

**CHARLES UNIVERSITY  
FACULTY OF MEDICINE IN HRADEC KRALOVE**

**CODE OF PROCEDURE FOR THE RESEARCH BOARD  
OF THE FACULTY OF MEDICINE IN HRADEC KRALOVE**

*Under section 27 (1) (b) and section 33 (2) (d) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act) as amended (“the Higher Education Act”),  
the Academic Senate of the Faculty of Medicine in Hradec Kralove  
has adopted this Code of Procedure for the Research Board of the Faculty of Medicine in Hradec Kralove as the internal regulation:*

**Article 1  
Introductory Provisions**

1. The Research Board of the Faculty of Medicine in Hradec Kralove (“the Research Board”) is a self-governing representative body of the Faculty of Medicine in Hradec Kralove (“the Faculty”) within the meaning of section 25 (1) (c) of the Higher Education Act.
2. In addition to the activities listed in section 30 of the Higher Education Act, the Research Board expresses its opinion on matters submitted by the Dean, Vice-Dean, Academic Senate of the Faculty of Medicine in Hradec Kralove (“the Academic Senate”), matters stipulated in an internal regulation of Charles University (“the University”) or matters on which the Research Board itself adopts a resolution.
3. The Research Board meetings follow this Code of Procedure for the Research Board of the Faculty of Medicine in Hradec Kralove.
4. The Dean’s Office arranges the material and administrative aspects of the activities of the Research Board.

**Article 2  
Composition**

1. The chairperson of the Research Board is the Dean.

2. The Research Board members are appointed and removed from office by the Dean after receiving previous consent of the Academic Senate.
3. The members of the Research Board are in particular outstanding representatives of subject areas in which the Faculty develops educational and creative activities. When appointing the Research Board members the Dean, among others, ensures that the main branches of science and areas of study pursued at the Faculty are represented.
4. No less than one third of the Research Board members are persons other than the members of the academic community of the University.
5. The Dean may appoint a distinguished scholar who has significantly contributed to the prestige of the Faculty as an honorary member of the Research Board without a right to vote. Before appointing honorary members of the Research Board, the Dean requests an opinion of the Academic Senate.
6. The members of the Research Board may not be represented on the Board by someone else.
7. All the members of the Research Board with the right to vote are obliged to participate in its meetings.
8. The composition of the Research Board, its term of office, and termination of membership are regulated in the Constitution of the Faculty of Medicine in Hradec Kralove.
9. The Research Board may, upon a proposal from the Dean, establish a commission of the Research Board ("commission"). Commissions are advisory bodies of the Research Board and may be permanent or temporary. The composition of a commission is approved by the Research Board, upon a proposal from the Dean.

### **Article 3 Course of Meeting**

1. The meetings of the Research Board are convened by the Dean at least five times per academic year. The schedule of meetings is published with reasonable advance in the publicly accessible section of the Faculty website. The Dean is required to convene a meeting of the Research Board if at least one third of the members of the Research Board request it.
2. A meeting of the Research Board may also be convened and chaired by a Vice-Dean authorised by the Dean.
3. The agenda for the Research Board meeting is set out by the Dean taking into account the proposals of the Research Board and other bodies of the Faculty. For each meeting, an invitation and the relevant documents will be sent electronically to the members of the Research Board no later than five calendar days in advance. In exceptional and justified cases, particularly due to time constraints or in matters of urgency, the relevant documents may be distributed in printed form later or distributed during the opening of the meeting.
4. The following persons may speak at a meeting of the Research Board: a member of the Research Board, a Vice-Dean, a member of the Board of the Academic Senate, and an

honorary member of the Research Board. Other persons, guests, or invited experts may speak at the meeting only if the Research Board agrees thereto.

5. The Research Board may request the opinion of any other body of the Faculty. The Research Board has the right to familiarize itself with the conclusions of meetings of other bodies of the Faculty.
6. Meetings of the Research Board are open, unless stipulated otherwise herein. The Research Board may decide to hold the whole meeting or a part thereof as a closed meeting if the openness of the meeting could jeopardise the personality rights of an individual, or an important interest of the University or the Faculty; in that case the Research Board will determine who may participate in the closed meeting. Any member of the Research Board may propose to hold the whole meeting or a part thereof as a closed meeting.
7. Two scrutineers are elected at the beginning of the meeting from among the members of the Research Board to carry out, control, and ascertain the results of vote.
8. During the Research Board meeting a document containing the resolutions adopted is created and minutes of the meeting are taken. The minutes are subject to approval by the Research Board at its next meeting and they are authenticated by the Dean.
9. A sound recording of the meeting of the Research Board may be made.

