a member of the Academic Board does not respond within the deadline, the decision per rollam becomes effective on the date of the last vote delivered, which gives consent of the overall majority of all members within the set period. At the next meeting of the Academic Board, the Rector is obliged to inform the Academic Board about all the decisions taken per rollam in the meantime between the meetings of the Academic Board.

Art. 5

Scope of competence of the Academic Board

1. The Academic Board decides on the matters entrusted to its competence in compliance with the provisions of this Rules of Procedures.
2. The scope of competence of the Academic Board particularly includes the following proceedings:
 - a) Strategic Plan for educational and creative activities of the University of Social and Administrative Affairs,
 - b) study programmes which are effectuated at the University,
 - c) matters entrusted to it by other internal rules of the University,
 - d) urgent matters related to educational and scientific activities of the University,
 - e) matters submitted by the Rector or the members of the Academic Board of the University.

Art. 6

Final Provisions

1. This Rules of Procedure of the Academic Board has been approved by the Board of Directors in accordance with the Statutes of the University of Social and Administrative Affairs.



2. This Rules of Procedure of the Academic Board supersedes the Rules of Procedure of the Academic Board of the University of Social and Administrative Affairs, Institute of Lifelong Learning in Havířov, registered by the Ministry of Education, Youth and Sports on 9 March 2010 under ref. 6 458/2010-30.

3. In compliance with Art. 36, Par. 4 and Art. 41, Par. 2 of the Higher Education Act, this Rules of Procedure of the Academic Board comes into force and effect on the day of registration by the Ministry of Education, Youth and Sports.

On behalf of the Board of Directors on 21 August 2017

Ing. Linda Foltýnová