

**THE FULL TEXT OF
THE RULES OF PROCEDURES OF THE
SCIENTIFIC COUNCIL
FACULTY OF INFORMATION
TECHNOLOGY, BRNO UNIVERSITY OF
TECHNOLOGY**

Header

Full text on the:	2021-02-02
Includes:	Amendment n.1
Approval by AS FIT:	The Rules of procedure of FIT Scientific council was approved on 2019-06-25 Amendment n.1 was approved on 2021-02-02
Valid since:	date of approval by AS FIT
Effective since:	date of validity

Approval by AS VUT

The BUT Academic senate has approved these rules on 2019-09-24

The BUT Academic senate has approved the amendment n.1 to these rules on 2021-02-23

PART ONE BASIC PROVISIONS

Article 1

Basic provisions

1. Rules of procedure (henceforth "Rules") of the Scientific council of the Faculty of Information Technology, Brno University of Technology (henceforth "VR FIT") specifies the session rules of and crafting resolutions of VR FIT.
2. The basic provisions that govern the work of VR FIT are contained in act n. 111/1998 coll. Of Higher education and on change and amending other laws (Higher education act) henceforth "the law" and in the FIT Statute.

Article 2

Work of VR FIT

1. The work that the Scientific council does is limited by the law (further limited by the FIT statute) and further activities specified by the FIT Statute.
2. VR FIT additionally gives its opinion about other matters presented to it by the dean.
3. The dean is the chairperson of VR FIT. The composition of VR FIT is specified by the law and the FIT Statute.

PART TWO RULES OF A SESSION

Article 3

The session of VR FIT

1. VR FIT meets at least once per semester on predetermined dates. The VR FIT sessions are called by the VR FIT chairperson.
2. The chairperson of VR FIT can call VR FIT session outside of the predetermined dates when needed.
3. The chairperson of VR FIT is required to call a VR FIT session, if at least one third of the VR FIT members request it. The session is called within one month after receiving the request.
4. The invitation to the VR FIT session contains date, time, place, and a proposed session schedule. Additionally, complementary materials for the session can be included. The invitation can be sent either electronically or via mail, usually 14 days prior to the VR FIT session.
5. The members of VR FIT that cannot attend the session are required to submit an excuse without delay after receiving the invitation, no later than 5 days before the session. It is possible to submit the excuse electronically, via e-mail for example.

Article 4

Session of VR FIT

1. The VR FIT session is chaired by the chairperson of VR FIT or the chairperson charges another member of VR FIT (henceforth "chair").
2. Amendments and changes to the schedule of the VR FIT session can be submitted by any member of VR FIT in writing or in person, at the latest at the beginning of the session.
3. VR FIT decides by voting. The result of the vote is a resolution.
4. The quorum for the VR FIT session to be able to vote and decide on resolution is at least two thirds of its members present.

5. The voting can be public or private. During the private vote, the ballots are archived. The voting is private in the circumstances specified by the law or the internal guideline of FIT. Private vote can be initiated at the request of any member of VR FIT if at least one third of the present members of VR FIT approves.
6. The public voting is carried out by raising a hand. If voting is private, the voting is carried out by inserting the ballot into the ballot box. After the private vote concludes, the chairperson declares the results by stating the number of votes for, number of votes against and the number of invalid votes.
7. If the law or internal FIT guideline does not specify otherwise, the resolution is valid if more than half of present members of VR FIT votes for it.
8. The sessions of VR FIT are open to the public. The chairperson can suspend the VR FIT session and begin the private working session for the members of VR FIT and the guests invited by the chair with the aim of thoroughly informing the members of VR FIT about the important proposals submitted for discussion.
9. Notes are taken during the VR FIT session. The notes are taken by the person charged by the chair and is verified and signed by the chair. The notes should contain the date of the session, the number of present members of VR FIT based on the attendance list, schedule of the session, description of the session, resolutions discussed by VR FIT adopted about discussed proposals including how they were voted on and the result of the vote. Notes can include the date of the next session. The attendance list is attached to the notes.
10. The notes from the session of VR FIT are sent to all its members. They are also published on the public part of the FIT web pages within 14 days of their signing by the chairperson of VR FIT. The notes are made available without attachments unless VR FIT decides otherwise.
11. When urgently needed, the chairperson can request the opinion of VR FIT by mail. The result of such request is discussed during the following session and mentioned in the notes.

Article 4a
Special provisions about distance session

1. AS FIT can, during a time when an in-person learning or examination of students or in-person presence of the members of academic community at the faculty according to the measure approved by a different law, can meet and vote using remote communication (henceforth as “distance session”).
2. The distance session can be called in other circumstances when the chairman of VR FIT decides so.
3. The decision on calling the distance session and its requirements is announced in advance by chairman of VR FIT.
4. The requirements of the distance session specify how can the public connect to the meeting and how other people present at the session can speak.
5. Distance session of VR FIT must be public in the circumstances prescribed by the law.
6. During the distance session, public voting is possible. Private voting is possible if the technical means chosen for the distance session allow it.
7. Notes about the distance session and voting during such session are obtained and noted by the VR FIT chairman.
8. The distance session of VR FIT is any session during which at least one member participates using long range communication.

PART THREE CLOSING REMARKS

Article 5 Provisional provisions

1. These Rules apply to proposals submitted before these Rules came into effect. Same applies to the already called sessions of VR FIT as well as all actions performed by VR FIT or its bodies.

Article 6 Voiding provisions

1. Rules of procedure of FIT Scientific council BUT from 2017-10-10 is void.
2. These Rules were approved pursuant to § 27 par. 1 b) of the law by the Academic senate of FIT on 2019-06-25.
3. These Rules were approved pursuant to § 9 par. 1 b) of the law by the BUT Academic senate on 2019-09-24.
4. These Rules come into effect on the day of approval by the BUT Academic senate.

prof. Dr. Ing. Pavel Zemčík
dean of FIT

prof. Ing. Lukáš Sekanina, Ph.D.
chairperson of AS FIT