



**The Rules of Procedure
of the Scientific Board of the Faculty of Science of P. J.
Šafárik University in Košice for the term of office
2023 - 2027**



Proposal for a decision

The Scientific Board of the Faculty of Science of P. J. Šafárik University in **Košice** *approves the Rules of Procedure of the Scientific Board of the Faculty of Science of P. J. Šafárik University in Košice* for the term of office 2023 - 2027.

MATERIAL FOR DISCUSSION

of the Scientific Board of the Faculty of Science of P. J. Šafárik University on 15.11.2023

Submitted by

Assoc. Prof. RNDr. Roman Soták, PhD., Dean

The Rules of Procedure of the Scientific Board of the Faculty of Science of P. J. Šafárik University in Košice (hereinafter referred to as the "Rules of Procedure") have been issued in accordance with Section 22 par. 10 and 11 of Act No.131/2002 Coll. On Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "Act of HE") and in accordance with Article 33 of [the Statute of Pavol Jozef Šafárik University in Košice](#) and Article 17 of [the Statute of the Faculty of Science of Pavol Jozef Šafárik University in Košice](#).

Article 1 **Introductory provisions**

1. The Rules of Procedure regulate the scope, organisation and method of proceedings of the Scientific Board of the Faculty of Science of the Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "Scientific Board").
2. The Rules of Procedure are the internal regulations of the Faculty of Science of Pavol Jozef Šafárik University in Košice (hereinafter referred to as "Faculty").

Article 2 **Competence of the Scientific Board**

1. In accordance with Article 18 [of the Statute of the Faculty of Science of Pavol Jozef Šafárik University in Košice](#), the Scientific Board in particular:
 - a) expresses its opinion on the proposal of the Dean on the draft long-term plan of the Faculty and on the draft of its update, especially in terms of its assessment in relation to the long-term plan of Pavol Jozef Šafárik University in Košice (hereinafter referred to as "the University"),
 - b) evaluates at least once a year the level of the faculty in educational and scientific research activities,
 - c) approves other experts who have the right to examine at state examinations for study programmes carried out at the faculty pursuant to § 63 par. 3 of Act of HE;
 - d) approves supervisors for doctoral studies according to § 54 par. 4 of Act of HE,
 - e) discusses proposals for the award of the title "Associate Professor" and decides on their outcome,
 - f) discusses and submits proposals for the appointment of professors to the Scientific Board of the University,
 - g) discusses and submits to the Scientific Board of the University the general criteria for filling the posts of professors and associate professors at the Faculty,
 - h) discusses and submits to the Scientific Board of the University the specific conditions of the selection procedure for filling the posts of professors at the faculty,
 - i) approves the Rules of Procedure of the Faculty Scientific Board,
 - j) performs other tasks explicitly determined by the Statute of the University, the Statute of the Faculty or Act of HE

2. The Scientific Board discusses also other issues submitted by its chairman, in particular:
 - a) discusses and proposes to the Scientific Board of P. J. Šafárik University the award of the title "doctor honoris causa" (abbreviated as "Dr.h.c."),

- b) discusses and proposes to the Scientific Board of the University the award of the honorary title of "Professor Emeritus",
- c) discusses and submits to the Scientific Board of the University the Dean's proposals for filling the positions of visiting professors.

