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[https://fir.vse.cz/wp-content/uploads/Jednaci-rad\\_schvaleny\\_12\\_2025.pdf](https://fir.vse.cz/wp-content/uploads/Jednaci-rad_schvaleny_12_2025.pdf)

# **RULES OF PROCEDURE**

## **OF THE ACADEMIC SENATE OF THE FACULTY OF INTERNATIONAL RELATIONS OF THE PRAGUE UNIVERSITY OF ECONOMICS AND BUSINESS**

### **Article 1**

#### **General provisions**

- (1) These rules govern the proceedings of the Academic Senate of the Faculty of International Relations of the Prague University of Economics and Business (hereinafter referred to as "AS FIR").
- (2) These rules establish the bodies of the AS FIR, their constitution and the method of electing the chair of the AS FIR.

### **Article 2**

#### **Definition of certain terms**

- (1) For the purposes of these rules, the following definitions apply:
  - a) publication means placement on the public section of the AS FIR website,
  - b) making it available in a location that allows remote access to members of the Faculty's academic community,
  - c) sending by e-mail to the recipient's school e-mail address; submissions made by e-mail must be sent from a school e-mail address.
- (2) Throughout these internal regulations, the number of members of the AS FIR refers to the number of members specified in Article 1(3) of the AS FIR Election Rules.

### **Article 3**

#### **Constitutive meeting of the AS FIR**

- (1) The inaugural meeting of the newly elected AS FIR shall be held on the date specified in the AS FIR Election Rules.
- (2) The inaugural meeting of the newly elected AS FIR shall be chaired by the member present who received the highest number of votes in the AS FIR elections. If two or more members received the highest number of votes and are present, the meeting shall be chaired by the member whose surname comes first in the Czech alphabet. The meeting shall be chaired until the chair of the AS FIR is elected.
- (3) If a new Chairman of the AS FIR has not been elected, the member who chaired the meeting shall convene a new meeting without undue delay for the purpose of electing the Chairman of the AS FIR; this member shall chair the meeting until a new Chairman of the AS FIR is elected. The provisions of Article 5(6) shall remain unaffected.

- (4) In urgent and justified cases, the AS FIR may act on matters within its competence, including decisions concerning remote participation in meetings, even if the chair of the AS FIR has not yet been elected. In such a case, the meeting of the AS FIR shall be convened and chaired by a member of the AS FIR designated in accordance with paragraph 2.

## Article 4

### FIR AS Bodies

- (1) The bodies of the AS FIR are:
- a) the Chairman of the AS FIR,
  - b) Vice-Chairs of the AS FIR,
  - c) the Presidium of the AS FIR,
  - d) Working Committee of the AS FIR.
- (2) The Chairman of the AS FIR manages the activities of the AS FIR and represents it externally. In his absence, these activities are performed by the Vice-Chairs in the order determined by the Chairman.
- (3) The Presidium of the AS FIR consists of the Chairman of the AS FIR and two Vice-Chairs of the AS FIR. One Vice-Chair of the AS FIR is elected from among the academic staff and one from among the students in the AS FIR.