#### **Article 4 Resolutions**

1. The decisions of the Research Board have the form of resolutions.
2. Individual items on the agenda and the final wording of the resolutions are put to a vote. The vote is public. In cases stipulated by the law or by an internal regulation, or where agreed by the Research Board, the Research Board votes by secret ballot.
3. The Research Board is quorate if an absolute majority of its members are present. If the Research Board is not quorate, the Dean cancels the meeting of the Research Board and sets a new meeting date. Unless otherwise provided in the law (section 72 (10), section 74 (6) of the Higher Education Act), a resolution is passed if an absolute majority of the persons present voted in its favour.
4. The document containing the resolutions adopted by the Research Board is published in the publicly accessible section of the Faculty website.

#### **Article 5 Voting Outside the Meeting**

1. In matters of urgency or matters for the consideration of which it is not possible or effective to convene a meeting of the Research Board, the Dean may decide to vote outside the meeting of the Research Board (“remote voting”).
2. The remote voting is carried out in either electronic or printed form.
3. One motion may be put to a remote vote only once.

4. Remote voting is not admissible in decisions within the procedure for granting Associate Professorship and Full Professorship and in other matters which must be decided by secret ballot.
5. The announcement of the voting, the relevant background documents, the text of the motion, and a voting form are sent to all members of the Research Board.
6. Members of the Research Board express their opinion on the motions sent to them by a vote within the time limit set, which is no fewer than five days after the despatch. Depending on the manner of voting chosen, the member sends the Dean the completed voting form which contains the name and surname of the voter and his vote (yes/no/abstain), otherwise it is invalid. If the completed voting form is not delivered within the time limit, the Research Board member is presumed to have abstained.
7. A member of the Research Board may, within the time limit and in the same form, refuse remote voting.
8. A motion is considered to be approved if an absolute majority of all members voted in its favour; this does not apply if no less than one third of all the members refused to vote on the motion through remote voting. However, the Dean may, of his own initiative or upon the request of a member of the Research Board, suspend the course of voting on the motion and decide that it will be considered at the next meeting of the Research Board.
9. The Dean informs the Research Board of the result of voting at its next meeting. The minutes of the remote voting forms part of the minutes of the next meeting of the Research Board and is approved at the same time as the minutes of the meeting. The minutes of the remote vote include a list of names of the members of the Research Board and how each of them voted.

## **Article 6**

### **Procedure for the Granting of Associate Professorship and Full Professorship**

1. The Dean invites to the relevant meeting of the Research Board the candidate for Associate Professorship or Full Professorship. The proposal will not be considered unless the candidate invited participates in the meeting.
2. The Dean invites to the relevant meeting of the Research Board also the reviewers, the chairperson, and the members of the Associate Professorship Commission or the chairperson and the members of the Full Professorship Commission. The proposal will not be considered unless the chairperson invited or a member of the commission authorised by him and two reviewers participate in the meeting.
3. The meeting of the Research Board is closed for the period of voting and debate of the proposal for granting Associate Professorship or Full Professorship, if any.
4. The voting concerning the procedure for granting Associate Professorship or Full Professorship is by secret ballot.
5. If less than two thirds of all members of the Research Board are present in the procedure for granting Associate Professorship or Full Professorship, the Dean informs the candidate of this fact. The candidate for granting Associate Professorship or Full

Professorship invited is entitled to request that the consideration of the matter be postponed.

6. The resolution is adopted if a majority of all members of the Research Board votes in favour.

### **Article 7**

#### **Procedure in Accreditation Matters**

The Dean invites to the meeting concerning procedure under the Accreditation Code of Charles University the persons empowered to provide a detailed explanation about the proposal for filing the application for accreditation. These persons answer the questions of members and have the right to speak in the debate.

### **Article 8**

#### **Final Provisions**

1. The Code of Procedure for the Research Board of the Faculty of Medicine in Hradec Kralove approved by the Academic Senate of Charles University on 10 October 2008 is hereby repealed.
2. This Code was approved by the Academic Senate of the Faculty of Medicine in Hradec Kralove on 29 May 2017.
3. This Code was approved by the Academic Senate of Charles University on 2 June 2017.
4. This Code comes into force on the date of approval by the Academic Senate of Charles University and becomes effective on the first day of the calendar month following the date of coming into force.

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