

RULES OF PROCEDURE OF THE SCIENTIFIC COUNCIL

St. Elizabeth's University of Health and Social Work

Art. 1

Status and powers of the Scientific Council

- 1) In accordance with Section 47a (2) (c) of the Higher Education Act, the Scientific Council of the St. Elizabeth University of Health and Social Work (hereinafter referred to as the SEU) is a body of academic self-government of the St. Elizabeth University of Health and Social Work.
- 2) The status and scope of the Scientific Council of the SEU is stipulated by Section 12 of the Higher Education Act, according to which the Scientific Council of the SEU:
 - a) discusses the long-term plan of the SEU,
 - b) periodically, but at least once a year, assess the level of SEU in educational activities and in the field of scientific research activities,
 - c) approves the draft study programmes, student representatives designated by the student part of the Academic Senate of the SEU are invited to this point of the meeting,
 - d) approves other experts who have the right to examine at state examinations for study programmes carried out at the SEU (§63 (3));
 - e) approves supervisors for doctoral studies (§54 (4)),
 - f) Approves the criteria of the SEU for the evaluation of the fulfilment of the conditions for the award of the scientific-pedagogical title "Associate Professor" as well as the criteria of the SEU for the evaluation of the fulfilment of the conditions for the award of the scientific-pedagogical title "Professor",
 - g) discusses and approves proposals for the award of the title of associate professor, if the appointment is for the appointment of an associate professor in the field of study in which the study programmes are carried out by the university,
 - h) discusses and approves proposals for the award of the title of professor, if the appointment of a professor in the field of study in which the study programmes are carried out by the university,
 - i) approves the general criteria for filling the posts of professors and associate professors,
 - j) approves the Rector's proposals for filling the posts of visiting professors,
 - k) awards the scientific degree "doctor scientiarum" (abbreviated "DrSc."),
 - l) awards the title "doctor honoris causa" (abbreviated as "Dr.h.c.") to eminent domestic and foreign personalities,
 - m) Proposes that the Rector of a private university be awarded the honorary title of "Professor Emeritus",
 - n) approves the rules of procedure of the Scientific Council of the SEU on the proposal of the President of the Scientific Council of the SEU,
 - o) performs other tasks determined by the internal regulations of the private college.
- 3) The Scientific Council of a private higher education institution shall deliberate on

questions submitted to it by the President of the Scientific Council of the private higher education institution or on questions on which it resolves.

Art. 2

Composition of the Scientific Council

- (1) The members of the Scientific Council of the SEU are appointed and dismissed by the Rector after approval by the Academic Senate of the SEU § 47b (2) (f) of the Higher Education Act. The term of office of the members of the Scientific Council of the University is three years.
- (2) The members of the Scientific Council by virtue of their office are:
 - a) Rector of the university
 - b) vice-rectors of the university
 - c) other members of the Scientific Board who are eminent experts in the fields in which the university carries out educational, research or other creative activities.
- (3) At least one quarter and no more than one third of the members of the Scientific Council shall be persons who are not members of the academic community of the university.
- (4) Invited guests and honorary members of the Scientific Council do not have the right to vote.
- (5) The Rector is the chairman of the Scientific Council of the SEU,
- (6) In his/her absence, the Chairperson of the Scientific Council is represented by the Vice-Rector appointed by him/her.
- (7) Membership of the Scientific Council is irreplaceable.

Art. 3

Organisational arrangements for the activities and meetings of the Scientific Council

- (1) The Scientific Council is guided in its activities by a time and thematic plan, which it approves at the first meeting of each academic year. The Scientific Council shall meet at least twice a year.
- (2) The Chairperson sets the agenda of the Scientific Council, convenes and manages its meetings. The Chairperson may delegate the Vice-Rector of the SEU to chair a meeting of the Scientific Council or a part of its meeting.
- (3) The Chairperson of the Scientific Council may invite persons who are not members of the Scientific Council to attend all or part of the meeting, as appropriate.
- (4) If a candidate for the habilitation procedure as well as a candidate for the appointment procedure for professor is working at a university other than the SEU, the chairman of the Scientific Council shall invite a representative of the university, delegated by the representative of the university where the candidate is teaching, to discuss his/her proposal.
- (5) The Academic Council may decide to declare all or part of its deliberations closed (closed) if the personal rights of an individual or an important interest of the College would be jeopardized by a public deliberation. In such a case, the Academic Board shall determine who may attend the closed session.
- (6) As a rule, the Scientific Council deliberates on the basis of written materials, which are

sent to its members together with invitations by the Rector's Office no later than seven days before the scheduled date of the Scientific Council meeting.

- (7) Members of the Scientific Council may propose amendments to the agenda at the beginning of the meeting. An amendment to the agenda must be approved by an absolute majority of the members of the Scientific Council present.
- (8) The Scientific Council shall have a quorum if an absolute majority of its members are present at its meetings.
- (9) A valid resolution of the Scientific Council requires the approval of a supermajority of the members present. A valid resolution on matters under § 12(1)(f), (g) and (n) shall require the consent of a supermajority of all members of the Scientific Council.
- (10) In matters pursuant to Section 12(1)(f), (g) of the Higher Education Act, the Scientific Council shall decide by secret ballot.
- (11) In matters pursuant to Section 12(1)(h), (i), (j), (k), (l), (m), (n) of the Higher Education Act shall be decided by the Scientific Council by vote.
- (12) In justified cases, in addition to Article 3(10), the members of the Scientific Council may also vote by correspondence - "per rollam".
- (13) Minutes of the deliberations and decisions of the Scientific Council shall be drawn up and archived with the materials of its deliberations. The minutes of the deliberations of the Scientific Council shall be verified by the verifiers, who shall be proposed by the Chairperson of the Scientific Council at the beginning of the deliberations, together with the scrutineers, and subsequently approved by the members of the Scientific Council. The minutes shall be distributed to the members of the Scientific Council.

Art. 4

Participation of candidates for appointment as professor and for the title of associate professor at the meeting of the Scientific Council of the SEU

- (1) The Chair of the Scientific Council invites the candidate for appointment as professor or the candidate for the title of associate professor to the designated part of the meeting. He or she shall ask the candidate to present basic information on his or her teaching and research work. The presentation of the basic theses may not exceed ten minutes.
- (2) If a candidate is unsuccessful in the habilitation procedure or in the procedure for appointment as a professor, he/she may resubmit an application for the title of associate professor or professor to the SEU not earlier than one year after the date of the decision of the Scientific Council.
- (3) The habilitation procedure and the procedure for appointment as professor shall be carried out in accordance with Decree No. 6/2005 Coll. as amended on the procedure for obtaining the scientific-pedagogical titles or the artistic-pedagogical titles of associate professor and professor.

Art. 5

Transitional and final provisions

- (1) Organizational and administrative work related to the activities of the Scientific Council is carried out by the Rector's Office of the SEU,
- (2) Proposals pursuant to Section 12(1)(c) to (n) of the Higher Education Act shall be submitted to the Chairperson of the Scientific Council no later than 7 days before the date of the Scientific Council meeting.
- (3) The Chairperson or a member of the Scientific Council designated by him/her shall scrutinise the resolutions of the Scientific Council.
- (4) Decisions of the Scientific Council cannot be appealed. Its decisions shall not be subject to the generally binding regulation on administrative procedure.
- (5) These Rules of Procedure shall enter into force and effect from the date of approval by the Scientific Council of SEU, i.e. from 15 April 2014.

Bratislava, 15 April 2014

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Rector