



Faculty of Medicine
and Dentistry

FACULTY OF MEDICINE AND DENTISTRY INTERNAL REGULATION

**LF – B1-5/2017-
ÚZO1**

**RULES OF PROCEDURE OF THE ACADEMIC
SENATE OF THE FACULTY OF MEDICINE
AND DENTISTRY, PALACKÝ UNIVERSITY
OLOMOUC
(FIRST CONSOLIDATED VERSION)**

Contents: This internal regulation regulates the manner and rules of procedure of the Academic Senate of the Faculty of Medicine and Dentistry, Palacký University Olomouc.

Responsibility: MUDr. Jan Strojil, Ph.D. Chairperson of the Academic Senate of the Faculty of Medicine and Dentistry

Date the regulation comes into force: As of the date of signing

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**Rules of Procedure
of the Academic Senate of the Faculty of Medicine and Dentistry,
Palacký University Olomouc**

Academic Senate of the Faculty of Medicine and Dentistry, Palacký University Olomouc approved in accordance with § 27 paragraph 1 letter b) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Modification of Other Acts, as amended, at the session on May 2, 2017, this internal regulation of the Faculty of Medicine and Dentistry, Palacký University Olomouc, which was approved by the Academic Senate of the Palacký University Olomouc on May 24, 2017.

This internal regulation regulates the bodies of the Academic Senate of the Faculty of Medicine and Dentistry, Palacký University Olomouc and their establishment, the powers, rules of procedure of the Academic Senate of the Faculty of Medicine and Dentistry, Palacký University Olomouc, elections of the candidate for the office of the Dean, proposal to remove the Dean from office as well as other related issues.

Article 1

Definitions of Terms

For the purposes of this regulation, the below terms shall be defined as follows:

- a) a senator is a member of the Academic Senate of the Faculty of Medicine and Dentistry, Palacký University Olomouc (hereinafter referred to as the "Senate"),
- b) the Dean is the Dean of the Faculty of Medicine and Dentistry, Palacký University Olomouc (hereinafter referred to as the "Faculty"), the Vice-Dean is the Vice-Dean of the Faculty, and the Secretary is the Secretary of the Faculty
- c) the Act is the Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Modification of Other Acts (the Higher Education Act), as amended.

Article 2

Bodies of the Senate

- 1) Bodies of the Senate include the chairperson of the Senate (hereinafter referred to as the "chairperson"), two vice-chairs of the Senate (hereinafter referred to as the

"vice-chair") and committees of the Senate.

- 2) The chairperson and vice-chairs are elected at the constituent session of the Senate and, in the event of vacancies, at the nearest available session of the Senate. The chairperson and the first vice-chair are elected from among the senators representing the academic staff, and the second vice-chair is elected from among the senators representing students. In particular, the vice-chairs, in the order indicated, represent the chairperson of the Senate when the chairperson is unable to fulfil his or her duties.
- 3) The chairperson and vice-chairs are elected separately based on proposals from senators in secret ballots. There are three sets of ballots prepared for this election.
- 4) An absolute majority of the votes of all senators is required to elect the chairperson.¹ If the chairperson is not elected in the first round of the election, the candidates who finished in the first two places in the first round advance to the second round. If more than one candidate finished in first place, only these candidates advance to the second round. If more than one candidate finished in second place, they all advance to the second round together with the candidate in first place. If the chairperson is not elected in the second round of the election, the candidates who placed first in the second round advance to the third round. Vice-chairs are elected in the same way as the chairperson.
- 5) If the chairperson or vice-chairs are not elected, the elections are repeated according to the same procedure at the nearest available session of the Senate. Until the chairperson is elected, the oldest senator from among the senators representing the academic staff convenes the session and manages the proceedings of the Senate.
- 6) The Senate may remove the chairperson or vice-chair from office by a three-fifths majority of all senators, upon the proposal of at least a third of all senators, while the chairperson or vice-chair must be allowed to comment on the proposal at the session where it is to be voted on before the voting itself takes place.

Article 3

Committees of the Senate

- 1) Committees are an advisory body to the Senate.

¹ When the majority is referred to, here or elsewhere in the text, it is calculated from all senators according to the Faculty Constitution.

- 2) Legislative Committee (hereinafter referred to as "LC"), Economic Committee (hereinafter referred to as "EC") and Pedagogical Committee (hereafter referred to as "PC") are permanently established. The Senate decides on the establishment of other permanent or temporary committees at any time during its term of office. In particular, the resolution contains the area of responsibilities of the committee and the determination of the number of its members.
- 3) A member of the committee is appointed and removed from office by the chairperson with the consent of the Senate. Membership in the committee can be relinquished. Members of the committee may not be substituted for by other persons.
- 4) The committee elects and removes from office its chairperson and vice-chair. Any member of the committee can submit a proposal for the chairperson and vice-chair of the committee. The chairperson of the committee must be a senator. An absolute majority of votes of all members of the committee is required to elect the chairperson and vice-chair of the committee.
- 5) A meeting of a committee is convened and presided over by its chairperson, or vice-chair or a member of the committee authorized by them (hereinafter referred to as the "convener").
- 6) The date and programme of the committee meeting is determined by the convener. The convener sends an invitation to the meeting to all members of the committee and other persons who, according to the programme of the meeting, are to participate in the meeting. These are mainly consultants and proposers of documents that the committee is to discuss and submit to the Senate, or persons authorized by them. Additional persons are invited at the convener's discretion.
- 7) The committee has a quorum if a majority of all its members are present. The adoption of a resolution requires the votes of a majority of the members present.
- 8) The committee's resolution has a recommendatory character for the Senate's proceedings.
- 9) The minutes of the committee's meetings form the written basis for the Senate's proceedings.
- 10) The provisions of this article do not apply to election committees established under the rules of election of the Senate and to the committee under article 20.

