

Internal Regulations of the Faculty of Textile Engineering of the Technical University of Liberec				
Title:	Rules of Procedure of the Scientific Board of the Faculty of Textile Engineering of the Technical University of Liberec			
	Name:	Position:	Date:	Signature:
Guarantor:	Ing. Jana Drašarová, Ph.D.	Dean	3/3/2017	
Legal check:	Mgr. Michal Prokop	Lawyer	27/2/2017	
Approved by:	Ing. Jana Drašarová, Ph.D.	Dean	3/3/2017	
Approved by AS FT TUL:	Ing. Renáta Nemčoková	Chair	3/3/2017	
Approved by AS TUL:	Ing. Olga Malíková, Ph.D.	Chair	4/4/2017	
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Article 1

Fundamental Provisions

1. Members of the Scientific Board of the Faculty of Textile Engineering of the Technical University of Liberec (hereinafter referred to as "SB FT TUL") are appointed and dismissed by the Dean. For their appointment and the Board's competence, Sections 29 and 30 of the Act No.111/1998 Coll., On Higher Education Institutions (hereinafter referred to as the "Higher Education Act ") apply.
2. The term of office of a member of the Scientific Board begins on the date of appointment and ends on the date on which the Dean's term expires.
- 3.

Article 2

Meetings of the SB FT TUL

1. Meetings of the SB FT TUL are convened by the Dean as needed, but at least twice a year. The Dean is obliged to convene the meeting of the SB FT TUL shall at least one third of the members of the SB FT TUL request so in writing.
2. The agenda of the SB FT TUL meeting is determined by the Dean. This agenda shall be received in writing by each member of the SB FT TUL at least two weeks before the day of the meeting. The material accompanying the agenda shall be distributed by the Dean's office at least one week prior to the meeting. Each member of the SB FT TUL has the right to request, in writing and in advance, the agenda to be extended. In justified cases, they can do so at the opening of the meeting orally at the latest. The agenda must be approved before the beginning of the negotiations.
3. Meetings of the SB FT TUL are chaired by the Dean, in the case of his/her absence by another member of the SB FT TUL authorised by the Dean.
4. The Scientific Board's meetings take the form of:
 - a) meetings with the direct participation of its members,
 - b) controlled communication with all members in writing via e-mail ("per rollam").
5. Major decisions are passed by the SB FT TUL by way of a resolution. Passing a motion for a resolution shall be put to vote. The SB FT TUL has a quorum if a majority of all SB FT TUL members are present. For a resolution to be valid, a majority of the votes of the present members of the SB FT TUL is required. In the case of habilitation procedure and procedure for the appointment of a professor, it shall be proceeded in accordance with Sections 72 and 74 of the Higher Education Act.



6. Shall the SB FT TUL not have a quorum, the Dean shall set a new date of the meeting, with the consent of the members present.
7. The majority of the votes of the total membership of the SB FT TUL is necessary when discussing strategic plans of the Faculty development, approving research plans and their components, the approval of drafts of study programmes to be carried out at the Faculty, for accreditations and the approval of resolutions.
8. Voting may be secret or public. If a resolution on personnel matters is to be passed, it must be done by secret ballot. For a secret ballot, the SB FT TUL will elect two members in advance who shall evaluate the cast votes and report on the result directly in the meeting room. Secret ballot may be adopted for other issues if proposed by one of the members of the SB present and voted for by a majority of the members present.
9. In urgent matters, the Dean has the right to ask the members of the Scientific Board for a written opinion on matters where there is a risk of delay – by way of per rollam negotiations. The Dean may also submit a motion to vote on by way of per rollam voting to the members of the Scientific Board if it concerns a resolution that shall be adopted outside the meeting. The time limit within which members must express their agreement or disagreement with the matter must be indicated. If one of the members does not express their opinion within the set time limit, it shall be assumed that they do not agree with the proposal. The per rollam method cannot be used in cases where the resolution is to be adopted by secret ballot. The Scientific Board shall be informed about the outcome of this vote at its next meeting.
10. The Dean may also invite other persons to the meeting of the SB FT TUL. The persons invited have an advisory voice.
11. The administrative work concerning the SB FT TUL is carried out by the Secretary of the Faculty. The SB FT TUL's meetings are attended by the Secretary of the Faculty who is the minutes keeper. The minutes of each meeting of the SB FT TUL shall be circulated by the Secretary to all members within one week of the session at the latest. Comments on the minutes may be filed by the members of the SB FT TUL no later than one month after receiving the minutes. Comments on the minutes are always discussed at the next meeting of the SB FT TUL.

Article 3

Special Provisions

1. Each member of the SB FT TUL may ask the Dean in writing to terminate his/her membership in the SB FT TUL. In such a case, the Dean has the right to terminate the membership without further proceedings. The Dean shall announce the termination of the membership of a member to the Chair of the Academic Senate of the Faculty of Textile Engineering of the Technical University of Liberec (hereinafter referred to as AS FT TUL) within 14 days.
2. In serious and justified cases, the Dean has the right, with prior consent of the AS FT TUL, to dismiss a member of the SB FT TUL.
3. The Dean may, with prior consent of the AS FT TUL, supplement the SB FT TUL with other members, subject to Section 29 (2) of the Higher Education Act.

Article 4

Concluding Provisions

1. The Rules of Procedure of the SB FT TUL, approved by the Academic Senate of the TUL on 5th November 2013, is hereby revoked.
2. The Rules of Procedure of the Scientific Board of the Faculty of Textile Engineering of the Technical University of Liberec were approved pursuant to Section 27 (1) b) of the Higher Education Act by the Academic Senate of the Technical University of Liberec on 3rd March, 2017 and pursuant to Section 9 (1) b) point 2 of the Higher Education Act by the Academic Senate of the TUL on 4th April, 2017.
3. These Rules of Procedure of the Scientific Board become valid and effective on the date of approval by the AS TUL.

Ing. Renáta Nemčoková
Chair of the AS FT TUL
m. p.

Ing. Jana Drašarová, Ph.D.
Dean of the FT
m. p.

