

RULES OF PROCEDURE OF THE SCIENTIFIC BOARD

of the PRIGO University



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Part One
Introductory provisions

Article 1

1. The PRIGO University (hereinafter referred to as the "University") establishes, in accordance with the provisions of Article 4 of the Statute of the PRIGO University the Scientific Board. The Scientific Board shall be governed by Article 7 of the Statute of the PRIGO University.
2. The Rules of Procedure of the Scientific Board of the PRIGO University is an internal regulation of the university.
3. The Scientific Board shall discuss and approve the matters entrusted to it by these Rules of Procedure.

Article 2

Members

1. The Rector or a person appointed by the Rector from among the members of the Scientific Board is the Chairperson of the Scientific Board.
2. A professor, associate professor, or other distinguished representative of the fields in which the university carries out its activities, representatives of other important scientific, research and other institutions, or representatives from practice may become a member of the Scientific Board of the university.
3. The Scientific Board is composed of members of the academic community of the university and persons from outside the academic community, of whom at least one third must be members.
4. A member of the Scientific Board is appointed by the Rector of the University for an indefinite term.

Article 3

Meeting of the Scientific Board

1. The Scientific Board of the university meets in ordinary and extraordinary sessions.
2. Ordinary meetings of the Scientific Board are usually held twice a year.
3. Ordinary meetings of the Scientific Board shall be convened by the Chairperson of the Scientific Board,

who shall also set the exact date of the meeting.

4. Members of the Scientific Board are invited to the regular meeting of the Scientific Board at least 15 days before the date of the meeting.
5. The invitation to the meeting of the Scientific Board shall include the date and place of the meeting, the agenda and, where appropriate, the documents whose content is to be discussed at the meeting of the Scientific Board.
6. An extraordinary meeting of the Scientific Board is convened at the request of at least one third of the members of the Scientific Board who request the convening of the meeting in writing to the Chairperson of the Scientific Board. The members may either request the meeting by a joint letter or they may address the Chairperson of the Scientific Board in writing individually.
7. In the case of a request to convene an extraordinary meeting of the Scientific Board, the members of the Scientific Board who request it are obliged to state in the request the reason for convening the meeting and the proposed agenda.
8. The Chairperson of the Scientific Board shall convene an extraordinary meeting of the Scientific Board within 30 days of the receipt of the last request for such a meeting, which achieves the required quorum for convening an extraordinary meeting of the Scientific Board as set out in Article 3, paragraph 6.
9. The invitation to an extraordinary meeting of the Scientific Board shall state the reason for convening the meeting and the agenda as proposed by the members who requested the convening of the extraordinary Scientific Board.

Article 4

Conduct of meetings and decision-making of the Scientific Board

1. A quorum of the Scientific Board shall be present in the presence of at least one half of all members of the Scientific Board.
2. Meetings of the Scientific Board shall be chaired by the Chairperson of the Scientific Board or, in justified cases, by a person authorised by him/her; after the meeting has commenced, he/she shall appoint a recorder.
3. The members of the Scientific Board, after the opening, discuss the agenda items as approved in the initial vote on the basis of the invitation and any additional proposals.

4. Any member of the Scientific Board is entitled to ask questions, make comments, object to proposals or propose amendments to the vote. Any member of the Scientific Board is also entitled to address questions to the Chairperson of the Scientific Board.
5. Meetings of the Scientific Board of the University are closed to the public. Apart from the members of the Scientific Board, guests invited by the Chairperson of the Scientific Board may attend the meeting.
6. The minutes of ordinary and extraordinary meetings of the Scientific Board are taken and signed by the Chairperson of the Scientific Board, or a person authorised by him, and the recorder. The minutes are subsequently stored at the Rector's Office of the University and in electronic form in the University's information system.
7. The minutes of the Scientific Board meeting are sent in written form to all members of the Scientific Board within 15 days of the meeting.
8. The Scientific Board adopts decisions by an absolute majority of all members present.
9. The language of the meeting shall be English. In case the meeting is held in Czech language, appropriate interpretation for foreign members of the Scientific Board must be provided.
10. The Scientific Board may also take decisions by per rollam. In the case of a per rollam decision, the Chairperson of the Scientific Board shall send the material to be discussed to the members of the Scientific Board by post or e-mail. The member of the Scientific Board shall send his/her decision to the Chairperson of the Scientific Board within a specified time limit. If a member of the Scientific Board fails to reply within the time limit, the per rollam decision shall be effective on the date of receipt of the last vote by which a majority of all members have agreed within the time limit. At the next meeting of the Scientific Board, the Chairperson of the Scientific Board shall inform the Scientific Board of all per rollam decisions taken between meetings of the Scientific Board.

Article 5

Competence of the Scientific Board

1. The Scientific Board shall decide in accordance with the provisions of these Rules of Procedure on matters within its competence.
2. The competence of the Scientific Board includes in particular the discussion of:
 - a) Strategic plan of educational and creative activities of the PRIGO University,

- b) study programmes that are implemented at the university,
- c) applications for accreditation of study programmes,
- d) matters entrusted to it by other internal regulations of the university,
- e) urgent questions concerning the educational and scientific activities of the university,
- f) questions submitted by the Chairperson or members of the Scientific Board of the university.

Article 6

Final provisions

1. These Rules of Procedure of the Scientific Board established in accordance with the Statute of the PRIGO University were approved by the Board of Trustees on 31 May 2019.
2. The Rules of Procedure of the Academic Board of the University of Social and Administrative Affairs of 10 November 2017 under No. MSMT-21550/2017-5 are hereby repealed.
3. Pursuant to Sections 36(4) and 41(2) of the Higher Education Act, these Rules of Procedure of the Scientific Board shall come into force on the date of registration by the Ministry of Education, Youth and Sports and shall come into force on the day following the date of registration.

For the Board of Trustees on 31 May 2019

JUDr. Pavel PETR, Ph.D., LL.M.