

**RULES OF PROCEDURE OF THE ARTISTIC BOARD  
OF THE ACADEMY OF ARTS, ARCHITECTURE &  
DESIGN IN PRAGUE**

**of 25 July 2017**

The Ministry of Education, Youth and Sports registered pursuant to Section 36 (2) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act) on 25 July 2017 under Ref. No. MSMT-20295/2017 Rules of Procedure of the Artistic Board of the Academy of Arts, Architecture & Design in Prague.

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Mgr. Karolína Gondková,  
director of the Department  
of Higher Education  
Institutions

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Academic Senate of the Academy of Arts, Architecture & Design in Prague pursuant to Section 9 (1) (b) point 3 and Section 17 (1) (e) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act), as amended, adopted this internal regulation of the Academy of Arts, Architecture & Design in Prague:

## **RULES OF PROCEDURE OF THE ARTISTIC BOARD OF THE ACADEMY OF ARTS, ARCHITECTURE & DESIGN IN PRAGUE**

### **Article 1 Opening provisions**

1. The Artistic Board of the Academy of Arts, Architecture & Design in Prague (hereinafter, the "Artistic Board") is a self-governing body of the public higher education institution. The legal standing, jurisdiction and work of the Artistic Board are governed by Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (hereinafter, the Higher Education Act), as amended (hereinafter referred to as the "Act"), the Statutes of the Academy of Arts, Architecture & Design in Prague (hereinafter referred to as "UMPRUM") and these Rules of Procedure (hereinafter referred to as the "Rules").
2. The Rector is the chair of the Artistic Board. The Rector appoints and dismisses other members of the Artistic Board with prior consent of the Academic Senate of the Academy of Arts, Architecture & Design in Prague (hereinafter referred to as the "Academic Senate").
3. Members of the Artistic Board are distinguished representatives in fields in which UMPRUM carries out teaching and creative activities. At least one third of them are not members of the UMPRUM academic community.
4. The Rector may appoint honorary members of the Artistic Board, who have the right to attend the Artistic Board meetings without a vote.
5. Members of the Artistic Board are required to attend its meetings and be actively involved in them. In the case of an expected absence, they shall make a proper apology to the Rector as soon as possible.
6. The Rector shall define the number of members of the Artistic Board.
7. The Rector shall also set the term of office of Artistic Board members, which shall not exceed the term of the Rector's office.

**Article 2**  
**Scope of authority of the Artistic Board**

In accordance with Section 12 of the Act and the Statutes of UMPRUM, the Artistic Board:

- a) discusses the draft of UMPRUM strategic plan regarding the Rector's proposal before presenting it to the Academic Senate;
- b) approves study programmes submitted by the Rector;
- c) approves the plans to submit applications for accreditation, thereby widening the scope of accreditations or the extension of the validity period of the study programmes accreditations submitted by the Rector;
- d) approves the plan to submit applications for institutional accreditation for field(s) of education and for widening the scope of the institutional accreditation for other field(s) of education based on the Rector's proposal;
- e) approves the plan to submit applications for the accreditation of habilitation procedures or procedures for the appointment of professors presented by the Rector;
- f) on the basis of the Rector's proposal, approves the plane to renounce the claim of the institutional accreditation, to close down a study programme or renounce the claim of the accreditation of habilitation procedures or procedures for the appointment of professors;
- g) exercises competency in regard to the habilitation procedures or procedures for the appointment of professors to the extent defined by the Act;
- h) discusses draft rules for the quality assurance system for educational, creative and related activities and internal evaluation of quality of educational, creative and related activities of UMPRUM presented by the Rector before being presented to the Academic Senate;
- i) discusses draft report on the internal evaluation of quality of educational, creative and related activities of UMPRUM presented by the Rector before being presented to the Academic Senate, and draft amendments to the report;
- j) discusses draft annual reports on activity before being presented to the Academic Senate;
- k) executes the authority of the Internal Evaluation Board;
- l) states its opinion on other matters presented by the Rector;
- m) awards, on the Rector's proposal, the degree of professor emeritus;
- n) awards, on the Rector's proposal, the degree of "doctor honoris causa" (abbreviated to "dr.h.c." behind the name) to prominent personalities of cultural and political life.