## Article 5

### Election and dismissal of the AS FIR Presidium

- (1) The members of the AS FIR Presidium are elected at the constituent meeting of the AS FIR.
- (2) The election of members of the AS FIR Presidium is organized by an election committee consisting of at least three members of the AS FIR.
- (3) The election committee accepts nominations for candidates for individual positions in the AS FIR Presidium. Candidates are entered on the list of candidates if they agree to stand for election.
- (4) Elections for each position in the AS FIR Presidium are held separately. First, the Chairman is elected, then the vice-chair from among the students, and finally the vice-chair from among the academic staff.
- (5) Candidates are elected to individual positions in the AS FIR Presidium by direct and secret ballot. To be elected, a candidate must obtain a majority of the votes of all AS FIR members in the first round. If no candidate obtains a majority of the votes of all AS FIR members in the first round, the two candidates with the highest number of votes proceed to the second round. If more than one candidate receives the same highest number of votes, or if one candidate receives the highest number of votes and more than one candidate receives the second highest number of votes, all such candidates proceed to the second round. To be elected, a candidate must obtain a majority of the votes of all FIR AS members in the second round. If no candidate obtains a majority of the votes of all members of the AS FIR, the candidate with the highest number of votes shall proceed to the third round. If more than one candidate receives the same highest number of votes, all such candidates shall proceed to the third round. If none of the candidates obtains a majority of the votes of all members of the AS FIR in the third round, the election shall be repeated.
- (6) The repeat election of AS FIR Presidium members shall take place at the next meeting, unless the AS FIR decides otherwise.
- (7) The Chairman and Vice-Chair of the AS FIR may be dismissed by a majority vote of all members of the AS FIR upon the proposal of a member of the AS FIR. Such a proposal shall be voted on by secret ballot.
- (8) In the event of resignation or dismissal from the AS FIR Presidium or termination of membership in the AS FIR, a new election shall be held in accordance with the rules set out in paragraphs 2 to 6.

## Article 6

### Working Committees of the AS FIR

- (1) In order to ensure its activities, the AS FIR establishes and dissolves working committees and appoints and dismisses the chair and other members of the committee from among its ranks.
- (2) The chair of a working committee may allow remote participation in committee meetings. Such a committee member participating in a meeting remotely is considered to be present.
- (3) Resolutions of working committees are generally adopted at committee meetings by a majority vote of the members present. The committee has a quorum if a majority of its members are present. In justified cases, the Chairman of the committee may decide to vote per rollam; for such voting, the provisions of Article 8(6) shall apply mutatis mutandis.
- (4) The Chairman of the working committee may invite guests to the meeting.

## Article 7

### Rules of Procedure of the AS FIR

- (1) The meetings of the AS FIR are public. Guests may speak if the chair of the AS FIR so decides. Any objections to this decision by the Chairman shall be decided by the AS FIR. Regular meetings are held at least five times per academic year. The Chairman of the AS FIR may allow remote participation in meetings. This decision shall be announced at the beginning of the AS FIR meeting. The following conditions must be met for remote participation in meetings:
  - a. remote participation must be in real time with the FIR AS meeting,
  - b. the identity of the AS FIR member participating in the meeting remotely must be verified,
  - c. the AS FIR member participating in the meeting remotely may join the discussion, submit proposals and vote, and
  - d. it is ensured that, in cases where required by law or these rules of procedure, the proceedings of the AS FIR are public.

If the proceedings of the AS FIR are not public, a member of the AS FIR who participates remotely is obliged to respect the non-public nature of the proceedings.
- (2) The Chairman of the AS FIR shall convene an extraordinary meeting if required by law, internal faculty regulations, or if requested by at least two-fifths of all AS FIR members. The validity of the request referred to in the previous sentence shall not be impeded if the signatures of AS FIR members are not included in the same document.
- (3) The AS FIR Presidium shall send the invitation to the AS FIR meeting, including the draft agenda, to all elected members of the AS FIR, the Dean, the Rector and the Chairman of the Academic Senate of the Prague University of Economics and Business at least one week in advance and shall also publish it within this period.
- (4) Proposals for discussion at the AS FIR meeting may be submitted by:
  - a) members of the AS FIR,
  - b) the Dean,
  - c) the Vice-Dean, or
  - d) the Faculty Secretary.
- (5) A proposal submitted in accordance with paragraph 4 shall include the proposed agenda item, the wording of the proposal and, as a rule, a draft resolution of the AS FIR. If the proposal is an amendment to a valid regulation, the submitter shall indicate the proposed changes to the valid regulation.