Article 3

Composition of the Scientific Board

1. The number of members of the Scientific Board is determined by the Dean in the proposal for the appointment of members of the Scientific Board submitted to the Academic Senate of the Faculty.
2. Members of the Scientific Board are appointed and dismissed by the Dean of the Faculty after approval by the Academic Senate of the Faculty. The term of office of the members of the Scientific Board is usually four years. The exact definition of the term of office is a part of the appointment decree.
3. The chairman of the Scientific Board is the Dean of the Faculty. Other conditions for membership in the Scientific Board and the structure of the Scientific Board are regulated by paragraphs 2, 3 and 4 of Article 17 of [the Statute of the Faculty of Science of Pavol Jozef Šafárik University in Košice](#).
4. The members of the Scientific Board are usually, by virtue of their position, vice-deans fulfilling the conditions specified in paragraph 2 of Article 17 of [the Statute of the Faculty of Science of Pavol Jozef Šafárik University in Košice](#).
5. The chairman, with the approval of the Scientific Board, shall appoint a vice-chairman, usually one of the vice-deans of the Faculty, from among the members of the Scientific Board.
6. The Scientific Board may request the opinion of the faculty's academic self-government body, a senior member of the faculty, a faculty department or any other member of the faculty's academic community on the issue under discussion; these entities are obliged to provide an opinion upon request. The Scientific Board may also request the opinion of a person who is not a member of the academic community of the Faculty on the issue under discussion.
7. Membership in the Faculty's Scientific Board expires:
 - a) on expiry of the term of office specified in the letter of appointment,
 - b) in the case of deans and vice-deans, by premature termination of their academic functions,
 - c) on the date of receipt of a written declaration by a member of the Scientific Board to its chairman of his/her resignation from membership of the Scientific Board,
 - d) in case of the members of the academic community of the University on the date of termination of employment with P. J. Šafárik University,
 - e) termination of membership with the consent of the Academic Senate of the Faculty on the basis of a proposal of the Dean of the Faculty after a previous interruption of more than 6 months (Article 17, paragraph 4 of [the Statute of the Faculty of Science of Pavol Jozef Šafárik University in Košice](#)),

f) by the death of a member of the Scientific Board.

Article 4
Meetings of the Scientific Board

1. The meetings of the Scientific Board shall be convened by its chairman, as a rule four times per academic year on the basis of the schedule of meetings of the Scientific Board.
2. Meetings of the Scientific Board shall be held in attendance, by teleconference or in combined form. In the case of teleconference and combined forms, the invitation shall include the information on the method of teleconference connection.
3. The meetings of the Scientific Board shall be chaired by its chairman. In the absence of the chairman, the vice-chairman shall chair the meeting.
4. Meetings of the Scientific Board shall be open to the public. In the case of discussions on personnel matters, the chairman shall ask the person concerned present to leave the meeting for the time necessary to ensure the utmost objectivity and openness of the meeting of the Scientific Board.
5. A quorum of the Scientific Board shall be present if an absolute majority of the members of the Scientific Board is present.
6. If for serious reasons a member of the Scientific Board is unable to attend a meeting, he/she must apologise to the chairman in time.
7. The program of the meeting of the Scientific Board shall be approved by the Scientific Board on the basis of a proposal of its chairman by an absolute majority of the members present.
8. The members of the Scientific Board express their opinions, comments, suggestions and recommendations on the issues under discussion in the framework of the discussion on the individual agenda items. Both present and absent members of the Scientific Board may also submit their opinions, suggestions and recommendations to the Scientific Board in writing. Each member of the Scientific Board shall have the right to have his/her opinion, proposal or recommendation recorded in the minutes of the meeting of the Scientific Board. Voting at meetings of the Scientific Board shall be open or secret.
9. A valid resolution of the Scientific Board shall require the consent of an absolute majority of the members of the Scientific Board present, with the exception of the proposals for which a secret voting is provided for under a) to d) of the paragraph 10.
10. A secret voting shall be held on the following matters:
 - a) deciding on the award/non-award of the title of associate professor,
 - b) deciding on the approval / disapproval of a proposal for appointment as a professor,
 - c) vote on the submission of a proposal for the position of "visiting professor" to the University's Scientific Board,
 - d) vote on the submission of a proposal for the [award of the honorary title of "Professor Emeritus"](#) to the University's Scientific Board.
11. A secret voting shall also be held if a member of the Scientific Board so requests and his/her proposal is approved by a supermajority of the members of the Scientific Board present by public vote.
12. A proposal under paragraph 10, in a) to d), shall be approved if it receives the affirmative vote of an

absolute majority of all members of the Scientific Board.