Article 4

Regular and Extraordinary Session of the Senate

- 1) Sessions of the Senate are usually held in the personal presence of senators.
- 2) In the event that the personal presence of a larger number of senators would be impossible due to measures taken by public administration bodies related to a crisis situation or due to other objective facts, especially extraordinary events of a significant scale, the chairperson may convene a session held in the form of a video conference or a combination of video conference and personal presence. When voting, senators who participate in the Senate session by video conference must be technically enabled to verify their identity and ensure the secrecy of their vote in cases where this is stipulated by the Act or these Rules.
- 3) The dates and place of regular sessions of the Senate for the calendar year are determined by the chairperson after the debate at the first session in the given calendar year.
- 4) An extraordinary session of the Senate shall be convened by the chairperson without undue delay upon receipt of a written request to convene the session (hereinafter referred to as the "request"). The person submitting the request (hereinafter referred to as the "requester") may be:
 - a) the Rector of Palacký University Olomouc,
 - b) the Dean,
 - c) at least one third of the senators.
- 5) An extraordinary session of the Senate shall be called by the chairperson so that it takes place no later than 14 days after receiving the request.
- 6) The request includes written background material prepared by the requester and discussed with the chairperson. The program of the extraordinary session is proposed by the chairperson in accordance with the proposal of the requester. If an extraordinary session is to be held at the request of senators, the subject of the request may only be matters that relate to the important interests of the Faculty and cannot be postponed until the next regular session of the Senate.
- 7) The chairperson publishes the date, place and draft programme of the regular session of the Senate at least 7 days in advance in the public part of the Faculty website and communicates them to all senators within the same period. The chairperson publishes and communicates the date, place and draft program of the extraordinary session at least 24 hours in advance.

- 8) The Senate has a quorum if at least three fifths of all senators are present.
- 9) The Senate expresses its will through a resolution.
- 10) The sessions of the Senate are presided over by the chairperson. In the event of the chairperson's absence from the session, he or she will be represented in the following order in presiding over the session:
 - a) first vice-chair,
 - b) second vice-chair,
 - c) LC's chairperson,
 - d) EC's chairperson,
 - e) PC's chairperson
 - f) the oldest senator present at the session
(hereinafter referred to as "chair").
- 11) If the Senate does not have a quorum from the beginning of the session or if this happens at any time during the session, the chair can adjourn the session, especially if only the points that need a resolution remain to be discussed. At the same time, the chair will set a new date for the session so that it takes place no later than 14 days from the date of this session. The agenda of the adjourned session must contain at least those matters that were not discussed during the suspended session.
- 12) If the Senate does not have a quorum, it can continue the session and discuss the individual points of the agenda of the session, but it cannot reach a resolution on them.
- 13) The minutes of the Senate session will be published by the Chairperson in the public part of the Faculty website without undue delay after its conclusion and sent to the senators.
- 14) The chairperson will ensure that these documents are made available to the members of the academic community of the Faculty in a way that allows remote access for a period of at least 7 days before the session at which they are to be discussed by the Senate:
 - a) Proposals of
 - i) organizational changes according to Article 13,
 - ii) internal regulations of the Faculty according to Article 14,
 - iii) the budget of the Faculty according to Article 15,
 - iv) Strategic Plan for Faculty Teaching, Publishing and Creative Activities

according to Article 18,

- v) annual report on the activities and the financial statement of the Faculty according to Article 19,
 - vi) requirements for admission to study in the study programmes implemented at the Faculty,
 - b) background materials for voting on the proposal to appoint the Dean according to Article 20,
 - c) background materials for voting on the proposal to remove the Dean from office according to Article 21 and
 - d) background materials for audit of financial management according to Article 17.
- 15) Matters listed in paragraph 12 cannot be discussed at a Senate session without meeting the requirement stated in the above-mentioned paragraph.

Article 5

Voting

- 1) Before each vote, the chair shall notify the senators that a vote will be taken and ascertain the number of the senators present.
- 2) Each submitted proposal is voted on separately. No vote is taken on a proposal that the proposer withdrew before the start of the vote.
- 3) Related proposals or proposals on the same agenda item can be voted on together. If a senator or a proposer raises an objection to joint voting, the Senate adopts a resolution on separate or joint voting.
- 4) Proposals are voted on in the order in which they were presented. Supplementary and amending proposals are voted on before the proposed proposal is voted on, in the opposite order to the order in which they were submitted. An absolute majority vote of all senators is required to pass an amendment. If a proposal is made to withdraw an item from the agenda of the session, a vote is taken first on its withdrawal and the same number of votes are needed to withdraw it, as would be needed to accept the presented proposal.
- 5) For proposals formulated alternatively, individual alternatives are voted on first, in the order determined by the proposer, and afterwards on the proposal that received the most votes. If an alternative receives the number of votes needed to accept the proposal, voting on other alternatives is not continued. In case of equality of votes,

the voting on the alternatives in question is repeated after a brief debate.

- 6) After the end of the voting or after finding out the results of the voting, the chair announces the result by announcing the number of votes for the proposal, against the proposal and the number of senators who abstained from voting. If the present senator did not participate in the vote, it is considered that he or she abstained from voting.
- 7) Each senator may raise an objection to the course of the vote immediately after the vote, the Senate will decide on such an objection without a debate. If the Senate upholds the objection, the vote must be repeated.