- (6) Proposals or supporting documents for discussion shall be submitted to the AS FIR electronically. Their submission is governed by Article 2(1)(c).
- (7) If a member of the academic community of the faculty expresses an interest in the AS FIR discussing a particular matter, they shall do so through a member of the AS FIR.
- (8) Proposals and supporting documents for FIR AS meetings must be submitted at least 7 calendar days in advance. Proposals and supporting documents submitted within this period must be included for discussion at the next FIR AS meeting. The submitter of these proposals and supporting documents is obliged to make them available to members of the Faculty's academic community at least seven calendar days before they are discussed, in a manner that allows remote access. If they fail to do so, these proposals or supporting documents cannot be included for discussion; exceptionally, in the case of urgent matters and if it does not conflict with legal regulations, in particular Section 27 of Act No. 111/1998, the Higher Education Act, as amended, such proposals or supporting documents may be included for discussion at the next meeting of the AS FIR with the consent of the Chairman of the AS FIR, and the Chairman of the AS FIR shall make the information on the granting of consent available to members of the Faculty's academic community in a manner enabling remote access and shall send the information to members of the AS FIR.
- (9) The Presidium of the AS FIR shall, without undue delay, instruct the chairmen of the relevant working committees of the AS FIR, if established, to discuss them.
- (10) The relevant working committees shall discuss the submitted proposals before the FIR AS meeting. The Chairman of the committee shall make the conclusions of the committee's deliberations available to the members of the academic community before the FIR AS meeting.
- (11) After the conclusions of the relevant working committee have been made available, the proposer of the proposal may withdraw the proposal or the supporting documentation.
- (12) The provisions of Articles 9 to 14 of these Rules shall apply to the decision on the proposal for the appointment of the Dean.
- (13) An authorized person (recorder) shall take written minutes of the proceedings of the AS FIR and ensure that an audio or audiovisual (in case of technical problems, written) recording is made. Adopted resolutions and decisions on which a vote is taken shall be included in the minutes in the exact wording of the proposal, with the number of votes for, against and abstentions.
- (14) After the end of the AS FIR meeting, the audio or audiovisual recording shall be made available to the academic community of the faculty. The minute-taker shall send the minutes in electronic form without undue delay to all members of the AS FIR, who may send any comments to the AS FIR Presidium within three calendar days. The AS FIR Presidium shall deal with the comments and inform the commenting AS FIR members of the outcome.
- (15) The final version of the minutes, signed by the chair of the AS FIR and the minute-taker, shall be published within seven calendar days of the minutes being sent in accordance with paragraph 14.

## Article 8

### Provisions on voting

- (1) A meeting of the AS FIR shall constitute a quorum if a majority of all members of the AS FIR are present.
- (2) The AS FIR may adopt all decisions for which it is authorized by law or internal faculty regulations, even if not all of its members specified in Article 2(2) have been elected.
- (3) Unless otherwise provided by this or another binding regulation or unless the AS FIR decides otherwise, voting shall be conducted publicly. A motion for a secret ballot shall be decided publicly; voting per rollam pursuant to paragraph 6 shall always be conducted publicly.

