

CODE OF PROCEDURE OF THE RESEARCH BOARD OF THE FACULTY OF PHYSICAL EDUCATION AND SPORT OF CHARLES UNIVERSITY

Under section 27 (1)(c) and section 33 (2)(c) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (Higher Education Act), as amended, the Academic Senate of the Faculty of Physical Education and Sport of Charles University has adopted this Code of Procedure for the Research Board of the Faculty of Physical Education and Sport of Charles University as its internal regulation.

Article 1 Introductory Provisions

The Research Board of the Faculty of Physical Education and Sport of Charles University (“Research Board”) is a self-governing academic body of the Faculty of Physical Education and Sport of Charles University (“Faculty”) within the meaning of sections 29 and 30 of Act No. 111/1998 Sb., to regulate higher education institutions, as amended (“Higher Education Act”).

Article 2 Powers

The Research Board of the Faculty:¹

- a) Discusses the Strategic Plan of educational and scholarly, research, development, artistic, and other creative activities of the Faculty drafted based on the Strategic Plan of Charles University (“University”) as well as the annual plans to implement the Strategic Plan of the Faculty;
- b) Approves the programmes of study which are to be offered by the Faculty;
- c) Proposes to the Rector the intention to submit an application for accreditation, extension of the scope of accreditation, or extension of the period of accreditation of programmes of study offered at the Faculty;
- d) Proposes to the Rector the intention to submit an application for the accreditation of the associate professorship procedure (“habilitation”) and the procedure for the appointment of full professorship for procedures at the Faculty;
- e) Performs its powers in the associate professorship procedure and the procedure for the appointment of full professorship in the scope stipulated by the Higher Education Act;
- f) Expresses its opinion on other matters proposed by the Dean.

¹ Section 30 of the Higher Education Act.

Article 3

Composition of the Research Board of the Faculty

1. The chair of the Research Board of the Faculty is the Dean, who appoints and removes from office the other members of the Research Board after prior approval by the Academic Senate of the Faculty.
2. Members of the Research Board of the Faculty are the leading representatives of the academic fields in which the Faculty carries out its educational, scholarly, research, development, innovative, artistic, and other creative activities (“creative activities”). At least one third of the members consist of persons other than members of the academic community of the University.
3. The Dean may appoint a prominent scholar who has significantly contributed to the work of the Faculty as an honourable member of the Research Board without the right to vote.
4. Membership in the Research Board terminates in the following cases:
 - a) upon the expiry of the term of office;
 - b) on the date indicated in the notice of resignation from office delivered to the Dean;
 - c) on the date of removal from office by the Dean after prior approval by the Senate.

Article 4

Sessions and the Organisation of Meetings

1. The schedule of sessions of the Research Board of the Faculty for an academic year is set out by the Dean.
2. The sessions of the Research Board are usually convened by the Dean three times in a semester. A session of the Research Board of the Faculty may, in addition to the Dean, also be convened by a Vice-Dean authorised by the Dean.
3. A Dean must convene an extraordinary session of the Research Board of the Faculty if requested by at least one third of the members of the Research Board of the Faculty. For each session, an invitation in writing, with an agenda and the relevant documents for individual items on the agenda, is sent in electronic form to the members of the Research Board of the Faculty no later than five days in advance. In exceptional cases, particularly due to time constraints or in matters of urgency, the relevant documents may, upon the Dean’s decision, be delivered later or distributed during the opening of the meeting.
4. The resolutions adopted by the Research Board of the Faculty are published, without delay, in the publicly accessible section of the Faculty’s website. The meetings of the Research Board of the Faculty are chaired by the Dean or a Vice-Dean authorised by the Dean.
5. The following persons may take the floor with their statement at a meeting of the Research Board of the Faculty: a member, Vice-Dean, President of the Academic

Senate of the Faculty, and an honourable member of the Research Board of the Faculty. Other persons may take the floor only if the Research Board of the Faculty agrees to it.

6. The meetings of the Research Board are usually public. Upon a proposal by the Dean, the Research Board of the Faculty may decide to hold the entire meeting or a part thereof as a closed meeting.
7. The materials and organisational issues for the sessions of the Research Board are arranged for by the Dean's Office.

Article 4a

Hybrid or Remote Sessions of the Research Board

1. Sessions of the Research Board may be held in hybrid or remote form in the following cases:
 - a) It follows from another legal regulation or a directive based on a legal regulation that the Research Board may hold its session in remote form;
 - b) It follows from an internal regulation of the University or a state declared based on an internal regulation that the Research Board may hold its session in remote form;
 - c) The Research Board agrees on it due to special justifiable reasons at its session or by a vote outside the session of the Research Board ("remote voting").
2. Members of the Research Board are informed in electronic form of the fact that the session is held in hybrid or remote form no later than three days before the session.
3. Details regarding hybrid and remote sessions of the Research Board are provided in a Dean's directive.

Article 4b

Sessions and Voting of Associate Professorship Commissions and Commissions in Procedures for the Appointment of Full Professorship

1. Associate professorship commissions and commissions in procedures for the appointment of full professorship may hold their sessions in hybrid or remote form.
2. Associate professorship commissions and commissions in procedures for the appointment of full professorship may vote in electronic form provided that this form allows a secret ballot.
3. Details regarding hybrid and remote sessions and electronic voting of the associate professorship commissions and commissions in procedures for the appointment of full professorship are provided in a Dean's directive.

Article 5 Resolutions

1. The Research Board of the Faculty decides in the form of a resolution.
2. The Research Board of the Faculty has a quorum if an absolute majority of all its members is present.
3. A resolution is adopted where an absolute majority of the members of the Research Board of the Faculty vote in favour of the resolution. The vote may be public, or take the form of a secret ballot. The Research Board of the Faculty votes by secret ballot, in particular, if the vote concerns a specific person or the Research Board of the Faculty agrees on it.

Article 6 Remote Meetings and Resolutions

1. In the case of urgent matters or proposals for which it is not possible or appropriate to convene a session of the Research Board, the Dean may declare that the vote be held outside the session of the Research Board of the Faculty. Remote voting is not allowed in the case of nominations for full professorship, proposals to appoint an extraordinary professor, nominations for associate professorship, and proposals to grant the degree of honorary doctor.
2. The notice of the voting, the text of the proposal, and a ballot paper is sent to members via closed electronic conference. The notice sets out the time limit for voting which is no fewer than three working days.
3. Members send the completed ballot paper, including their name and their vote, that is, approval, disapproval, or abstention, using the same means of communication, in the time limit under paragraph 5, otherwise their vote is invalid. Members may refuse remote voting in the form and the time limit under the previous sentence.
4. A proposal is considered to be approved if an absolute majority of all members voted in its favour unless at least one third of all members refused to vote on the proposal by remote voting.
5. The record of remote voting is included in the minutes of the next session of the Research Board.
6. In the case of resolutions concerning matters under section 72 (10) and (11) and section 74 (6) of the Higher Education Act, approval by a majority of all members of the Research Board is required. In these cases, the vote takes the form of a secret ballot.

Article 7
Final Provisions

1. This amendment to the Code of Procedure was approved by the Academic Senate of the Faculty of Physical Education and Sport of Charles University on 16 March 2021.
2. This amendment enters into force on the date of its approval by the Academic Senate of Charles University.²
3. This amendment becomes effective on the day following the date of coming into force.

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² The Academic Senate of Charles University approved this amendment on 28 May 2021.