Rules of Procedure of the Scientific Board

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

Approved: at the meeting of the Scientific Board on 28 April 2009; valid and effective from the date of approval
Signed: doc. PaedDr. Marek Pribula, PhD., Chair of the Scientific Board
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 – General provisions

1. The Rules of Procedure of the Scientific Board of the College of International Business ISM Slovakia in Prešov (hereinafter the "Rules of Procedure") regulate the details of the deliberations of the Scientific Board of the College of International Business ISM Slovakia in Prešov (hereinafter the "Scientific Board") as a body of academic self-government.
2. The Rules of Procedure of the Scientific Board are an internal regulation of the institution within the meaning of § 48(1)(h) of Act No. 131/2002 Coll. on Higher Education Institutions, as amended (hereinafter the "Act").

Article 2 – Status and competence of the Scientific Board

1. The status and competence of the Scientific Board are governed by § 11 and § 12 of the Act.
2. The Scientific Board in particular: (a) discusses the long-term plan of the institution; (b) regularly, at least once a year, evaluates the level of the institution in educational activity and in science; (c) approves draft study programmes; student representatives designated by the student section of the Academic Senate are invited to the deliberations of the Scientific Board on draft study programmes; (d) approves further experts entitled to examine at state examinations; (e) approves the general criteria for filling the positions of professors and associate professors; (f) approves the specific conditions for filling the positions of professors; (g) approves the Rector's proposals for filling the positions of visiting professors; (h) awards the title "doctor honoris causa" ("Dr. h. c.") to distinguished domestic and foreign personalities; (i) proposes to the Rector the award of the honorary title "professor emeritus" under § 78 of the Act to professors over 65 years of age; (j) approves, on the proposal of its Chair, the Rules of Procedure of the Scientific Board.
3. The Scientific Board deliberates on matters submitted to it by the Chair or on matters it resolves to deliberate on.

Article 3 – Composition of the Scientific Board

1. The members of the Scientific Board are appointed and removed by the Rector after approval by the Academic Senate.
2. The term of office of the members of the Scientific Board is four years.
3. The members of the Scientific Board are distinguished experts in the fields in which the institution carries out educational, research, development or other creative activity.
4. At least one quarter and at most one third of the members of the Scientific Board are persons who are not members of the academic community of the institution.
5. Before the end of the term of office, the office of an internal member terminates, apart from the case referred to in paragraph 1, on the day of: (a) termination of employment with the organisation; (b)

resignation from the office of member of the Scientific Board; (c) death or declaration of death.

6. The Chair of the Scientific Board is the Rector.
7. The Chair of the Scientific Board designates from among its members a Vice-Chair, who deputises for the Chair to the extent determined by the Chair. The extent of deputisation is determined in writing together with the appointment of the Vice-Chair so that the activity of the Scientific Board is ensured.

Article 4 – Organisation of meetings

1. Regular meetings of the Scientific Board are held at least twice per academic year.
2. The Chair may convene an extraordinary meeting of the Scientific Board.
3. All members of the Scientific Board may submit proposals for the agenda to the Chair.
4. For the organisational and administrative work connected with the activities of the Scientific Board, the Chair designates a secretary from among the staff of the institution. The secretary manages and archives the entire agenda of the Scientific Board and is directly accountable to the Chair.
5. The Scientific Board deliberates, as a rule, on the basis of materials delivered electronically to all its members at least five days before the meeting. In justified cases materials may be submitted at the meeting.
6. At its meetings the Scientific Board may adopt resolutions and assign specific tasks to the Rector and Vice-Rectors as well as to its own members.
7. The fulfilment of the tasks and decisions of the Scientific Board is checked by the Chair or a member authorised by the Chair at each meeting.

Article 5 – Principles of deliberation

1. The deliberations of the Scientific Board are chaired by its Chair or, on the Chair's authorisation or in the Chair's absence, by the Vice-Chair.
2. The meeting takes place if a majority of the members of the Scientific Board are present.
3. A resolution is valid if a majority of the members present vote in favour.
4. Resolutions of the Scientific Board are voted on openly, with the exception of proposals for the award of the titles Dr. h. c. and professor emeritus, which are voted on by secret ballot (using ballot papers).
5. In a secret ballot the ballot paper is marked as follows: the option not supported is crossed out; a ballot paper cast but not marked is deemed an abstention; a ballot paper cast but not marked in the agreed manner is deemed invalid.
6. The Chair proposes, as a rule, two tellers, who are approved by the Scientific Board.
7. In exceptional cases the Chair may choose a correspondence form of deliberation of the Scientific Board and request a vote on a resolution.
8. Minutes are taken of the deliberations of the Scientific Board which, in addition to the formal particulars (date, agenda, attendance), contain above all the conclusions and resolutions on the matters discussed.
9. The minutes are drawn up by the secretary and signed by the Chair of the Scientific Board or, in the Chair's absence, by the Vice-Chair who chaired the meeting, and by the verifier of the minutes, a member of the Scientific Board elected at the beginning of each meeting.
10. Resolutions of the Scientific Board are published on the institution's website.

Article 6 – Final provisions

1. The previous Rules of Procedure of the Scientific Board of VŠMP ISM Slovakia in Prešov are repealed.
2. These Rules of Procedure were approved at the meeting of the Scientific Board on 28 April 2009.
3. These Rules of Procedure enter into force and effect on the date of approval.

Prešov, 28 April 2009

doc. PaedDr. Marek Pribula, PhD.
Chair of the Scientific Board

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.