- (4) Voting shall take place in the following order: for the proposal, against the proposal, abstained.
- (5) A draft decision pursuant to Section 27(1) of the Act shall become effective if it is approved by a majority of all members of the AS FIR, except in the case of the dismissal of the Dean, where the consent of at least three-fifths of all members of the AS FIR is required. In other cases, the proposal shall be approved if it is approved by a majority of all members of the AS FIR present. Proposals shall be in the order in which they were submitted, with the exception of proposals for a secret ballot pursuant to paragraph 3, which shall be voted on first.
- (6) In the case of a public vote, voting shall be by show of hands or via an application in the VŠE information system or another suitable application. In the case of a secret ballot, voting shall be by ballot or via an application in the VŠE information system. If the chair has allowed a member to participate in the AS FIR meeting remotely, the secret ballot shall be conducted exclusively via an application in the VŠE information system.
- (7) The results of voting by ballot shall be evaluated by at least two members of the AS FIR who have been approved by the AS FIR (hereinafter referred to as "scrutineers") immediately after the ballots have been cast. The result of the vote shall be recorded in a protocol signed by the scrutineers and the Chairman of the AS.
- (8) Voting via the application in the VŠE information system or another application takes place at a time determined by the Chairman of the AS. Immediately after the end of the vote, the Chairman of the AS shall announce the result, which shall also be confirmed by signing the minutes of the vote.
- (9) Each member of the AS FIR may raise an objection to the course or result of the vote during or immediately after the vote. The AS FIR shall decide on such an objection immediately; if the objection is upheld, the vote must be repeated.
- (10) In urgent and justified cases, when discussing proposals, the Chairman of the AS FIR may ask the members of the AS FIR to vote per rollam. Proposals listed in Section 27(1) of the Act and proposals requiring a secret ballot cannot be voted on per rollam. Voting per rollam takes place electronically in the following manner:
  - a) The Chairman of the AS FIR shall send all members of the AS FIR a draft resolution on the matter in question, including the relevant supporting documents, and shall specify a deadline for responses, which must be at least three working days from the date of dispatch of the draft. At the same time, the Chair shall make the draft available.
  - b) Individual members of the AS FIR shall send their response "for the proposal", "against the proposal" or "abstain from voting" to the Chairman of the AS FIR and two scrutineers appointed by the Chairman within the specified deadline.
  - c) The resolution shall be approved if a majority of those voting are in favor of the proposal and at the same time a majority of all members of the AS FIR have participated in the vote.
  - d) The Chairman of the AS FIR or a person authorized by him/her (the recording clerk) shall draw up the minutes of the per rollam vote. Articles 7(14) and (15) shall apply mutatis mutandis in this case.

## Article 9

### Resolution on the proposal to appoint a Dean

- (1) In accordance with Section 27(1)(g) of the Act, the AS FIR shall decide on the proposal for the appointment of the Dean by electing a candidate for the position of Dean.

- (2) The AS FIR announces the election of a candidate for the position of Dean no later than 90 days before the end of the current Dean's term of office; if the Dean's mandate expires before the end of his term of office, the AS FIR shall announce the election without undue delay. An election committee shall be established to organize the election of a candidate for the position of Dean of the AS FIR. The election committee shall have at least three members. The Chairman and other members of the election committee shall be appointed and dismissed by the AS FIR from among its members. The election committee shall have a quorum if a majority of the appointed members are present. The election committee shall decide by a majority of the members present. The election committee shall lay down detailed rules for the election of candidates for the position of Dean, including rules for public presentation pursuant to Article 10 and the conduct of the election meeting pursuant to Article 11.
- (3) The application of a candidate for the position of Dean (hereinafter referred to as the "candidate") shall be submitted in a sealed envelope marked "Election of a candidate for the position of Dean of the Faculty of International Relations of the Prague University of Economics and Business " to the registry office of the Prague University of Economics and Business at the university's headquarters no later than 21 days before the date of the election. The exact deadline for submitting applications will be determined by the AS FIR in the election announcement.
- (4) The candidate's application must be in paper form and must be signed by the candidate. The application shall include a CV with basic personal details, the candidate's mailing address and a brief description of the programme objectives for the Dean's term of office. The documents shall be submitted in Czech and English.
- (5) After the deadline specified in paragraph 3, the election committee shall assess each application to determine whether it meets all the requirements specified in paragraph 4 and, in the event of deficiencies, shall invite the candidate to remedy them within 48 hours. If the candidate fails to remedy the deficiencies in the application within the deadline, the application shall be deemed not to have been submitted.
- (6) The Election Committee shall publish the list of candidates without undue delay. Candidates may appeal against their exclusion from the list of candidates to the AS FIR within 48 hours of the publication of the list. In such a case, the AS FIR shall make a final decision on the list of candidates without undue delay.

