

On June 16th, 2021, the Ministry of Education, Youth and Sports registered the Rules of Procedure of the Academic Senate of ŠKODA AUTO VYSOKÁ ŠKOLA, o. p. s., under Reg. No. MSMT-45888/2020-7, in accordance with Sections 87(1)(a), 36(2) and (4) and Section 41(2) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended.

Mgr. Karolína Gondková
Director of the Department of Higher Education

ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s.

Rules of Procedure of the Academic Senate

ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s.
***Rules of Procedure of the
Academic Senate***

***Article 1
The Academic Senate of the University***

- (1) The Academic Senate of the University (hereinafter referred to as the “Senate”) is an academic body of the University according to Section 7(1)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and amending other Acts (the Higher Education Act), as amended (hereinafter referred to as the “Act”). The Senate has an advisory function to the Rector.
- (2) The Academic Senate and its individual members are responsible for their activities to the academia. Through the Senate, members of the academia have an opportunity to express their opinions on all important documents and measures related to activities of the University. The Senate creates conditions that allow members of the academia to submit comments on the University’s activities and propose solutions. The Rector is obliged to address the proposals and statements of the Senate.
- (3) The Senate has 11 members elected from among the academia, with 5 members from among students of Bachelor’s and Master’s degree programmes. The Senate’s term of office is three years.
- (4) The Rules of Procedure of the Academic Senate is an internal regulation of the University under Section 17 (1) (c) of the Act.

***Article 2
Power of the Academic Senate***

- (1) The Academic Senate approves:
 - a) Election Rules of the Academic Senate (after discussing the opinion of the Rector),
 - b) Rules of Procedure of the Academic Senate (after discussing the opinion of the Rector).
- (2) The Senate has the right to:

- a) collaborate with the Rector and Bursar on the preparation of the annual activity report,
 - b) participate in the development of the Strategic Plan of the University and its annual implementation plan,
 - c) cooperate with the Rector on the preparation of new study programmes.
- (3) The Senate may, on the proposal of the Rector or at its own discretion, discuss:
- a) the strategic plan of the University and its annual implementation plan,
 - b) the annual report of the University,
 - c) the report on the internal quality assessment of educational and creative activities and related activities of the University and appendices to the report,
 - d) proposals of internal regulations of the University; the Senate has the right to propose changes and modifications of internal regulations of the University.
- (4) The Senate comments on issues presented by the Rector.
- (5) The Senate proposes to the Rector one third of the members of the Board for Internal Evaluation of the University; one member of the Board for Internal evaluation is proposed from among the student of the University. If the Rector does not appoint anyone proposed to be a member of the Board for Internal Evaluation, the Rector is obliged to justify this decision to the Senate and request a new proposal.

Article 2

Meetings of the Senate

- (1) The Senate has a quorum if at least seven of its members are present, including the Chairman or Vice-Chairman.
- (2) The Senate shall decide by secret ballot:
 - a) the election of the Chairman and Vice-Chairman,
 - b) the proposal to dismiss Chairman or Vice-Chairman,
 - c) if secret ballot is requested by one of its members,
 - d) when deciding on the removal of a member of the Senate in accordance with Article 5 paragraph 1 letter f) of the Election Rules of the Academic Senate.

In other cases, decisions shall be passed by public vote.

- (3) The Senate's meetings may, in justified cases, be held on-line by means of an audio-visual link, provided that the rules of the Senate's proceedings as defined in these Rules of Procedure are complied with.
- (4) The Senate may, in justified cases, vote on resolutions by using voting by letter, with the exception of votes under paragraphs (2)(a) to (d). The Chairman shall announce the voting by letter.
- (5) The Chairman shall set the opening and closing deadlines for a voting by letter; the closing deadline shall be at least five working days after the opening of the vote.
- (6) The Chairman shall send the deadlines set pursuant to paragraph (5) together with the voting supporting materials and the draft resolution of the Senate to the e-mail addresses of the members of the Senate as registered in the academic information system of the University.
- (7) Senate decisions shall be approved, if supported by an absolute majority of all present members of the Senate. The consent of a two-thirds majority of members of the Senate is required for decisions pursuant to paragraph 2 (b) and (d).
- (8) In the event of a deadlock, conciliation procedure shall be used and the given proposal shall be discussed again at the next meeting. If conciliation does not lead to a resolution, and the vote is again tied, the vote of the Chairman shall decide.
- (9) The Chairman and Vice-Chairman shall prepare the meetings of the Senate.
- (10) The Chairman of the Senate is responsible for the following in particular:
 - a) preparation of written materials,
 - b) writing down resolutions and their publishing,
 - c) registration of written proposals from members of the academia of the University.

For the purposes of administration entrusted to him, the Chairman may appoint an assistant.

- (11) Meetings of the Senate are convened by the Chairman:
 - a) on the date approved on the last meeting of the Senate,
 - b) on the proposal of the Chairman of the Board of Trustees, the Rector or Vice-Rector of the University authorised to do so,

- c) on the proposal of at least four members of the Senate,
- d) on a written proposal of at least twenty members of the academia of the University,
- e) in the event the Chairman believes an extraordinary session to be necessary.

Meetings under letters b), c) or d) shall be convened by the Chairman within two weeks of receipt of the proposal.

- (12) The Senate shall meet at least two times a year, unless there is a situation under paragraph 8(b) through (e).
- (13) Meetings of the Senate are presided by the Chairman, or by the Vice-Chairman in case of his absence.
- (14) Participation in the meetings is obligatory for the members of the Senate. Absence must be excused in advance in the form of a notice to the Chairman. If more than three members excuse themselves, the Chairman may postpone the meeting.
- (15) The Chairman of the Board of Trustees, members of the Board of Trustees, the Rector, Vice-Rectors and Bursar have the right to speak at Senate meetings whenever they so request.
- (16) The Chairman of the Board of Trustees, members of the Board of Trustees, the Rector, Vice-Rectors and Bursar have the right to attend Senate meetings as advisors.
- (17) Meetings of the Senate are open to the members of the academia, in case of Senate approval also for other individuals. Guests do not have the right to interpose during the meeting without the permission of the Chairman.
- (18) The Senate shall have the right to invite to its meetings any member of the academia or employee of the school.
- (19) Minutes of the meeting are written down by a Senate member appointed by the Chairman. It shall contain the attendance list and full text of the resolution. Each member of the Senate has the right, in case of disagreement with the decision of the Senate, to add a note of their opinion. Minutes are archived with the Chairman of the Senate and at the Rector's office.
- (20) Resolutions and other acts are confirmed by the Chairman's signature, or by the Vice-Chairman's signature in case of his absence.
- (21) Proposals for discussion in the Senate can be submitted in writing by all members of the academia to any member of the Senate. Such proposals shall be forwarded to the Chairman who will submit them for discussion at the next meeting of the Senate.

Article 3

Validity of the Rules of Procedure of the Academic Senate

- (1) These Rules of Procedure were approved by the Senate on October 23rd, 2020.
- (2) These Rules of Procedure repeal the Rules of Procedure of the Academic Senate of ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s. registered with the Ministry of Education, Youth and Sports on August 31st, 2017, Ref. No.: MSMT-14995/2017-2.
- (3) These Rules of Procedure shall become valid in accordance with Sections 36(4) and 41(2) of the Act upon its registration by the Ministry of Education, Youth and Sports.
- (4) These Rules of Procedure shall come into effect on the day following its registration by the Ministry of Education, Youth and Sports.

Ing. Josef Bradáč, Ph.D.
Chairman of the Academic Senate

Doc. Ing. Pavel Mertlík, CSc.
Rector