



Internal Regulations of the Technical University of Liberec, Faculty of Mechanical Engineering				
Title:	Rules of Procedure of the Scientific Board of the Faculty of Mechanical Engineering of TUL			
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Legal control:	Mgr. Jan Petržela	Lawyer	23.12.2020	
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Approved	prof. Dr. Ing. Petr Lenfeld	Dean	4.1.2021	
Approved by AS FME TUL:	Ing. Luboš Běhálek, Ph.D.	Chairman	13.1.2021	
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Article 1

Introductory Provisions

- (1) The legal status, composition and powers of the Scientific Board of the Faculty of Mechanical Engineering of the Technical University of Liberec (hereinafter referred to as the "Scientific Board") are regulated by Sections 25, 29 and 30 of Act No. 111/1998 Coll., on Higher Education Institutions and on the Supplementation of Other Acts (the "Act on Higher Education Institutions") (hereinafter referred to as the "Act") and Article 21 of the Statutes of the Faculty of Mechanical Engineering of the Technical University of Liberec (hereinafter referred to as the "Statutes").

Article 2

Meetings of the Science Board

- (1) Meetings of the Scientific Board are convened by the Dean or an authorised member of the Scientific Board as required, usually four times per academic year. In exceptionally justified cases (e.g. significant health risks), meetings may be held on-line.
- (2) The Dean shall decide within one month on the date and form of an extraordinary meeting of the Scientific Board on the basis of a reasoned request of at least one third of its members sent in writing the subject of the meeting.
- (3) Members of the Scientific Board are obliged to attend its meetings. Anticipated absences must be notified in good time, at least one week before the date set for the meeting.
- (4) Meetings of the Scientific Board are chaired by the Dean or an authorised member of the Scientific Board.
- (5) The Dean submits to the Scientific Board for discussion major issues concerning the development and activities of the Faculty and informs it of important matters dealt with since the last meeting and of major measures in preparation.
- (6) Members of the Scientific Board may raise any issues that they feel need to be discussed by the Scientific Board.
- (7) During the habilitation procedure and the procedure for the appointment to professor, the Scientific Board is guided by Sections 72 and 74 of the Act and the Guidelines for Habilitation and Appointment to Professor Procedure of the Faculty of Engineering and the internal regulation of TUL – Regulations for Habilitation and Appointment to Professor Procedure of the Technical University of Liberec.
- (8) The Research Board discusses proposals for filling the position of Dean at a joint meeting with the Academic Senate of the Faculty.



- (9) The Scientific Board shall have the capacity to if at least two thirds of its members are present at the meeting.
- (10) A supermajority vote of all members of the Scientific Board is required for a valid resolution.
- (11) The Scientific Board shall vote by secret ballot in habilitation proceedings, in proceedings for the appointment of professor and in cases where the Scientific Board so decides.
- (12) The Dean has the right to ask the members of the Scientific Board for a written opinion in the form of a per rollam vote. He/she shall submit a draft resolution in writing or electronically to the members of the Scientific Board. The request for an opinion shall include a time limit which the members of the Scientific Board are to express their approval or disapproval in writing or electronically. If a member of the Scientific Board fails to comment on the draft resolution in writing or electronically within the time limit, he/she shall be deemed to disagree with the draft resolution. The adoption of a resolution in this way shall also require consent of an absolute majority of all members of the Scientific Board. The Dean shall notify all members of the Scientific Board of the result of the per rollam vote in writing or electronically without undue delay. A record of the per rollam vote shall be made and signed by the Dean. A per roll call vote may not be used in cases where a resolution is to be adopted by secret ballot.
- (13) Matters related to the meetings of the Scientific Board are handled by the Secretary of the Faculty and a member appointed by the Dean according to the competences set by the Dean.
- (14) The minutes of the meetings of the Scientific Board are publicly available and their timely production is ensured by the Faculty.

Article 3

Final provisions

- (1) The Rules of Procedure of the Scientific Board of the Faculty of Mechanical Engineering of TUL of 11, 2013 are hereby repealed.
- (2) These Rules of Procedure of the Scientific Board of the Faculty of Mechanical Engineering of TUL were approved by the Academic Senate of the Faculty of Mechanical Engineering of TUL on 13th January 2021, pursuant to Section 27 (1) (b) of the Act.
- (3) These Regulations shall enter into force and effect on the date of their approval by the Academic Senate of TUL pursuant to Section 9(1)(b)(2) of the Act, i.e. on 9th February 2021.