Article 6

Voting Method

- 1) Voting is public, unless otherwise stated by the Act or by the Faculty or the Palacký University internal regulations.
- 2) The Senate always reaches consensus through secret voting on:
 - a) the proposal to appoint the Dean or remove the Dean from office,
 - b) proposal relating to named persons, with the exception of the election of scrutineers,
 - c) other matters, if any senator proposes so at the given session and the Senate adopts a resolution on it by public vote.
- 3) If the vote is public, voting is done by raising a hand or using a voting device.
- 4) If the vote is secret, voting is usually done by inserting a ballot into the ballot box. The result of the vote is ascertained by two pre-elected scrutineers from among the senators. The senator who is to be voted on cannot be the scrutineer. If by the end of the same session no objections are raised by the senators against the course of voting, the scrutineers will create a record of the vote that took place and sign it. The ballots will be shredded, once minutes of the relevant session are verified at the next session of the Senate.
- 5) A three-fifths majority of the votes of all senators is required to adopt a resolution on:
 - a) the proposal to remove the Dean from office,
 - b) establishing, uniting, merging, dividing or cancellation of parts of the Faculty,
 - c) approval of internal regulations of the Faculty and their amendments,
 - d) approval of the Faculty budget,

- e) repeal of an internal regulation, decision or other action of a body of part of the Faculty or suspension of its effectiveness if this internal regulation, decision or action is in conflict with special regulations or internal regulations of the Faculty,
 - f) removal of the chairperson and vice-chair of the Senate from office.
- 6) A three-fifths majority of the votes of all senators is always required when voting outside the session according to Article 7.
 - 7) An absolute majority vote of all senators is required to adopt a resolution on other matters, unless stated otherwise in other provisions of these Rules.
 - 8) In the case of the procedure according to Article 4, paragraph 2, public voting is carried out in a way that allows for the expression of will of each senator to be confirmed and recorded. In secret voting, all senators vote by means of a technical instrument capable of ensuring the secrecy of the vote.

Article 7

Voting out of Session

- 1) A matter that is otherwise subject to discussion and voting at a Senate session can be voted on outside the session, unless otherwise stated in these Rules, and the Chairperson decides on this method of voting if he or she considers it appropriate and economical.
- 2) Voting outside the session is not admissible if:
 - a) any senator requests that the matter be discussed at a Senate session no later than the deadline set pursuant to paragraph 3,
 - b) the Faculty budget or internal regulations are to be voted on, this does not apply if the Faculty internal regulation is brought into line with mandatory provisions of generally binding legal regulations and internal regulations of Palacký University Olomouc or if it is a change of a technical nature,
 - c) a vote is to be taken on matters requiring a secret vote.
- 3) If the matter is to be voted on outside of the session, the chairperson will send background materials and a draft resolution to the senators by e-mail. At the same time, the chairperson sets a deadline for comments of a minimum of 5 days from the date of distribution.
- 4) The senator, by means of e-mail or another means of remote communication, which has been designated by the chairperson of the Senate for a specific vote

outside the session together with the distribution of the draft resolution, will state whether he or she agrees with the proposed resolution, disagrees or abstains from voting. If the senator does not express himself or herself within the period specified, or if his or her statement is not clear and understandable, he or she is considered to have abstained from voting. A senator is not entitled to change or withdraw an opinion once expressed.

- 5) A three-fifths majority of all senators is required to pass a resolution by voting outside the session. The result of voting outside the session will be part of the minutes of the next session of the Senate. At such a session, the chair will announce how each senator voted.
- 6) In case of voting outside the session, amendments are not admissible.
- 7) The out-of-session voting provisions shall apply *mutatis mutandis* to voting in Senate committees.

Article 8

Senate Session Programme

- 1) The programme of the Senate session is prepared by the chairperson, or the first or second vice-chair of the Senate or a senator authorized by the chairperson, based in particular on:
 - a) the Act,
 - b) the Faculty Constitution,
 - c) the previous resolutions of the Senate
 - d) proposals of senators,
 - e) proposals of employees, students and bodies of the Faculty.
- 2) After the Senate session is commenced, the chair allows the senators to submit additional or amending proposals to the programme proposal, the authority to submit such proposals also belongs to the Dean.
- 3) The proposed programme according to paragraph 1, or according to paragraph 2, is adopted by the Senate by a resolution.

Article 9

Adjournment of Proceedings of the Senate

- 1) The proceedings of the Senate may be adjourned by resolution in particular:
 - a) if the approved agenda is not exhausted even after four hours of the session, while the remaining points cannot be postponed until the next

regular session,

- b) if its course was rudely disrupted.
- 2) A certain point of the agenda of the session may be adjourned independently of the discussion of other points of the agenda, if it is not possible to adopt a resolution on it due to a request for the submission of additional documents or if it is necessary to assess newly submitted documents.
- 3) Any senator may submit a proposal to adjourn the session of the Senate or a point on the agenda of the session.
- 4) The date, time and place of the adjourned session of the Senate must be part of the proposal to adjourn the session and, in the case of approval of such a proposal, the chairperson will notify only the Dean and senators without undue delay.
- 5) At the adjourned session of the Senate, only those points of the agenda may be discussed that were not discussed at the session that was adjourned for the reasons stated in paragraphs 1 and 2.

