

# Rules of Procedure and Elections of the Council for Study Affairs

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| <b>Name of the Internal Regulation</b>   | Rules of Procedure and Elections of the Council for Study Affairs |
| <b>Number of the Internal Regulation</b> | uvs.pro.31                                                        |

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## Article 1 Introductory Provisions

1. The Council for Study Affairs (hereinafter referred to as the "Council") is an academic body of Unicorn Vysoká škola s.r.o. (hereinafter referred to as "University"). It has an advisory role to the President of the University.
2. The Council and its individual members are responsible for their activities to the University's academic community.
3. The Council creates the conditions for academic community members to submit comments on the University's activities and propose solutions. The President is obliged to deal with the proposals and opinions of the Council.
4. The Council has 13 members elected from among the University's academic community, of which six are from among students. The academic community elects council members. The University's President, the Vice-Presidents, and the Bursar cannot be members of the Council.
5. The Council has two chambers. Members of the Council from the ranks of academic staff form the chamber of academic staff, and members of the Council from the ranks of students form the student chamber.
6. The term of office of both chambers of the Council is three years.
7. The newly elected Council elects its Chairman and Vice-Chairman by majority vote. A member of the Council from among the academic staff is elected as the Chairman, and a member of the Council from among the students becomes the Vice-Chairman.
8. Only a student who has not been sanctioned as part of disciplinary proceedings can become a member of the Council.

## Article 2 Powers of the Council

1. The Council approves the Rules of Procedure and Election of the Council.
2. The Council expresses itself on the questions presented to it by the President.
3. The Council has the right to cooperate with the President and submit comments on the following:
  - a) evaluation report,
  - b) the annual report on the activities of the private University,
  - c) the University's strategic plan and its implementation plan,
  - d) preparation of new study programs.
4. Based on the President's initiative or at its own discretion, the Council may discuss drafts of the University's internal regulations and has the right to propose their modifications and changes.
5. Members of the academic community may submit feedback and proposals for improvement via the Council.
6. The President is obliged to consider the Council's proposals and opinions.

## **Article 3**

### **Proceedings of the Council**

1. The Council has a quorum if at least seven of its members, including the Chairman or Vice-Chairman, are present.
2. The Council makes decisions by secret voting:
  - a) when electing the Chairman and the vice-Chairman,
  - b) in the case of a motion to recall the Chairman and Vice-Chairman,
  - c) if one of its members requests secret voting,
  - d) in the case of a motion to recall a member of the Council.
 In other cases, the Council adopts a resolution by public voting.
3. In justified cases, Council meetings can be held online through an audio-visual connection while maintaining the rules of the Council meetings defined by these regulations.
4. The Council members may participate in meetings online in justified cases.
5. In justified cases, except for voting according to paragraph 2, letters a) to d), the Council adopts resolutions by voting per rollam. The Chairman of the Council announces the vote per rollam.
6. Council resolutions are approved if a majority of all members of the Council present support them. The decisions on cases listed in paragraph 2, letters b) and d), require the consent of a two-thirds majority of all Council members.
7. If there is a tie vote, a conciliation procedure will occur between the Council members, and the proposal will be discussed again at the next meeting. If the conciliation procedure does not lead to a resolution and the vote is tied for the second time, the Chairman's vote is decisive.
8. The Chairman and Vice-Chairman's task is to prepare the Council meetings.
9. The Chairman of the Council is mainly responsible for:
  - a) preparation of written materials,
  - b) recording of the resolution and its publication,
  - c) registration of written topics from the University's academic community members.
 The Chairman may designate an assistant for the administration entrusted to them.
10. The Chairman convenes the meeting of the Council:
  - a) on the date determined by the last meeting of the Council,
  - b) at the proposal of the President or the authorized Vice-President of the University,
  - c) at the proposal of at least five members of the Council,
  - d) at the written proposal of at least twenty members of the University's academic community,
  - e) if the Chairman himself considers that an extraordinary meeting of the Council is necessary.
 Proceedings according to letters b), c), or d) shall be convened by the Chairman within two weeks of the proposal's delivery.
11. The Council meets at least twice a year unless a situation arises according to paragraph 8, letters b) to e).
12. The meeting of the Council is chaired by the Chairman, in their absence, by the Vice-Chairman of the Council.
13. Attendance at Council meetings is mandatory for Council members. Absence must be excused in advance by notifying the Chairman. If more than four members excuse themselves in advance, the Chairman can postpone the meeting of the Council.
14. The President and the Vice-Presidents have the right to speak at a Council meeting whenever they request it.
15. The President, the Vice-Presidents, and the Bursar have the right to participate in Council meetings with an advisory vote.

