

	<b>JESSENIUS FACULTY OF MEDICINE IN MARTIN COMENIUS UNIVERSITY IN BRATISLAVA</b>	doc. no.: VP 25/2023
	Rules of Procedures of the Scientific Board of the Jessenius Faculty of Medicine in Martin Comenius University in Bratislava	Copy no.: 2 Retention period: 10 y.

## **INTERNAL REGULATION No. 25/2023**

Rules of Procedures of the Scientific Board of the Jessenius Faculty of  
Medicine in Martin Comenius University in Bratislava

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Pursuant to Article 18 par. 1 letter b) and Articles 35 and 36 of the Statute of Comenius University in Bratislava and Articles 16 par. 1 letter b) and Articles 19 and 20 of the Statute of the Jessenius Faculty of Medicine in Martin (hereinafter referred to as the "JFMED CU") and after approval by the Scientific Board of the JFMED CU on June 15, 2023, I hereby issue the following Rules of Procedure of the Scientific Board of the JFMED CU, which is an internal regulation of the JFMED CU.

#### **Art. 1**

##### **Introductory Provisions**

1. The Scientific Board of JFMED CU is the supreme body of the faculty's scientific research autonomy.
2. The chair of the JFMED CU Scientific Board is the Dean of the JFMED CU.
3. Details on the composition and competence of the JFMED CU Scientific Board are regulated in the Statute of the JFMED CU and in other internal regulations of CU or internal regulations of the JFMED CU.

#### **Art. 2**

##### **Membership in the Scientific Board of JFMED CU**

1. Members of the JFMED CU Scientific Board are appointed and recalled by the Dean of the JFMED CU with the consent of the Academic Senate of the JFMED CU.
2. Members of the Faculty's Scientific Board are distinguished experts in the fields in which the Faculty carries out educational, research, development and other creative activities. At least one quarter and no more than one third of the members of the Scientific Board shall be persons who are not members of the academic community of CU.
3. The term of office of the members of the JFMED CU Scientific Board is four years.
4. The office of a member of the Scientific Board is honorary and its performance is irreplaceable.

#### **Art. 3**

##### **Responsibilities the Scientific Board**

The Scientific Board of JFMED CU:

- a) discusses the long-term plan of the Faculty drawn up in accordance with the long-term plan of Comenius University,
- b) evaluates, at least once a year, the faculty's performance in the field of education and the science,
- c) approves experts who have the right to examine at state examinations for study programmes carried out at the faculty, approves supervisors for doctoral studies,
- d) discusses and submits to the Scientific Board of Comenius University (hereinafter referred to as the "SB") the criteria for obtaining the degree of associate professor and the criteria for obtaining the degree of professor,
- e) approves proposals for composition of committees and opponents for the habilitation procedure and professor appointment procedure,
- f) discusses proposals to award the degree of associate professor and decides on their results,
- g) discusses and submits proposals for the appointment of professors to the SB of CU,
- h) discusses and submits the general criteria for the posts of professors and associate professors at the faculty to the SB of CU,
- i) discusses and submits the specific conditions of the selection procedure for filling the posts of professors at the faculty to the SB of CU,

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- j) discusses and submits proposals to the SB of CU to award the degree of doctor honoris causa (abbreviation Dr.h.c.) to prominent national and international personalities,
- k) discusses and submits proposals to the SB of CU to award the honorary degree of professor emeritus,
- l) approves, on the proposal of the chair of the JFMED CU Scientific Board, the Rules of Procedure,
- m) performs other tasks determined by the internal regulations of CU or JFMED CU,
- n) discusses issues submitted by the chair of the JFMED CU Scientific Board.

#### Art. 4

##### **Organising the activities and meetings of the JFMED CU Scientific Board**

1. Meetings of the JFMED CU Scientific Board are summoned by its chair.
2. The Scientific Board shall meet at least four times a year.
3. The agenda of the Scientific Board of the JFMED CU is elaborated and submitted for approval to the chair of the Scientific Board of the JFMED CU by the Vice-Dean for Scientific and Research Activities.
4. The meeting of the JFMED CU Scientific Board shall be announced electronically, and the invitation with the agenda and supporting materials shall be sent to the members of the JFMED CU Scientific Board by e-mail, as a rule five days prior to the date of the meeting.
5. On the chairperson's decision, a meeting of the JFMED CU Scientific Board may also be held via videoconferencing without the physical presence of the members of the JFMED CU Scientific Board, including voting by secret ballot.
6. The meeting of the Scientific Board is closed to the public, except for the participation of other persons at the public lectures and defences within habilitation and inauguration proceedings.
7. Public defence of the habilitation thesis, the habilitation lecture and the inaugural lecture, shall be considered public also when they are carried out by videoconferencing and live audiovisual transmission to the public is ensured.
8. The chairperson of the JFMED CU Scientific Board and the JFMED CU Scientific Board are entitled to invite other persons to attend a meeting of the JFMED CU Scientific Board or any part thereof, who have the opportunity to express their views on the matter under discussion.
9. Participation in the meetings of the JFMED CU Scientific Board is one of the basic duties of its members. If a member of the JFMED CU Scientific Board is unable to attend a meeting for serious reasons, he/she is obliged to ask the chairperson of the JFMED CU Scientific Board in advance for an excused absence in writing.