**Article 3**  
**Meetings of the Artistic Board**

1. Meetings of the Artistic Board shall be summoned by the Rector as needed, typically four times a year. The Rector shall also summon a meeting of the Artistic Board in a situation where at least one third of the Artistic Board members request so in writing

- or on request of the Academic Senate. The time schedule of the Artistic Board meetings is published in the UMPRUM academic calendar before the start of the academic year, and Artistic Board members are informed about it in a timely manner.
2. The Rector sets the agenda of the Artistic Board meetings based on the UMPRUM's needs and proposals by Artistic Board members, and informs about it in the invitation sent to Artistic Board members at least five business days in advance. The invitation shall include information material for the meeting in electronic or print form. In exceptional cases, particularly if pressed for time or due to urgency of the matter, the information material may, by the Rector's decision, be handed over later or handed out at the start of the meeting.
  3. Each member may request additions or adjustments to the agenda of the Artistic Board meetings in writing or orally no later than at the start of the Artistic Board meeting. The Rector may decide to change the meeting agenda at any time.
  4. The Artistic Board meeting is chaired by the Rector; in the Rector's absence, by a designated Vice-Rector or another designated Artistic Board member.
  5. If required by the nature of the discussed matter, the Rector may invite others to an Artistic Board meeting.
  6. Artistic Board meetings may also include speeches by the Chair of the Academic Senate, vice-rector, bursar and honorary member of the Artistic Board. Unless the Act or these Rules specify otherwise, other persons may only deliver a speech with the consent of overall majority of the Artistic Board members present.
  7. Artistic Board meetings are non-public, with the exception of the public parts of habilitation procedures and procedures for appointment of professors.
  8. The Artistic Board decides by means of resolution. The Artistic Board is quorate if an overall majority of all its members is present, with the exception of habilitation procedures and procedures for appointment of professors, where at least 2/3 of all the Artistic Board members have to be present.
  9. If the Artistic Board is not quorate, the Rector shall set a new meeting date.
  10. The Artistic Board decides about discussed matters by votes of the overall majority of those present; in the case of decisions on whether to appoint applicants as associate professors and nominate applicants as professors, by votes of the overall majority of all its members.
  11. Voting is by secret ballot only if required by the Act, these Rules, or insisted upon by the overall majority of present members. At least two scrutineers are elected for a secret ballot. The ballot papers are archived.
  12. Discussion and assessment of a habilitation proposal and the habilitation procedure itself shall proceed as specified in Section 72 of the Act. The nomination is approved if an overall majority of all the Artistic Board members vote for it. If a habilitation procedure concerns a member of the Artistic Board, the member must not participate in the vote. Voting is by secret ballot.
  13. Discussion and assessment of a proposal and the procedure for appointment of professors itself shall proceed as specified in Sections 74 and 75 of the Act. The nomination is approved if an overall majority of all the Artistic Board members vote for it. If a procedure for appointment of professors concerns a member of the Artistic Board, the member must not participate in the vote. Voting is by secret ballot.
  14. Details of the habilitation procedure and procedure for appointment of professors are defined by UMPRUM Rules of Habilitation Procedure and Procedure for Appointment of Professors.
  15. In justified cases, particularly in the case of an urgent matter or a move for the

discussion of which it is not possible or efficient to summon an Artistic Board meeting, a correspondence vote can be used (hereinafter referred to as "per rollam"). A per rollam vote shall be announced by the Rector or an authorised member of the Artistic Board (hereinafter referred to as the "Announcer"). The Rector shall keep and periodically update a list of email addresses submitted by members of the Artistic Board without delay after the start of their term in order to enable per rollam voting.

16. The Announcer shall send a message (email) about commencing a per rollam vote, including a draft resolution and the deadline for the votes. The Announcer's message shall always set a deadline for the votes, typically three calendar days, but never shorter than 24 hours. Each voter shall send a reply email to the Chair within the set period, expressing their position on the draft resolution using the phrases "for the motion", "against the motion", or "abstained". The draft resolution shall be passed if at least one half of all the members have voted for it within the set period. In case a member has not replied within the set period, they shall be understood to have abstained from the vote.
17. The Announcer shall announce the result of the per rollam vote to all the Artistic Board members without undue delay, no later than three calendar days after the end of the vote. Results of per rollam vote in the past period shall be included in the minutes from the next regular Artistic Board meeting.
18. Brief minutes from Artistic Board meetings, including the contents of the resolutions, shall be published in the customary manner.

#### **Article 4 Final provisions**

1. The Rules of Procedure of the Artistic Board of the Academy of Arts, Architecture & Design in Prague, registered by the Ministry of Education, Youth and Sports on 10 December 1999 under Ref. No. 33 712/99-30 is hereby repealed.
2. These Rules were passed by the Academic Senate pursuant to Section 9 (1), (b), point 3 of the Act on 26 June 2017.
3. These Rules shall enter into force pursuant to Section 36 (4) of the Act on the day of registration by the Ministry of Education, Youth and Sports.
4. These Rules shall enter into effect as of 1 September 2017.

**Prof. academic architect Jindřich Smetana, m.p.**  
Rector