16. Council meetings are open to members of the academic community or other persons with the permission of the Council. However, guests do not have the right to interfere in the proceedings without the Chairman's approval.
17. The Council has the right to invite any member of the academic community or employee of the University to its meeting.
18. Minutes of the meeting are taken by a member of the Council authorized by the Chairman. They contain a list of those present and the full text of the resolution. Each member of the Council has the right to supplement the minutes with their opinion in case of disagreement with the Council's decision. Minutes are archived with the Chairman of the Council and in the University's information system.
19. Resolutions and other acts are confirmed with the signature of the Chairman of the Council or, in their absence, by the Vice-Chairman of the Council. Approval in the University information system is considered a signature. To implement the approval, it is necessary to log into the University information system.
20. Any member of the academic community can submit proposals for discussion in the Council in writing to any member of the Council. They will forward the proposals to the Chairman, who will present them for discussion at the Council's next meeting.

## **Article 4**

### **Elections**

1. Elections to the Council are announced by the Chairman of the Council or, on their behalf, by the Vice-Chairman of the Council no later than three months before the end of the Council's term of office. If they do not do so, the President will announce the election.
2. Elections are organized by the Chairman of the Council, who
  - a) determines the place and date of elections,
  - b) appoints a three-member election commission from among the members of the Council to organize the elections, supervise the conduct of the elections and announce the results of the elections, with at least one member of the election commission being a member of the student chamber,
  - c) at least 14 days before the date of the elections, they publish a notice of their holding; the announcement contains the election date, the election commission's composition, the call for candidate proposals, the method of conducting the election, and other organizational instructions.

## **Article 5**

### **Candidates**

1. Any member or group of academic community members can submit proposals for candidates.
2. Proposals are submitted in writing to the members of the electoral commission. A candidate cannot be nominated without their written consent, which the electoral commission requests.
3. Any member of the academic community can be a candidate.
4. Lists of academic staff and student candidates must be published at least two working days before the election date.

## **Article 6**

### **The Course and Results of the Elections**

1. Elections to the Council occur by secret voting online through the University's University information system. To be able to vote, one needs to log in to the University information system
2. Academic staff elects candidates from among academic staff; students elect candidates from among students.
3. During elections, each member of the academic community votes personally; representation is impossible.
4. The order of the candidates will decide the election result according to the number of votes received. In the case of

equality of votes, the decision is taken by lot.

5. The election results are published on the University's official board and in the University's academic information system. The results must be published within 14 days of the end of the election.
6. Candidates who were not elected are alternates for the respective term of office of the Council in the order of the number of votes received.

## **Article 7**

### **Termination of Membership in the Council**

1. Membership in the Council ceases:
  - a) upon expiry of the term of office of the Council,
  - b) termination of membership in the University's academic community,
  - c) by a written notice of resignation addressed to the Chairman of the Council,
  - d) by appointment to the position of President or Vice-President,
  - e) in case of a planned absence from the University for more than six months on the day of its commencement,
  - f) if the member's unplanned absence from the University is longer than six months,
  - g) by appeal based on the Council for Study Affairs resolution, which was approved by a two-thirds majority of all Council members,
  - h) by imposing a sanction on a member of the Council in the context of disciplinary proceedings.
2. The place vacated by the termination of membership, according to Article 7, paragraph 1, letters b) to f), is filled by another substitute based on the ranking in the last election unless a situation described in Article 7, paragraph 4 arises.
3. A member of the student chamber of the Council who was elected at the bachelor's level of study and immediately after completing the bachelor's level of study continues their master's studies remains a member of the Council without interruption of the mandate.
4. If more than half of the initially elected members of the Council resign during one term of office, this Council is dissolved, and new elections are called. In this case, the remaining members of the Council as a whole take over the organization of the elections.

## **Article 8**

### **Final Provisions**

1. These Rules for Procedure and Election of the Council for Study Affairs is an amendment of Rules for Procedure and Election of the Council for Study Affairs that was approved by the President on May 22, 2023.
2. Upon the President's proposal, the Council approved these Amendment of Rules for Procedure and Election of the Council for Study Affairs at its meeting on June 26, 2025.