Article 10

Discussion of individual points of the agenda of the Senate Session

- 1) Individual points of the session agenda are usually discussed by the Senate on the basis of written documents. Written background materials are also sent to senators together with the invitation to the Senate session or without undue delay after their submission or discussion in the individual committees regulated by these Rules.
- 2) The proposer sends the written background materials to the Chairperson of the Senate no later than 7 days before the date of the regular session, unless otherwise stated in the provisions of these Rules, in the case of an extraordinary session of the Senate no later than 5 days in advance.
- 3) If the seriousness and timeliness of the proposed matter requires it, the person preparing the session agenda can add more points to discuss and accept background materials submitted by the proposer within a shorter period, but no later than 3 days before the date of the session.
- 4) If these Rules require the statement of the bodies of the Faculty regarding the points discussed during the session, they must be sent to the chairperson by e-mail at least 3 days before the date of the session.
- 5) If the chairperson recognizes that the proposer's participation is necessary in

order for the given proposed point to be discussed properly, he or she will ensure the proposer's presence at the session.

Article 11

Debate

- 1) A debate is held for each point on the agenda of the session, unless otherwise stipulated in these Rules. The right to speak in the debate is guaranteed to senators, persons who, in accordance with § 26, paragraph 4 of the Act, have the right to speak at the session of the Senate (hereinafter referred to as "authorized persons"), and the proposer of the relevant point on the agenda of the session. The chair can grant the floor to other persons as well.
- 2) The debate is directed by the chair and he or she gives the floor in the order in which individual persons have signed up for the debate.
- 3) The chair is entitled to take the floor of the speaker if the speaker exceeds the time specified in advance by the chair or deviates from the point of the Senate's discussion in his or her speech despite the chair's warning.
- 4) Senators, authorized persons and the proposer are entitled to enter the debate with a factual remark. The chair shall give the floor to such a person immediately after the speech of the speaker whose contribution he or she intends to respond to.
- 5) After the end of the debate, the proposer is entitled to comment on the positions of the speakers presented in the debate.
- 6) The official language is Czech or Slovak.

Article 12

Minutes of the Session

- 1) Minutes of each session of the Senate are taken in the Czech language, an audio recording made by the record-keeper can be used as a basis for preparing the minutes. This record is kept by the record-keeper until minutes of the respective session of the Senate are verified at its next session. If it is not possible to make an audio recording for technical reasons, the record-keeper shall make a written record.
- 2) The minutes of the Senate session state:
 - a) the place of the session and the day and time of its commencement,
 - b) the names of the excused senators,
 - c) names of unexcused senators,

- d) names of other persons present,
- e) the name of the chair,
- f) approved agenda of the session,
- g) the names of the persons who delivered the opening remarks at the session on the individual points of the agenda of the session,
- h) names of persons who participated in the debate,
- i) brief content of the presentations listed under letters g) and h),
- j) verbatim versions of adopted resolutions,
- k) results of votes taken during the session of the Senate and votes in the interim held outside the session,
- l) place, day and time of termination of the session,
- m) signature of the chair,
- n) place and date of completing the minutes, signature of the record-keeper.

The record-keeper is responsible for the correctness and completeness of the minutes, and after their approval, the chair becomes responsible.

- 3) Written background materials for individual points of the session agenda and minutes of the scrutineers are attached to the minutes as its annexes.
- 4) Minutes of the sessions are kept at the Dean's office of the Faculty. At the same time, after approval by the chair, the chairperson publishes their final version in the public part of the Faculty website.
- 5) On the basis of the request of the person who presented an opinion at the session of the Senate, unless the Senate decides otherwise, or on the basis of the Senate's resolution, the minutes of the session shall also include the required verbatim wording from such a presentation. The request must be made immediately before presenting such an opinion.
- 6) Verification of the minutes of the session is carried out by the Senate at its next session, verification of the minutes is ordered as a point on the agenda of the session following the approval of the agenda. At the senator's proposal, the record-keeper shall correct the minutes. If the matter is disputable, the Senate shall resolve to correct the minutes. The corrected minutes shall be published in the usual way.
- 7) The chairperson of the Senate sends the minutes to the Dean at the same time as they are published.

Article 13

Deciding on the Organization of the Faculty

- 1) The Dean submits a proposal for establishing, uniting, merging, dividing or cancellation of units or other parts of the Faculty (hereinafter referred to as "organizational change") to the Senate.
- 2) The Dean sends the written background materials for the organizational change to the chairperson of the Senate no later than 14 days before the date of the session.
- 3) The written background material for the organizational change contains in particular the justification of the organizational change, the concept of the newly established part, the concept of the parts created by the division, the proposal for their organizational arrangement and an economic analysis.
- 4) A debate is always held on the proposal of an organizational change, in which the Heads of the Faculty parts affected by the organizational change present their opinions.

Article 14

Approving Faculty Internal Regulations

- 1) Faculty internal regulations are regulations that are stipulated by the Act or the Faculty Constitution (hereinafter referred to as "internal regulations"). Unless otherwise specified, paragraphs 2 to 14 shall also apply appropriately to changes in internal regulations.
- 2) The proposal of the rules of procedure of the Senate is submitted to the Chairperson by a senator. Proposals for other internal regulations are submitted to the chairperson by the Dean. The draft internal regulation or its amendment must be submitted in electronic form, including the explanatory report. Together with the change, the consolidated version of the internal regulation must be submitted, indicating the changes compared to the original text.
- 3) The chairperson sends the submitted draft of the internal regulation to senators, members of the LC, or other persons he or she deems appropriate within 3 days of receiving it at the latest.
- 4) The chairperson will make the draft of the internal regulation available in a way that allows remote access to all members of the academic community of the Faculty and to other employees of the Faculty. Comments from members of the academic community and other employees of the Faculty are sent to the

chairperson within the deadline set by him or her. This period must not be shorter than 5 days and begins on the day following the day it is made available.