#### Art. 5

##### **Meeting of the JFMED CU Scientific Board**

1. The meeting of the JFMED CU Scientific Board is opened, chaired and declared closed by its chair. He/she may delegate the chairing of the meeting or any part thereof to one of the Vice-Deans, usually the Vice-Dean for Science and Research.
2. Discussion of the agenda questions shall be governed by paragraph 1. It shall begin with the presentation of the report, continue with the debate and end with a vote, including a vote on any amendments and the adoption of a resolution.
3. The chair of the JFMED CU Scientific Board shall allow all eligible participants who request to speak in the discussion to do so; in the case of time pressure, he/she may set a time limit of one debate speech.

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4. At the end of the discussion, the chair of the JFMED CU Scientific Board directs the voting on the resolution, and the JFMED CU Scientific Board adopts a resolution by public or secret ballot. Only a member of the JFMED CU Scientific Board has the right to vote.
5. The JFMED CU Scientific Board meets a quorum if a two-thirds majority of its members is present at the meeting. A valid resolution of the JFMED CU SB requires the consent of:
  - a) an absolute majority of all members of the JFMED CU SB in a secret ballot concerning the proposal to award the degree of associate professor,
  - b) an absolute majority of all members of the JFMED CU SB in a secret ballot for submitting a proposal to the SB CU for appointment of a professor,
  - c) an absolute majority of all members of the JFMED CU SB in a secret ballot for submitting a proposal to SB CU to award the honorary degree of "Professor Emeritus",
  - d) an absolute majority of the members present concerning other proposals.

#### **Art. 6**

##### **Per rollam voting**

1. The JFMED CU Scientific Board may, on the proposal of the Dean, vote per rollam on draft resolutions that require approval by the Scientific Board out of agreed dates of the Scientific Board meetings.
2. *Per rollam* voting shall be conducted electronically.
3. The JFMED CU Scientific Board is able to meet a quorum if a two-thirds majority of its members participate in the voting. A valid resolution requires the consent of an absolute majority of the voting members of the Scientific Board as of the date of the completion of the voting process.

#### **Art. 7**

##### **Scientific Board meeting documentation**

1. Members of the JFMED CU UK Scientific Board and invited guests are registered in the attendance list.
2. An audio recording shall be made of the meeting.
3. Minutes of the JFMED CU SB shall be made in writing and shall be provided by the Vice-Dean for Science and Research. The minutes shall be submitted to the chair of the JFMED CU Scientific Board, who confirms the accuracy of the minutes by his/her signature.
4. The minutes contain the place and date of the meeting of the JFMED CU Scientific Board, the names of the present and excused members, the agenda of the meeting, a record of the course of discussion of individual questions, the voting results and the adopted resolutions.
5. The chair of the JFMED CU Scientific Board is responsible for publishing the minutes of the Scientific Board meeting, generally no later than 14 days after the meeting, and the minutes shall be:
  - a) published on the JFMED CU website,
  - b) sent electronically to the members of the JFMED CU Scientific Board.
6. The minutes of the JFMED CU Scientific Board meetings and attendance lists are filed at the Department for Scientific and Research Activities.
7. Any comments to the minutes may be submitted at the opening of the next meeting of the JFMED CU Scientific Board.

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##### **Organisational and administrative arrangements of the Scientific Board meetings**

1. Organisational and administrative arrangements related to JFMED CU Scientific Board activities are carried out by the Department for Science and Research.
2. The expenses of the Scientific Board of the JFMED CU are covered by the budget of the JFMED CU.

#### Art. 9

##### **Final provisions**

1. The proposals for discussion shall be submitted to the chair of the JFMED CU SB no later than 21 days prior to the date of the JFMED CU SB meeting. The date of the stamp of the faculty's registry office is decisive.
2. Pursuant to Section 2 par. 2 and Section 6 par. 8 of the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 246/2019 Coll. on the procedure for obtaining the scientific-pedagogical or artistic-pedagogical degree of associate professor and professor, a deadline is set for the possible resubmission of an application for the award of the degree of associate professor or the award of the degree of professor. If a candidate is unsuccessful in the habilitation or inauguration procedure, he/she may resubmit an application for the award of the degree of associate professor or an application for appointment of a professor to the chair of the JFMED CU SB after a period of one year at the earliest and no later than 3 years from the date of the decision of the JFMED CU SB.
3. Decisions of the Scientific Board cannot be appealed. Its decisions shall not be subject to the generally binding regulation on administrative procedure.
4. Proposed modifications and amendments to the Rules of Procedure of the JFMED CU Scientific Board are discussed and approved at a meeting of the JFMED CU Scientific Board.
5. By this internal regulation becoming effective, the internal regulation No. 41/2013 Rules of Procedure of the JFMED CU SB in Martin of 12 December 2013 shall be cancelled.
6. These Rules of Procedure of the Scientific Board of the JFMED CU shall enter into force upon approval by the Scientific Board of the JFMED CU on 15 June 2023 and shall come into force on 16 June 2023.

**prof. Andrea Čalkovská, M.D., DSc.**  
 Dean of JFMED CU in Martin