## Article 10

### **Public presentation of candidates for the position of Dean**

- (1) After the expiry of the deadline specified in Article 9(6), second sentence, or after the decision of the AS FIR on the list of candidates specified in Article 9(6), third sentence, the election committee shall invite the candidates in writing to participate in a joint public presentation of their programmes before the academic community of the Faculty.
- (2) The joint public presentation of candidates before the academic community of the faculty shall take place no later than one week before the date of the elections. Unless prevented by technical problems, this presentation shall be broadcast in a manner allowing remote access and shall be recorded audio visually. The recording shall be published immediately after the end of the presentation.
- (3) Candidates shall draw lots to determine the order in which they present their programme for the given term of office.
- (4) The presentations of the individual candidates shall be followed by a discussion chaired by the chair of the election committee or a member appointed by him or her.

## Article 11

### **Electoral meeting of the AS FIR for the election of a candidate for the position of Dean**

- (1) The election of the candidate for the position of Dean takes place at the AS FIR meeting on the date specified in the election announcement. The discussion before the election and the election process are chaired by the Chairman of the election committee or a member authorized by him/her.
- (2) The election committee shall invite the candidates to the election meeting.
- (3) Before the election of the candidate for the position of Dean, the candidates answer questions from the members of the AS FIR. They answer the first question in the order drawn at the beginning of the election meeting. The order of answers for each subsequent question is shifted by one place.
- (4) Each member of the AS FIR has the right to ask each candidate a maximum of two questions. The candidate's response shall not exceed two minutes per question.
- (5) Between the individual rounds of the election, candidates have the right to make a statement of up to five minutes. After these statements, it is no longer possible to ask candidates questions within the meaning of paragraph 4.
- (6) The provisions of Article 7(13) and (14) shall apply mutatis mutandis to the taking of minutes and audio recordings of the election meeting.

## Article 12

### **Election of a candidate for the position of Dean**

- (1) The election of a candidate for the position of Dean shall be by secret ballot.
- (2) The election of a candidate for the position of Dean may take place in a maximum of three rounds, with all rounds taking place at the same meeting on the same day.
- (3) The candidate for the position of Dean shall be elected who obtains a majority of the votes of all members of the AS FIR in a given round of elections.
- (4) If no candidate obtains a majority of the votes of all members of the AS FIR in the first round, the two candidates with the highest number of votes proceed to the second round. If more than one candidate obtains the same highest number of votes, or if one candidate obtains the highest number of votes and several candidates obtain the second highest number of votes, all such candidates proceed to the second round.
- (5) If no candidate obtains a majority of the votes of all AS FIR members in the second round, the candidate with the highest number of votes proceeds to the third round. If more than one candidate obtains the same highest number of votes, all such candidates proceed to the third round.
- (6) If any candidate withdraws during the election, the results of the previous rounds of the election shall remain unchanged.
- (7) If none of the candidates obtains the required number of votes in the third round, the AS FIR shall announce a new election within seven calendar days.

## Article 13

### **Publication of the results of the election of the candidate for the position of Dean**

- (1) The results of the election of the candidate for the position of Dean shall be published without undue delay.
- (2) The election committee shall draw up a report on the election of the candidate for the position of Dean within 24 hours after the end of the election.
- (3) After the election of the candidate for the position of Dean, the Chairman of the AS FIR shall immediately forward the minutes of the election to the rector.
- (4) The minutes of the election of the candidate for the position of Dean, ballot papers, candidate applications and other materials from the election of the candidate for the position of Dean shall be handled in accordance with the regulations of the Prague University of Economics and Business.

## Article 14

### **New election of a candidate for the position of Dean**

The new election of a candidate for the position of Dean shall be conducted in accordance with the rules set out in Articles 9 to 13.

## Article 15

### **Final provisions**

- (1) These Rules of Procedure of the AS FIR were approved by the Academic Senate of the Prague University of Economics and Business on 29 March 2021.
- (2) These Rules of Procedure of the AS FIR shall enter into force on the date of their approval by the Academic Senate of the Prague University of Economics and Business.
- (3) These Rules of Procedure of the AS FIR shall take effect on the date of their approval by the Academic Senate of the Prague University of Economics and Business.
- (4) The amendment to these Rules of Procedure of the AS FIR was approved by the AS FIR on 25 September 2025 and by the Academic Senate of the Prague University of Economics and Business on 15 December 2025.