- 5) The provisions of paragraphs 3 and 4 do not apply if the existing internal regulation is brought into line with mandatory provisions of a generally binding legal regulation or an internal regulation of Palacký University Olomouc. In such a case, the draft internal regulation is submitted for discussion only to the LC. The chairperson shall notify of the necessary change the persons mentioned in paragraph 3 in writing.
- 6) On the first working day following expiry of the deadline according to paragraph 4, the chairperson forwards the sent comments to the members of the LC, the Dean and, in the case of the rules of procedure of the Senate, to the senator who is the proposer. The draft of the internal regulation and comments form the background material for the meeting of the LC.
- 7) The LC will discuss the draft of the internal regulation and the submitted comments no earlier than 3 days after the deadline according to paragraph 4. The result of the LC's meeting is a recommendation to the Senate to approve or disapprove the proposal. The LC is entitled to submit amendments to the current proposal.
- 8) Minutes of the LC's meeting, containing in particular the comments of the LC on the sent comments and possible amendments, are sent by its chairperson to the senators and the Dean no later than 2 days after the committee meeting. The minutes of the LC's meeting together with the draft of the internal regulation are the basis for the session of the Senate.
- 9) The chairperson, in agreement with the proposer of the internal regulation, will provide such materials for the Senate session, which will show the original proposal of the proposer and the amendment proposals of the LC, and will send them to the senators, members of the LC, the proposer and the processor at least 2 working days before the Senate session.
- 10) The Senate will discuss the submitted draft internal regulation no earlier than 3 days after its discussion in the LC. The condition for discussion of the rules of procedure of the Senate is the prior statement of the Dean.
- 11) At the beginning of the debate on the draft internal regulation, the chairperson of the LC or a member of the committee authorized by him or her informs the senators about the discussion of the proposal in the LC and its outcomes,

especially the amendments and resolutions of the LC. The statements of senators, the Dean, the guarantor and the processor of the internal regulation may be presented in the debate. The senators and the Dean are entitled to propose amendments to the proposal under discussion.

- 12) After the end of the debate on the draft internal regulation, the proposer will comment on all the amendments. The Senate then proceeds to vote, first voting successively on individual amendments. These can also be voted on en masse or according to the rules for voting on alternative proposals according to Article 5, paragraph 5. Finally, after the statement of the proposer, the Senate approves the draft regulation in the wording of the approved amendments.
- 13) After the approval of the internal regulation, the chairperson of the Senate shall submit it without undue delay to the Academic Senate of Palacký University Olomouc for its approval.
- 14) After approval by the Academic Senate of Palacký University Olomouc, the internal regulation is signed by the Dean and the chairperson of the Senate.

Article 15

Approving the Faculty Budget

- 1) The preparation of the Faculty budget proposal is preceded by the preparation and approval of methodology for the distribution of contributions and subsidies from the state budget for the given budget period, which is presented to the Senate by the Dean at the session that precedes the session of the Senate, at which the Faculty budget shall be discussed.
- 2) The Dean submits the Faculty budget proposal to the chairperson. The budget proposal shall be submitted in an electronic form. It includes an explanatory report. The proposal must contain other documents that the Senate requests from the proposer before discussing the budget, and must be processed according to the methodology approved by the Senate. The proposal also includes a proposal for the distribution of the Faculty's financial resources.
- 3) The chairperson of the Senate shall forward the submitted Faculty budget proposal to senators, members of the EC, or other persons he or she deems appropriate, within 3 days of receiving it at the latest.
- 4) The chairperson shall make the Faculty budget proposal available to all members of the academic community of the Faculty and to other employees of the Faculty

in a way that enables remote access. Comments from members of the academic community and other employees are sent to the chairperson within the deadline set by him or her. This period must not be shorter than 5 days and begins to run on the day following the day it is made available.

- 5) The EC shall discuss the Faculty budget proposal no earlier than 7 days after its receipt. Based on the discussion of the data contained in the relevant background materials, the EC will recommend approval or disapproval of the presented budget by the Senate. The EC is entitled to submit amendments to the current budget proposal.
- 6) Minutes of the EC's meeting are sent by its chairperson to the Dean, the Secretary, and the senators no later than 2 days after the committee meeting. The minutes are the basis for the session of the Senate on the Faculty budget.
- 7) The chairperson, in agreement with the Dean, will provide such materials for the Senate session, which will show the original proposal of the Faculty budget and the amendment proposals of the EC, and will send them to the senators, members of the EC, and the Dean at least 2 working days before the Senate session.
- 8) The Senate will discuss the submitted Faculty budget proposal no earlier than 3 days after its discussion in the EC.
- 9) At the beginning of the debate on the Faculty budget proposal, the Dean or the Secretary speaks first; afterwards the chairperson of the EC or a member of the committee authorized by him or her informs the senators about the progress and result of the budget discussion in the EC, especially about the resolutions including amendments of the EC. During the debate, the senators and the Dean are entitled to propose amendments.
- 10) After the end of the debate on the Faculty budget proposal, the Dean will comment on all proposed amendments. The Senate then proceeds to vote, first voting successively on individual amendments. These can also be voted on en masse or according to the rules for voting on alternative proposals according to Article 5, paragraph 5. Finally, after the Dean's statement, the Senate approves the draft budget in the wording of the approved amendments.

Article 16

Prior Consent to the Appointment and Removal from Office of the Members of the Scholarly Board of the Faculty and the Disciplinary

Committee of the Faculty

- 1) The proposal for the appointment and removal from office of a member of the Scholarly Board of the Faculty or the Disciplinary Committee of the Faculty is presented and justified to the Senate by the Dean.
- 2) The background material for the approval of the proposal for the appointment of members of the bodies of the Faculty mentioned in paragraph 1 contains an alphabetical list of the names of the individual proposed members and, in the case of academic staff, also the designation of their workplace and a brief description of their pedagogical and scientific activities. The proposed person's consent to membership in the respective body of the Faculty is arranged by the Dean before approval.
- 3) The basis for approving the proposal to remove a member from office of the bodies listed in paragraph 1 includes the Dean's justification and, where applicable, the statement of the member concerned, which will be arranged by the Dean.

