



## **Rules of Procedure of the Evaluation Committee (here-after also as the "Rules of Procedure")**

### **Grant Programme for SAS PhD students**

#### **Article I**

##### **Introductory provisions**

1. The Rules of Procedure of the Evaluation Committee for the Grant Programme for SAS PhD students is an internal regulation that regulates the sessions of the Evaluation Committee for the Grant Programme for the SAS PhD students (hereafter only as "Evaluation Committee") and are binding on its members.
2. The Rules of Procedure are issued under the provisions of article V of the Statute of the Grant Programme for the SAS PhD Students.

#### **Article II**

##### **Date and venue of the Evaluation Committee session**

1. Date of the Evaluation Committee session is given by the indicative timetable for activities under the Grant Programme for SAS PhD students.
2. Venue of the Evaluation Committee session shall ensure the Secretary of the Evaluation Committee.
3. The Evaluation Committee session is summoned by the Chairman of the Evaluation Committee or by the Vice-Chairman of the Evaluation Committee authorized by the Chairman or by other authorized member of the Evaluation Committee. The invitation to the session, together with the agenda, must be delivered to the members of the Evaluation Committee no later than 10 days prior to the session.
4. For the purpose of sufficient flexibility and speed of communication, all correspondence will be sent to members of the Evaluation Committee electronically to the e-mail addresses given by them.

#### **Article III**

##### **Course of the Evaluation Committee session**

1. The Evaluation Committee is capable to hold a session and accept resolutions if an absolute majority of its members is present at the session.
2. The Evaluation Committee members express their opinion by public voting. The resolution shall be accepted by the positive votes of an absolute majority of the



present Evaluation Committee members. In the event of a tie, the vote of the Chairman of the Evaluation Committee decides, eventually the vote of substituting Vice - Chairman of the Evaluation Committee, or the vote of authorized member of the Evaluation Committee.

3. Evaluation Committee sessions shall not be public. Evaluation Committee sessions are attended by members of the Evaluation Committee and by the Secretary of the Evaluation Committee. The SAS President is entitled to attend the Evaluation Committee session without voting right.
4. In the event of a justified need, external evaluators may be invited to a meeting of the Evaluation Committee on a proposal from the Chairman of the Evaluation Committee.
5. Sessions of the Evaluation Committee are summoned and chaired by the Evaluation Committee Chairman, in his absence by Vice-Chairman of the Evaluation Committee, or by another member of the Evaluation Committee authorised by the Chairman of the Evaluation Committee.
6. At the beginning of the session the Evaluation Committee approves the agenda of the session, if necessary the Evaluation Committee approves the changes in the agenda.
7. The course of the session, the conclusions reached and approved resolutions shall be recorded by the Secretary of the Evaluation Committee in the Minutes of meeting, which is after verification by the Evaluation committee member and approval by the chairperson of the Evaluation Committee session electronically transmitted to the members of the Evaluation Committee.
8. In justified events, the Chairman of the Evaluation Committee may declare *per rollam* vote. Such a vote is valid if it is attended by an absolute majority of all members of the Evaluation Committee.
9. The communication language of the Evaluation Committee is Slovak language. All correspondence sent to members of the Evaluation Committee is in Slovak.

#### **Article IV**

##### **Minutes of meeting of the Evaluation Committee meeting**

1. Written Minutes of meeting of the Evaluation Committee session is elaborated in Slovak language. Secretary of the Evaluation Committee is the recorder of the Minutes of meeting. Minutes of meeting are verified by member of the Evaluation Committee present at the relevant Evaluation Committee session and approved by person chairing the Evaluation Committee session.
2. Minutes of meeting of the Evaluation Committee have to include the following:
  - a. date;



- b. name of the person chairing the session, approving the minutes;
  - c. name of the person verifying the minutes;
  - d. the name of the recorder;
  - e. an attendance list;
  - f. the agenda of the session;
  - g. accepted conclusions and resolutions, deadlines for their implementation and the name of persons responsible for their implementation.
3. In the event of *per rollam* session Minutes shall be elaborated annex of which is evidence of voting by members Evaluation Committee.
  4. Minutes after verification and approval shall the Secretary without delay electronically submit to all Members of the Evaluation Committee.
  5. Secretary of the Evaluation Committee keeps records of the resolutions and provides documentation to follow-up fulfilling of the resolutions.
  6. In the event that a resolution cannot be achieved within the specified deadline, it is the person who was imposed to perform its implementation who informs without delay the Chairman of the Evaluation Committee.

## **Article V**

### **Final provisions**

1. These Rules of Procedure shall enter into force on the date of their approval by the SAS Presidium and become effective on the day following the day of its publication.
2. All changes to the Rules of Procedure must be approved by the SAS Presidium as their written numbered amendments.
3. The current wording of the Rules of Procedure, as well as its amendments, will be published on the SAS websites and the Grant Programme for SAS PhD Students website.

In Bratislava, on 9 May 2019

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prof. RNDr. Pavol Šajgalík, DrSc.  
President of Slovak Academy of Sciences