Rules of Procedure of the Academic Senate

of the College of International Business ISM Slovakia in Prešov (today the Institute of Technology and Business in Prešov)

Approved: by the Academic Senate on 16 October 2007 pursuant to § 47b(2)(b) of Act No. 131/2002 Coll.; valid and effective from the date of approval

Signed: Mgr. Katarína Radvanská, Chair of the Academic Senate

Note: Issued under the institution's former name (College of International Business ISM Slovakia in Prešov – VŠMP) and the former Higher Education Act No. 131/2002 Coll.; published on vste.sk as the version currently in force.

Article 1 – Introductory provisions

1. The Academic Senate of the College of International Business ISM Slovakia in Prešov (hereinafter the "Senate") is accountable for its activities to the academic community.
2. The Senate is represented externally, its work is managed and its sessions are convened by its Chair.
3. The officers of the Senate are the Chair and two Vice-Chairs – a Vice-Chair for the staff section and a Vice-Chair for the student section. Where necessary, the Chair is deputised by the Vice-Chair for the staff section.
4. Once a year the Senate submits a report on its activities to the academic community, which it publishes on the official notice board and the institution's website.

Article 2 – Constituent session of the Senate

1. The Chair of the outgoing Senate convenes the first session of the new Senate no later than 14 days after the end of the term of office of the outgoing Senate. Notice of the constituent session is published on the official notice board.
2. Until the Chair of the Senate is elected, the constituent session is chaired by the oldest member of the Senate present.
3. At the constituent session the Senate first elects, by secret ballot, the Chair and two Vice-Chairs, who form the Presidium of the Senate.
4. The Chair and Vice-Chairs are elected by the Senate by secret ballot and may be removed by secret ballot by a majority of the members of the Senate present.
5. The Chair of the Senate appoints the Secretary of the Senate, whose main task is the organisational and administrative support of the Senate's activities.

Article 3 – Presidium of the Senate and its activities

1. The Presidium ensures the preparation, conduct and follow-up of the conclusions of Senate sessions.
2. Before the end of the Senate's term of office, membership of the Presidium terminates: (a) together with the termination of membership of the Senate; (b) on the day of delivery to the Senate of a written declaration by the Presidium member resigning from the Presidium; (c) if the Senate, by a resolution supported by a majority of the members present, decides to remove the Presidium member from office.
3. If membership of the Presidium terminates under paragraph 2, a secret ballot for a new Presidium member is held at the next session of the Senate, governed by Article 2(4) of these Rules.
4. The Presidium in particular: (a) proposes the agenda of the individual sessions of the Senate; (b) prepares materials for the deliberations and resolutions of the Senate; (c) submits to the Senate the

draft report on the Senate's activities; (d) ensures the publication of resolutions of the Senate; (e) oversees the implementation of Senate resolutions; (f) performs the tasks assigned to it by the Senate.

5. All members of the academic community may submit written proposals for deliberation by the Senate through the Presidium. The Presidium is obliged to inform the Senate of all proposals.
6. The invitation with the agenda and, as a rule, the materials to be discussed are sent electronically to the members of the Senate, the Chair of the Board of Trustees, the Rector and the Chancellor no later than 3 days before a regular session of the Senate.

Article 4 – Regular and extraordinary sessions of the Senate

1. Regular sessions of the Senate are held at least twice per academic year.
2. The date, time and venue of regular sessions are set by the Presidium no later than at the beginning of the academic year and published on the official notice board and the institution's website.
3. The Chair of the Senate is obliged to convene an extraordinary session of the Senate without delay, and no later than within 14 days, when requested by the Chair of the Board of Trustees, the Rector or at least one third of the members of the Senate.
4. Sessions of the Senate are public.
5. The Chair of the Board of Trustees, the Rector or, on his or her behalf, a Vice-Rector, and the Chancellor have the right to speak at a session of the Senate whenever they so request.

Article 5 – Deliberations of the Senate

1. A Senate member's participation in the deliberations cannot be delegated. A member who cannot attend must apologise to the Chair in advance.
2. The deliberations of the Senate may be opened if a majority of its members are present.
3. The deliberations are chaired by the Chair or, in his or her absence, by the Vice-Chair for the staff section.
4. If the offices of Chair and Vice-Chair for the staff section are vacant, the deliberations are chaired by the oldest member of the staff section present, who immediately calls elections to these offices.
5. At the beginning of the deliberations the Senate approves the agenda proposed by the Presidium. Senate members may propose amendments and additions, on which the Senate decides when approving the agenda.
6. A debate is held on each item of the agenda.
7. Where necessary, the Chair of the Senate may decide to invite other members of the academic community to a session of the Senate.
8. For its deliberations the Senate may request the opinion of any body of the institution.

Article 6 – Resolutions of the Senate

1. The Senate decides by resolution.
2. The Senate has a quorum if a majority of its members are present. Guests have no voting rights.
3. A resolution is adopted if a majority of the Senate members present vote in favour.
4. In the matters referred to in § 47b(2)(d) and (f) of Act No. 131/2002 Coll. on Higher Education Institutions, as amended (hereinafter the "Act"), the Senate decides by secret ballot.
5. In the other matters referred to in § 47b(2) of the Act it decides by secret ballot if it so resolves in the given matter.
6. Resolutions of the Senate are signed by the Chair.
7. After the session, the Presidium publishes the resolutions on the official notice board and the institution's website and sends them to the Senate members. It also informs without delay the persons or bodies concerned by a resolution of its content.

Article 7 – Minutes of the Senate's deliberations

1. Minutes are taken of every session of the Senate; the Presidium sends them without delay to all Senate members, the Chair of the Board of Trustees, the Rector, the Vice-Rector, the Chancellor and all persons concerned by any item of the deliberations.
2. The minutes state the date of the session, which Senate members were present, absent or excused, who was invited, who chaired the deliberations, the agenda, who presented the individual items, who took part in the debate with substantive proposals or comments, which resolutions were adopted and the numerical results of the votes.
3. The minutes are kept at the institution and archived in accordance with the applicable regulations.

Article 8 – Final provision

1. The previous Rules of Procedure of the Academic Senate of the College of International Business ISM Slovakia in Prešov are repealed.
2. These Rules of Procedure of the Academic Senate were approved by the Academic Senate of the College of International Business ISM Slovakia in Prešov on 16 October 2007 in accordance with § 47b(2)(b) of the Act and enter into force and effect on the date of approval.

Prešov, 16 October 2007

Mgr. Katarína Radvanská
Chair of the Academic Senate

Unofficial English translation prepared by VŠTE in Prešov for the information of international students, staff and partners. The Slovak original published at www.vste.sk is the sole binding version; in case of any discrepancy the Slovak text prevails. Contact: Rector's Office, rektorat@vste.sk.