Article 17

Audit of the Faculty Financial Management

- 1) Faculty Financial Management, including the control of utilization of financial resources of the Faculty, is carried out by the Senate:
 - a) when discussing the annual financial statement according to Article 19,
 - b) at any time based on its resolution, but at least once per academic year.
- 2) Senators are authorized to familiarize themselves with all the facts decisive for the performance of the audit of the Faculty financial management.
- 3) Background materials, which the Senate for the purposes of control pursuant to paragraph 1 letter b) requested, are to be arranged by the Dean in cooperation with the Secretary. The data contained in them shall be discussed by the EC. The minutes of the EC session are background material for the Senate.
- 4) If deficiencies are detected by the audit of the Faculty financial management, the Senate will invite the relevant person or body of the Faculty to take corrective action and set a deadline in which the invited person or body is obliged to inform the Senate of the measures taken.

Article 18

Approval of the Strategic Plan and the Annual Plan for its implementation

- 1) The draft of the Faculty Strategic plan for the Teaching, Publishing and Creative Activities and the annual plan for its implementation (hereinafter referred to as the "strategic plan") are submitted by the Dean to the chairperson. The draft strategic plan must be submitted in electronic form. The submission of the draft strategic plan is preceded by its discussion by the Scholarly Board of the Faculty, and the Dean is obliged to attach its opinion to the draft.
- 2) The chairperson of the Senate sends the proposal of the strategic plan to the senators, members of the LC and EC, or to other persons whom he or she deems appropriate, no later than 3 days after receiving it.
- 3) The chairperson shall make the draft of the strategic plan available to all members of the academic community of the Faculty and to other employees of the Faculty in a way that enables remote access. Comments from members of the academic community and other employees of the Faculty are sent to the chairperson within the deadline set by him or her. This period must not be shorter than 5 days and begins on the day following the day it is made available.
- 4) On the first working day following the expiry of the deadline according to paragraph 3, the chairperson of the Senate will forward the received comments to the Dean, the senators and the members of the LC and EC. The proposal of the strategic plan and comments on it are the background material for the committee's sessions.
- 5) The LC and the EC will discuss the draft strategic plan and the submitted comments no earlier than 5 days after the deadline according to paragraph 3. The result of the discussion is the recommendation to the Senate to approve or disapprove the proposal. Each committee is entitled to submit amendments to the draft being discussed.
- 6) Minutes of committees' meetings are sent by the chairperson to the Dean and senators no later than 2 days after their meeting. Minutes from committees' meetings are, together with the draft strategic plan, the background material for the Senate's session.
- 7) The chairperson, in agreement with the Dean, will provide such materials for the Senate session, which will show the original draft of the strategic plan and the

amendment proposals of the committees, and will send them to the senators, members of the committees, and the Dean at least 2 working days before the Senate session.

- 8) The Senate will discuss the submitted draft strategic plan no earlier than 7 days after its discussion in the committees. The Dean will give the introduction to the draft strategic plan at the Senate session, the Vice-Deans and the Secretary can give a more detailed explanation of the individual parts. After that, committee chairpersons or committee members authorized by them inform senators about the progress and results of committee meetings, especially about committee amendments and resolutions. The opinions of the Dean, Vice-Deans, senators and the Secretary may be presented in the debate. The Dean and senators are entitled to propose amendments to the draft being discussed.
- 9) Once the debate on the draft strategic plan is concluded, the Dean will comment on all proposed amendments. The Senate then proceeds to vote, first voting successively on individual amendments. These can also be voted on en masse or according to the rules for voting on alternative proposals according to Article 5, paragraph 5. Finally, after the Dean's statement, the Senate approves the draft strategic plan in the wording of the approved amendments.
- 10) The Dean will arrange publication of the strategic plan on the electronic Official Notice Board of the Faculty.

Article 19

Approval of the Faculty Annual Reports

- 1) The draft of the annual report on the activities of the Faculty and the draft of the annual report on the financial management of the Faculty (hereinafter referred to as the "annual report") are submitted to the chairperson by the Dean. The draft annual report must be submitted in electronic form.
- 2) The chairperson of the Senate shall forward the draft annual reports to senators, members of the LC and the EC, or other persons he or she deems appropriate, within 3 days of receiving it at the latest.
- 3) The chairperson shall make the draft of the annual reports available to all members of the academic community of the Faculty and to other employees of the Faculty in a way that enables remote access. Comments from members of the academic community and other employees are sent to the chairperson within the

deadline set by him or her. This period must not be shorter than 5 days and begins to run on the day following the day it is made available.

