

University of Veterinary Medicine and Pharmacy in Košice

**Rules of Procedure of the Academic Senate
University of Veterinary Medicine and Pharmacy in Košice**

Internal Regulation

**In accordance with Act No. 131/2002 Coll. Law on Higher Education
and on amendments to certain laws, as amended
Approved by the Senate of the University of Veterinary Medicine
and Pharmacy in Košice on May 9, 2023**

Article 1

Basic Provisions

1. The Rules of Procedure of the Academic Senate govern the proceedings of the Academic Senate of the University of Veterinary Medicine and Pharmacy in Košice (hereinafter referred to as “AS”).
2. Meetings of the AS are convened by its chair; in the chair’s absence, by one of the vice-chairs.
3. Between meetings of the AS, the Presidium carries out the tasks assigned to it by the AS.
4. The AS meets at least once per semester for a regular session.
5. The AS is convening an extraordinary meeting at the initiative of:
 - a) rector,
 - b) Presidium of the AS,
 - c) at least two-thirds of the members of any section of the AS.
6. Meetings of the Academic Senate of the University of Veterinary Medicine and Pharmacy are chaired by the chair or one of the vice-chair, or, if necessary, by the secretary. The AS will publish a report from each meeting so that the entire the academic community (hereinafter referred to as “AC”) is informed.
7. At the beginning of the AS meeting, the Credentials Committee will give a presentation and inform the AS of the attendance.
8. The AS has a quorum if at least two-thirds of all its members are present and a simple majority of members in each chamber.
9. The AS may not decide on serious matters concerning any of the sections, groups, or individuals in the event of their objectively justified absence (e.g., the student section during school breaks).
10. The AS generally operates as a unicameral body. The bicameral principle applies only in cases involving the exercise of the right of veto and when working in section.
11. Each section has the right of veto, which it may exercise prior to a vote if approved by at least half of all members. A brief record of the subject and outcome of the vote is submitted to the Presidium of the AS. To find a compromise solution, a conciliation committee may be formed, in which both sections are represented by an equal number of members. The conciliation committee shall submit a proposal for a solution by the end of the AS meeting. This proposal is subject to approval by the AS. Upon approval by the AS, the vetoed matter is definitively closed.
12. The Presidium of the AS shall draft the agenda for the AS meeting, which is subject to approval by the AS.
13. The Presidium of the AS is required to notify the members of the AS of the agenda items and the materials submitted by the AS and the UVMP administration via email no later than 7 days before the AS meeting.
14. Resolutions of the AS are binding on the academic self-governing bodies, the UVMP administration, and all members of the AC.
15. At the first meeting of the newly elected AS, the members will select the meeting days on which regular meetings of the AS will be held during the summer and winter semesters.
16. The Rector, or on his behalf the Vice-Rectors or the Bursar, and the Chair of the UVMP Board of Trustees have the right to speak at a meeting of the AS at any time upon request.
17. The meetings of the AS are open to the public.

Article 2

Proceedings of the meeting

1. The Chairman of the AS, or a member of the Presidium designated by the Chairman, records those who wish to speak and the time limit (if specified).
2. Draft resolutions are prepared by the drafting committee.
3. A member of the AS, or an invited member of the AC, may request to speak by raising a hand or by submitting a written request in advance; in the latter case, a member of the AS Presidium will add the speaker to the discussion list in chronological order.
4. A separate discussion is held for each agenda item. The discussion is followed by the drafting of a resolution and an immediate vote on whether to adopt or reject the resolution regarding that agenda item. Each item on the agenda is voted on separately. The minutes of the AS meeting include the number of voters, the number of votes “for,” “against,” and “abstained,” and a statement regarding the adoption or rejection of the draft resolution.
5. Before the meeting begins, the AS may decide on a time limit for discussion contributions.
6. The time limit (if specified) may be vetoed by a show of hands representing a majority of all AS members (14).
7. A member of the AS shall indicate a point of order by raising their hand and stating, “point of order.” The duration of a point of order, once the chairman has granted the floor, is limited to one minute, unless otherwise specified at the beginning of the meeting.
8. A meeting of the AS generally lasts no more than 5 hours. Extending the meeting requires the approval of at least two-thirds of all members of the AS (18).
9. The language of the proceedings is Slovak.

Article 3

Rights and Responsibilities of Members of the AS

1. A member of the AS has the following rights:
 - a) to comment on all materials discussed by the AS,
 - b) join the discussion, express opinions, defend and promote the interests of their constituents,
 - c) make a point of fact,
 - d) to comment on the activities of the academic self-governing bodies and the UVMP administration, either orally or in writing,
 - e) comment on the activities of the AS Presidium, either orally or in writing, and submit proposals for their dismissal following discussion in the relevant section,
 - f) to question the UVMP management members present, with the understanding that the AS member will receive a response orally immediately or in writing within 15 days at the latest.

Article 4

Working Committees of the AS

1. The AS is establishing working committees to improve operational efficiency:
 - a) Committee on Educational Activities,
 - b) Committee on Scientific and Research Activities,
 - c) Finance Committee,
 - d) Clinical Activities Committee,
 - e) Ethics Committee.
2. Each member of the AS is assigned to at least one and at most two working committees.

3. The composition of the working committees is approved at the first regular meeting of the AS at the beginning of the term. Once new members have been added to the AS, they are assigned to a working committee at the Senate's first meeting.

