Article 1
Convening the Scientific Council of the Czech Technical University in Prague

1. The Scientific Council of the Czech Technical University in Prague (hereinafter referred to as “SC CTU”) meets as necessary, at least twice in a semester. The meetings of SC CTU are convened by the rector.
2. The rector shall convene a meeting of SC CTU if at least one third of the members of SC CTU request it in writing.
3. Also guests that are not members of SC CTU and have no voting rights can be personally invited to a meeting of SC CTU and can attend also its non-public part. The registrar, emeritus rectors of CTU and extraordinary members of the Scientific Council can regularly attend the meetings.
4. In order to assess some expert areas that require a more detailed opinion, the rector shall appoint an ad hoc committee of SC CTU that shall present the outcomes of their assessment through the rector to SC CTU for approval (primarily the assessment of proposals for honorary doctorates of the Czech Technical University in Prague (hereinafter referred to as “CTU”), the rector’s award for prestigious publications).

Article 2
Meetings of SC CTU

1. Meetings of SC CTU are held in accordance with a programme set in advance. Supplements and amendments to the programme of a meeting can be submitted by members of SC CTU before the start of the meeting at the latest. Materials of a more significant nature, intended for discussion or approval (in particular proposals to appoint professors, proposals of honorary doctorates), are sent to the members of SC CTU in advance at least one week before the meeting.
2. Meetings of SC CTU are presided over by the rector or a vice-rector authorized by the rector.
3. SC CTU has a quorum if at least two thirds of the members of SC CT are present.
4. A secret vote and a discussion related to this vote, including the end of the discussion in case of rejected proposals that were subject to a secret vote in accordance with Article 3,
Para 2, belong to the non-public part of the meeting of SC CTU. Announcing the results of the resolution belongs to the public part of the meeting.

5. Minutes of the meeting of SC CTU are made and include the programme of the meeting, the course and conclusions of the public part of the meeting and the conclusions of the non-public part, including the results of voting. The minutes are distributed to all members of SC CTU; the minutes are also sent to the chair of the CTU Academic Senate (hereinafter referred to as “AS CTU”), the deans and directors of other constituent parts of CTU. The agenda of SC CTU is led by the Department of Science and Research of the CTU Rector’s Office.

**Article 3**

**Decision-making at SC CTU**

1. SC CTU adopts its resolutions by voting. The voting is public (acclamation) or secret (ballots). Each member of SC CTU has the right to vote provided the vote does not concern them. In voting the number of members of SC CTU that have the right to vote, the number of votes for, against and invalid is recorded. The rector will publish the results of the voting immediately after they are ascertained.

2. The secret vote is required in case of:
   a) Proposals to appoint associate professors in case of candidates with whose nomination the rector did not agree (Section 72, Para 11 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), (hereinafter referred to as the “Act”),
   b) Proposals to waive the appointment as associate professor at the start of the procedure to appoint a professor at CTU in case of candidates that are professors at a renowned university abroad (Section 74, Para 1 of the Act),
   c) Proposals by SC CTU to initiate a procedure to appoint a professor (Section 74, Para 2 of the Act),
   d) Proposals to appoint professors,
   e) Other proposals concerning persons and awards granted to them,
   f) Other proposals that the rector presents as confidential.

3. In a secret vote, two scrutineers are appointed. The scrutineers will fill out and sign a protocol on the secret vote that is archived. The protocol includes the number of members of SC CTU, the number of members of SC CTU with the right to vote at the given meeting, the number of for, against and invalid votes.

4. In order to adopt a proposal in accordance with Para 2 (a) and (d), the consent of an absolute majority of all members of SC CTU is needed. In order to adopt any other proposal an absolute majority of votes in favour of the proposal of all members present is needed.

5. Questions and decisions that do not require a secret vote can be submitted by the rector also to be voted on by electronic means. In this type of voting, the rector shall provide to all members of SC CTU questions and documents in electronic form. At the same time, the rector shall set a deadline for comments. The result of the vote is valid if the rector receives responses from a minimum of two thirds of the members of SC CTU before the set deadline. In order to adopt a proposal, an absolute majority of all votes in favour of the proposal of all members of SC CTU with the right to vote is needed. The rector will
inform all members of SC CTU about the result of the vote by electronic mail without unnecessary delay; the rector will also announce the result at the nearest meeting of SC CTU.

6. Until the end of 2021, also voting in accordance with Para 2 in the course of a regularly convened meeting can be held remotely\(^1\) using electronic means, if the rector gives their consent. In such case, the type of voting must be communicated to the members of SC CTU at least one week in advance and must be recorded in the minutes of the meeting of SC CTU.

**Article 4**

**Final provisions**

1. These Rules were adopted by AS CTU pursuant to Section 9, Para 1 (b) of the Act on 17 March 1999.

2. Pursuant to Section 36, Para 4 of the Act, these Rules come into force on the day they are registered by the Ministry of Education, Youth and Sports.

    prof. Ing. Petr Konvalinka, CSc., m. p.
    Rector

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Amendments to the Rules of Procedure of the Scientific Council of the Czech Technical University in Prague were approved pursuant to Section 9, Para 1 (b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended, by the Academic Senate of the Czech Technical University in Prague on 23 June 1999 (1st amendments), on 30 March 2016 (2nd amendments) and on 16 December 2020 (3rd amendments).

The 3rd amendments come into effect on 7 January 2021 (on the day they are registered by the Ministry of Education, Youth and Sports).

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\(^1\) Using remote means of communication.