13. A proposal under paragraph 11 shall be approved if it receives the affirmative vote of a supermajority of the members of the Scientific Board present.
14. A member of the Scientific Board shall be excluded from voting under paragraph 10 on matters directly affecting his or her person. In such a case, the basis for calculating the necessary quorum shall be reduced by 1.
15. In the case of non-approval of the proposal for the award of the title of Associate Professor and non-approval of the proposal for appointment as Professor due to failure to meet the criteria, the proposal may be resubmitted to the Scientific Board in 1 year at the earliest.
16. In urgent cases, the chairman of the Scientific Board may summon an extraordinary meeting of the Scientific Board. The chairman of the Scientific Board shall also summon an extraordinary meeting if one third of the members of the Scientific Board so request in writing, giving reasons for the subject of the meeting. An extraordinary meeting shall be convened by the chairman within 10 days of receipt of the request.
17. In cases of extreme urgency or matters of special consideration, in particular the approval of nominations for membership of various commissions, bodies and institutions, where it is not possible to organise an extraordinary meeting of the Scientific Board in terms of time, or where it is not economically efficient to hold such a meeting, a vote by roll-call may be taken. Such a vote may additionally be held exceptionally if it has not been possible to vote on a given proposal at an ordinary meeting of the Scientific Board because the Scientific Board did not have a quorum.
18. Voting shall be carried out electronically by e-mail, so that a member of the Scientific Board sends his/her opinion on the submitted proposal in accordance with the voting instructions by the specified deadline. In the case of a per roll-call vote, the chairman shall choose a way that can ensure adequate transparency of the vote. In exceptional cases, voting may also be by written vote by post, courier, etc.
19. Per rollam voting may also be carried out in the case of a secret voting. In this case, a software system must be used which guarantees the principles of direct, equal and secret voting.

Article 5

Organisational support for the activities of the Scientific Board

1. The chairman appoints a secretary to ensure the organisational and administrative work related to the activities of the Scientific Board, usually from among the staff of the professional and administration of the Dean's Office.
2. The Secretary of the Scientific Board shall in particular:
 - a) the preparation and distribution of invitations to the meeting,
 - b) distribution of documents for the Scientific Board meetings,
 - c) organizational support for the Scientific Board voting,
 - d) maintaining the archives of the Scientific Board.

3. In case of the need to provide a teleconference transmission of a meeting of the Scientific Board, the ad hoc chairman shall also designate a Technical Secretary of the Scientific Board, who shall be responsible for the technical aspects of the implementation of the meeting.
4. The Scientific Board discusses individual agenda items on the basis of background materials, which are made available to the members of the Scientific Board in an agreed form in electronic form at least 6 days before the date of its meeting.
5. Minutes shall be taken of the proceedings and results of the Scientific Board. The minutes shall be drawn up by the Secretary of the Scientific Board and signed by the Chairman. The minutes shall be made available to the members of the Scientific Board within 15 days of the meeting in the University's document repository. The minutes must include:
 - a) the date of the event,
 - b) a list of present, excused and unexcused absent members of the Scientific Board and guests,
 - c) the agenda,
 - d) a brief description of the content of the meeting, broken down by agenda item, the relevant resolutions of the Scientific Board with the result of the vote,
 - e) the name and surname of the recorder.
6. Checking the implementation of the resolutions or tasks arising from the meetings of the Scientific Board is usually carried out by the Chairman at the beginning of the vote.

Article 6
Cost of the Scientific Board's activities

1. Members of the Scientific Board are entitled to reimbursement of expenses related to their membership of the Scientific Board and participation in its meetings. They shall submit a request for reimbursement to the Dean of the Faculty.
2. The costs of the activities of the Scientific Board are covered by the Faculty from its budget.

Article 7
Final provisions

1. The Rules of Procedure shall be binding on all members of the Scientific Board. It may be amended or supplemented at the initiative of the members of the Scientific Board.
2. These Rules of Procedure were approved by the Scientific Board on 15.11.2023.
3. The Rules of Procedure shall enter into force and effect on the date of their signing by the Dean of the Faculty.

In Košice on 15.11.2023

Assoc. prof. RNDr. Roman Soták, PhD.
dean of the Faculty of Science
P. J. Šafárik University in Košice