- 4) On the first working day following the expiry of the deadline according to the previous paragraph, the chairperson of the Senate will forward the sent comments to the draft annual reports to the Dean, the senators and the members of the LC and EC. The draft annual reports and comments on them are the background material for the committee's sessions.
- 5) The LC and the EC will discuss the draft annual reports and the submitted comments no earlier than 5 days after the deadline according to paragraph 3. The result of the discussion is the recommendation to the Senate to approve or disapprove the proposal. Each committee is entitled to submit amendments to the drafts being discussed.
- 6) Minutes of committees' meetings are sent by the chairperson to the Dean and senators no later than 2 days after their meetings. Minutes from committees' meetings are, together with the draft annual reports, the background material for the Senate's session.
- 7) The chairperson, in agreement with the Dean, will provide such materials for the Senate session, which will show the original draft of the annual reports and the amendment proposals of the committees, and will send them to the senators, members of the committees, and the Dean at least 2 working days before the Senate session.
- 8) The Senate will discuss the submitted draft annual reports no earlier than 7 days after its discussion in the committees. The Dean will give the introduction to the draft annual reports at the Senate session, the Vice-Deans and the Secretary can give a more detailed explanation of the individual parts. After that, committee chairpersons or committee members authorized by them inform senators about the progress and results of committee meetings, especially about committee amendments and resolutions. The Dean and senators are entitled to propose amendments to the draft annual reports being discussed.
- 9) Once the debate on the draft annual reports is concluded, the Dean will comment on all proposed amendments. The Senate then proceeds to vote, first voting successively on individual amendments. These can also be voted on en masse or according to the rules for voting on alternative proposals according to Article 5, paragraph 5. Finally, after the Dean's statement, the Senate approves the draft

annual reports in the wording of the approved amendments.

- 10) Annual reports approved by the Senate are signed by the Dean and the chairperson.
- 11) The Dean will arrange publication of the annual reports on the electronic Official Notice Board of the Faculty.

Article 20

Proceedings on the Proposal for Appointment of a Dean

- 1) By a resolution, the Senate shall initiate proceedings on the proposal for the appointment of a Dean no later than three months before the end of the Dean's term of office, and shall publish this resolution on the electronic Official Notice Board of the Faculty and possibly also by other suitable means. The contents of this resolution include, in addition to the initiation of proceedings on the proposal for the appointment of a Dean, a timetable of its process and deadlines for related actions and activities.
- 2) During the session, where the resolution pursuant to paragraph 1 was adopted, the Senate will elect a special committee from among its members to handle the proposal for appointment of a Dean, and its chairperson. The committee contains a minimum of three members, at least one of whom is a student of the Faculty. The members of the committee are elected by a secret vote. An absolute majority of all senators' votes is required for their election. Upon acceptance of the candidacy for the position of the Dean, membership in the election committee ceases.
- 3) The special committee for proceedings on the proposal for the appointment of a Dean ensures in particular:
 - a) verification of fulfilment of the legal conditions on part of the candidate for the position of the Dean,
 - b) drawing up a list of candidates for the position of the Dean,
 - c) other activities connected with the proceedings on the proposal for the appointment of a Dean.
- 4) The list of candidates for the position of the Dean in alphabetical order will be published by the special committee in the public part of the Faculty website.
- 5) A person for whom, if elected, there is a potential conflict of interest according to Article 7 of the Constitution of Palacký University Olomouc, may only be included

in the list of candidates if he or she declares in writing at the latest together with his or her expression of consent to the candidacy:

- a) that he or she does not have any activities that would constitute a conflict of interest according to Article 7 of the Constitution of Palacký University Olomouc, or
- b) which of his or her activities are in conflict of interest, and at the same time he or she undertakes to give them up without delay, should he or she be appointed as a Dean.

If the person, for whom there is potential conflict of interest, does not resolve the conflict of interest by the date of appointment as a Dean at the latest, the procedure will be carried out in accordance with Article 21, paragraph 10.

- 6) Every member of the academic community of the Faculty has the right to submit a proposal for a candidate for the position of a Dean. The proposal must be in writing, must contain a date, an unmistakable designation of the person who submits it, including their signature, and the person who is proposed as a candidate for the Dean, the signature of the proposed candidate confirming his or her consent to the candidacy. Such proposal must be submitted to the Senate by the deadline set according to paragraph 1. The candidate's signature may be replaced by another unquestionable expression of consent to the candidacy. A sample proposal for a candidate for the position of the Dean is in Annex No. 1 of these rules. Proposals are submitted to the chairperson of the special committee according to paragraph 2.
- 7) During the proceedings on the proposal for the appointment of a Dean, each candidate can withdraw from his or her candidacy, always before the start of the relevant round of voting at the latest.
- 8) An absolute majority of all senators' votes is required to adopt a resolution on the proposal for appointing a candidate for a Dean.
- 9) In the event that none of the candidates for the position of the Dean receives a majority of the votes of all senators, a second round of voting takes place. The candidate who received the most votes in the first round and the candidate who was in second place in order of the number of votes received advance to it. If more than one candidate received the same highest number of votes, only these candidates advance to the second round. If there were more candidates in second place in the order of the number of votes received, all these candidates advance to

the second round. Paragraph 8 applies to the resolution on the proposal for appointing a candidate for a Dean in the second round.

- 10) If, even in the second round, the Senate has not decided which candidate to propose to the rector of Palacký University Olomouc (hereinafter referred to as the "rector") for appointing as a Dean, the candidate for the position of the Dean with the highest number of votes will advance to the third round. In the event that more than one candidate received the same highest number of votes cast in the second round, all these candidates advance to the third round. Paragraph 8 applies to the resolution on the proposal for appointing a candidate for a Dean in the third round.
- 11) If, even in the third round, the Senate has not decided which candidate to propose to the rector for appointing as a Dean, the Senate will announce a repeated procedure on the proposal for appointment for a Dean by its resolution. In such a case, however, the schedule of proceedings and all deadlines must allow the proceedings to be carried out within one month of the session of the Senate at which the unsuccessful attempt took place. The repeated proceedings on the proposal for appointing as a Dean are adequately governed by the provisions of this article.
- 12) The chairperson shall communicate the result to the relevant candidate without undue delay, ensure that a record of the proceedings is prepared and signed by all members of the special committee and the chairman, and without undue delay submits a proposal for the appointment of the relevant candidate for a Dean to the rector.