Article 5 **Approval**

1. Academic Senate of the UVMP

- a) approves, upon the proposal:
 1. by the Rector, the internal regulations of UVMP pursuant to Section 15(1)(a), (c) through (f), and (k) through (m) of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act") and, if so provided by the Statute of the UVMP, also internal regulations pursuant to Section 15(1)(n) of the Higher Education Act,
 2. by the Chair of the AS; the internal regulations of UVLF pursuant to Section 15(1)(g) through (i) of the Higher Education Act; the principles governing the election of a candidate for rector and the adoption of a motion to remove the rector AS approves prior to the meeting of the UVMP Board of Trustees (hereinafter "BoT"),
 - b) approves, upon the proposal of the rector, prior to the meeting of the BoT:
 1. UVMP's long-term strategic plan,
 2. merger, amalgamation, dissolution, division, change of name, or change of registered office of UVMP,
 3. the establishment, merger, amalgamation, dissolution, division, name change, or change of registered office of a unit of the UVMP,
 4. budget of the UVMP,
 - c) approves the rector's proposal for the appointment and dismissal of members of the UVMP Scientific Board (hereinafter referred to as the "SB"),
 - d) monitors the management of UVMP's financial resources and assets and reports the results of the audit to the BoT,
 - e) approves the admission requirements submitted by the rector,
 - f) provides feedback on proposals and opinions submitted by the BoT in accordance with Section 41(12) of the Higher Education Act,
 - g) elects a representative of the AS to the Council of Higher Education Institutions; student section of the AS elects a representative of the AS to the Student Council of Higher Education Institutions,
 - h) submits an annual report on its activities to the UVMP AC, which it publishes on the UVMP website for at least four years,
 - i) approves the annual report on the activities of UVMP and the annual financial report of UVMP, submitted by the rector following the prior opinion of the BoT,
 - j) approves the rector's proposals for legal acts pursuant to Section 41(3)(a), (b), and (d) through (f) of the Higher Education Act prior to their submission for approval by the BoT, if the value of the asset, the value of the contribution, or the amount of the loan exceeds three hundred times the amount at which items are considered tangible assets under a special regulation,
 - k) takes note of the report on the activities of the BoT,
 - l) performs other duties in accordance with the Higher Education Act and the internal regulations of UVMP.
2. The approval of a simple majority of all members of the UVLF Academic Senate (14) is required for:

- a) approval of the meeting agenda,
 - b) approval of draft resolutions,
 - c) establishment and dissolution of working committees.
3. Members of the AS vote by raising a hand in public voting.
 4. The AS votes by secret ballot in accordance with Section 9 of the Act on Higher Education Institutions when:
 - a) electing the candidate for rector and proposing the rector's dismissal,
 - b) approving the rector's proposal for the appointment and dismissal of members of the SB,
 - c) electing candidates for membership on the BoT and, following a public hearing and the Minister's statement, confirms the election of candidates for membership on the BoT,
 - d) electing a representative to the Council of Higher Education Institutions,
 - e) electing a representative to the Student Council of Higher Education Institutions.
 5. In other cases, a secret ballot is held if requested by one-third of the members (9).
 6. A simple majority of all members of the AS (14) is required to:
 - a) Approval of the Rector's proposal for the appointment and dismissal of members of the SB,
 - b) elect representative to the Council of Higher Education Institutions,
 - c) elect candidates and removal of members of the BoT elected by the AS prior to their appointment and removal by the Rector,
 - d) confirmation of the election of candidates for membership in the BoT, after a public hearing of the candidates and a statement by the minister.
 - e) all other approval procedures, unless otherwise specified in the Higher Education Act, the UVMP Statute, or other internal regulation of the UVMP.
 5. A simple majority of all members of the Student Section of the AS (5) is required to elect a representative to the Student Council of Higher Education Institutions and to elect a candidate for membership in the BoT on behalf of the student section of the AS.

Article 6

Activities of the AS Presidium

1. The AS Presidium is elected with the following composition:
 - a) chairman,
 - b) two vice-chairmans,
 - c) secretary.
2. The AS is represented both internally and externally by the Chairman of the AS, who manages it and is also responsible for its activities.
3. In the absence of the Chairman of the AS, the Chairman of the staff section or a member of the Presidium designated by the Chairman, assumes his or her responsibilities.
4. The activities of the Presidium are overseen by the AS, to which it submits a report on its activities at every meeting.
5. Between meetings of the AS, the AS Presidium oversees the work of the AS working committees, maintains contact between the AS and the AC, academic self-governing bodies, and the UVMP administration, monitors the implementation of AS resolutions and ensures the technical conditions for the operation of the AS.
6. Members of the AS Presidium and chairs of the AS working committees (or a member of a working committee designated by the chair of the working committee) have the right to request the necessary documentation for their activities related to the activities of the AS

UVLF, as well as the right to request clarification on matters within their jurisdiction from the rector, vice-rectors, bursar, and all employees of the Rector's Office.

7. Performs tasks assigned by the AS.
8. During the summer break, from July 15 until the start of the academic year, the Presidium shall make decisions and carry out the activities of the AS regarding matters that cannot be postponed. Decisions adopted in this manner by the Presidium are subject to approval at the next meeting of the AS, which will take place in September after the start of classes in the academic year.
9. The administrative operations of the AS, including the preparation of minutes from the meetings of the AS, its Presidium, and its chambers, are managed by the Secretary of the AS, who oversees the performance of these tasks.

Article 7 Final Provisions

1. The Rules of Procedure of the Academic Senate of UVLF were approved by the Academic Senate on May 9, 2023. They take effect on May 10, 2023.
2. This internal regulation repeals the Rules of Procedure of the Academic Senate of UVMP, Internal Regulation No. 6, approved by the Academic Senate of UVMP on July 2, 2018.

In Košice on May 9, 2023

prof. Slavomír Marcinčák, DVM, PhD.
Chairman of the Academic Senate
of the University of Veterinary Medicine
and Pharmacy in Košice