



Pursuant to Section 9, Para 1 (b), Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts, the Academic Senate of the Czech Technical University in Prague approved on the Rules of Procedure of the Science and Arts Council of the Faculty of Architecture of the Czech Technical University in Prague.

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*Doc. Ing. Jan Janoušek, Ph.D., m.p.
Chair of the CTU Academic Senate*

R U L E S O F P R O C E D U R E

OF THE SCIENCE AND ARTS COUNCIL OF THE FACULTY OF ARCHITECTURE

OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

Article 1

General provisions

- (1) The Science and Arts Council of the Faculty of Architecture of the Czech Technical University in Prague (hereinafter only as “SAC FA”) is a self-governing academic body whose legal status, competence, composition and term of office are stipulated by Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), as amended, (hereinafter only as the “Act”) and Article 20 of the Statute of the Faculty of Architecture of the Czech Technical University in Prague.
- (2) Pursuant to Section 30 of the Act, SAC FA:
 - a) Discusses the draft Strategic Plan of FA, or the Plan for the Implementation of the Strategic Plan of FA,
 - b) Approves the proposed study programmes to be implemented at FA and through the rector passes them on to the CTU Scientific Council for approval,
 - c) Proposes to the rector the intention to submit an application for accreditation, extension

of accreditation or extension of the validity of accreditation of study programmes that are implemented at FA,

- d) Proposes to the rector the intention to submit an application for accreditation of the habilitation proceedings and the proceedings to appoint professors, in case of proceedings conducted at FA,
 - e) Carries out competences in the habilitation proceedings and in the proceedings to appoint professors pursuant to the Rules of Habilitation Proceedings and Proceedings to Appoint Professors at CTU and in the scope stipulated by the Act, particularly pursuant to Para 72 and Para 74 of the Act, approves the a dean's or rector's proposal of the composition of a five-member Habilitation Board or the Board in the proceedings to appoint a professor, decides on a proposal to appoint a docent and passes the proposal to appoint a docent on to the rector, decides on the proposal to appoint a professor and submits a proposal to appoint a professor to the CTU Scientific Council,
 - f) Gives opinions on other issues, especially those submitted by the dean.
- (3) SAC FA also:
- a) Confirms supervisors in doctoral study programmes, unless they are docents or professors, and confirms members of specialization committees and commissions in doctoral study programmes,
 - b) Confirms members of examination commissions for state examinations and the defence of diploma theses in bachelor and master study programmes.

Article 2 Calling of SAC FA

- (1) SAC FA meetings are convened by the dean. SAC FA meets when necessary, but at least once a semester; the timetable for the academic year is set by the dean.
- (2) The dean shall also convene a SAC FA meeting if at least one third of the members of SAC FA so request in writing.
- (3) Extraordinary members of SAC FA can be explicitly invited to SAC FA sessions. They have no voting rights but may also be present for parts of the session held behind closed doors.

Article 3 SAC FA sessions

- (1) SAC FA sessions are held in accordance with a pre-established agenda, which is sent to the members of SAC FA at least one week before the meeting. Members of SAC FA can apply amendments and modifications to the agenda at the opening of the session at the latest. Materials of a more significant nature, intended for a discussion or approval, are distributed to the members of SAC FA at least three days before the meeting.
- (2) SAC FA sessions are presided over by the dean or a vice-dean appointed by the dean.
- (3) SAC FA has a quorum if at least two thirds of the SAC FA members are present.
- (4) A secret ballot and a debate related to this ballot, including the debate on rejected proposals which were subject to a secret ballot pursuant to Article 4, Para 2, shall take place in the part of the SAC FA session held behind closed doors. The announcement of the results of the

resolution is part of the public part of the meeting.

- (5) Minutes are kept of the public part of the SAC FA meeting and all resolutions adopted and they will be delivered to each member of SAC FA and published in the public section of the FA website; the minutes are also sent to the Academic Senate of the Faculty of Architecture of the Czech Technical University in Prague. Minutes are usually published without attachments.
- (6) The Department of the Dean's Office for Science, Research and Artistic Activity is responsible for the SAC FA agenda.

Article 4

Decisions-making process at SAC FA

- (1) SAC FA adopts its resolutions by voting. The voting shall be public (by acclamation) or secret (ballots). During voting, the number of affirmative, negative and invalid votes is stated. The dean shall publish the results of the voting immediately after they are determined. Every member of SAC FA is entitled to vote unless the vote is about them.
- (2) A secret ballot is required in case of:
 - a) Proposals to appoint docents,
 - b) Proposals for the remission of appointment of a docent in connection with the opening of the proceedings to appoint a professor in case of candidates who are professors at a renowned higher education institution abroad,
 - c) Proposals to open the proceedings to appoint a professor,
 - d) Proposals to appoint professors,
 - e) Proposals on individuals and awards,
 - f) Other proposals submitted by the dean as confidential.
- (3) Two scrutineers are elected in a secret ballot. The scrutineers will complete and sign a secret ballot protocol, which will be archived. The protocol will state the number of SAC FA members entitled to vote at the given session, the number of affirmative, negative and invalid votes.
- (4) The adoption of a proposal pursuant to Para 2 (a) and (d) requires the approval of an absolute majority of all members of SAC FA. The adoption of other proposals requires the approval of an absolute majority of the present members of SAC FA who are entitled to vote.
- (5) Questions and decisions which do not require a secret ballot may be submitted for vote by electronic means by the dean or a vice-dean authorized by the dean. For this form of voting, the dean or a vice-dean authorized by the dean will provide all members of SAC FA with questions and materials by electronic means. At the same time, they will set a deadline for submitting opinions. The result of the vote is valid if the dean or a vice-dean authorized by the dean receives the replies of at least two-thirds of the SAC FA members prior to the expiration of the deadline. In order to adopt a proposal, an absolute majority of affirmative votes of all members of SAC FA who are entitled to vote is needed. The dean or a vice-dean authorized by the dean will inform all members of SAC FA about the results of the vote by an e-mail without delay; they will also announce them at the next SAC FA meeting.

Article 5

Final provisions

- 1) Proceedings initiated before the day these Rules came into effect will be completed pursuant to the existing regulations.
- 2) These SAC FA Rules of Procedure were approved by AS FA on 22 November 2017.
- 3) These SAC FA Rules of Procedure come into force on the day they are approved by the Academic Senate of the Czech Technical University in Prague.
- 4) These Rules come into effect on 1 February 2018.

Ing. arch. Jan Sedlák, m. p.
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