Article 21

Proceedings on the Proposal to Remove the Dean from Office

- 1) A senator alone or in conjunction with other senators (hereinafter referred to as "authorized proposers") is authorized to submit a proposal for the removal of the Dean from office (hereinafter referred to as the "removal proposal") to the chairperson.
- 2) The removal proposal must be submitted in writing, must be justified, and must contain the date, designations and signatures of the authorized proposers and must meet other requirements set forth in this article.
- 3) At the beginning of the session of the Senate, the Dean is entitled to comment on

the justification of the removal proposal submitted by the authorized proposers, and the chair is entitled to demand from the authorized proposers a more detailed explanation of the arguments stated in the removal proposal.

- 4) After the debate is over, the Senate will proceed to vote on the proposal to remove the Dean from office. The proposal to remove the Dean from office is accepted if at least three-fifths of all senators vote for such proposal.
- 5) The chairperson will submit the resolution on the Senate's proposal to remove the Dean from office to the rector.
- 6) The term of office of the Dean ends on the date specified by the rector in his or her decision on the removal from office. If the day is not specified in the decision, the term of office of the Dean ceases on the day following the day on which this decision was delivered to the Dean.
- 7) No later than 30 days from the date specified in paragraph 6, the Senate will announce proceedings on the proposal for appointing as a Dean in accordance with Article 20.
- 8) In the event that the Dean's term of office ends for another reason, the procedure is similar according to paragraph 7.
- 9) In the event of a suspected conflict of interest involving the Dean, as defined by Article 7 of the Constitution of Palacký University Olomouc, the procedure is carried out directly according to paragraphs 5 to 7, without any removal proposal.

Article 22

Vice-Deans and the Secretary

- 1) The Dean presents to the Senate the intention to:
 - a) appoint Vice-Deans or the Secretary to the position,
 - b) remove Vice-Deans or the Secretary from office.
- 2) The Dean's intention to appoint Vice-Deans to the position includes in particular:
 - a) the number of Vice-Deans,
 - b) area of competence of Vice-Deans,
 - c) a list of names of Vice-Deans with an indication of the person who is supposed to represent the Dean in full in his or her absence,
 - d) designation of the workplace and a brief definition of the professional experience of the proposed person to date.

The Dean's intention to appoint the Secretary to the position contains a brief

description of the proposed person with a focus on professional experience.

- 3) Persons proposed for the position of Vice-Dean or the Secretary are entitled to participate in the Senate session and provide the senators with more detailed information about their professional activities, or their intentions for acting as a Vice-Dean or Secretary.
- 4) The Dean submits to the Senate the intention to remove the Vice-Dean or the Secretary from their office, stating the reasons. The concerned Vice-Dean or the Secretary is entitled to participate in the Senate session and provide more detailed information on the matter.

Article 23

Delegation of Representatives to the Council of Universities

- 1) Upon proposal, the Senate delegates members of the academic community of the Faculty as representatives to the Council of Universities and removes them from office.
- 2) The Senate decides on the delegation of representatives of the Faculty to the Council of Universities in accordance with paragraph 1 at least 30 days before the end of the term of office of the current representatives. If, during the term of office, the position of the representative of the Faculty in the Council of Universities becomes vacant, the Senate decides on a new representative without undue delay.

Article 24

Final Provisions

- 1) These rules were approved by the Senate on May 02, 2017 and by the Academic Senate of Palacký University Olomouc on May 24, 2017 with amendments to which the Senate agreed on May 30, 2017.
- 2) These rules become effective on the day of publication.
- 3) Attached to these rules is a sample proposal for a candidate for the position of the dean of the Faculty.

Prof. MUDr. Milan Kolář, Ph.D., m. p.

Dean of the Faculty of Medicine and Dentistry of Palacký University Olomouc

MUDr. Jan Strojil, Ph.D. m. p.

Chairperson of the Academic Senate of the Faculty of Medicine and Dentistry

Amendment No. 1 of the Rules of Procedure of the Academic Senate of the Faculty of Medicine and Dentistry, Palacký University Olomouc was approved by the Academic Senate of the Faculty of Medicine and Dentistry, Palacký University Olomouc on February 23, 2021 and by the Academic Senate of Palacký University Olomouc on March 17, 2021.

Annex No. 1 of the Rules of Procedure of the Academic Senate of the Faculty

**Proposal of a candidate for the position of the Dean of the Faculty of
Medicine and Dentistry, Palacký University Olomouc for the term of
office from..... 20.... to 20.....**

Proposed candidate:

Name, surname, title(s):

Year of birth:

Workplace (for academic staff)/current profession (for others):

More information*):

The proposer:

Name, surname:

Date:

Handwritten signature:

Consent of the proposed candidate:

With my signature, I express my consent to my candidacy for the position of the Dean of the Faculty of Medicine and Dentistry, Palacký University Olomouc (the Faculty).

In case of my appointment as a Dean of the Faculty, conflict of interest according to Article 7 of the Constitution of Palacký University Olomouc **)

- is not imminent;
- is imminent to the following extent:
 -
 -
 -

However, I am ready to give up the mentioned activities immediately in the event of being appointed for a Dean of the Faculty.

Date:

Handwritten signature:

The completed proposal must be delivered to the chairperson of the special election committee according to Article 20, paragraph 2) of the Rules of Procedure of the Academic Senate of the Faculty by 20.... until hours at the latest.

*) if necessary, additional data will be provided to clearly identify the proposed candidate

***) tick the true alternative