

# **Statute and Rules of Procedure of the Commission of the Scientific Council of the Institute of History, Slovak Academy of Sciences for the Visiting Fellows Program**

(hereinafter referred to as the “Rules of Procedure”)

## **Article I**

### **Introductory provisions**

(1) The Rules of Procedure of the Commission of the Scientific Council of the Institute of History, Slovak Academy of Sciences for the Visiting Fellows Program (hereinafter referred to as SC Commission) is an internal regulation that governs the meetings of the committee and is binding for its members.

(2) The Rules of Procedure of the SC Commission is issued in line with the provisions of Article IV of the Statute of the Scholarship Program of the Institute of History, Slovak Academy of Sciences for the Visiting Fellows Program.

## **Article II**

### **SC Commission meeting dates**

(1) In the case of the spring call, the SC Commission meets from 1 to 15 June of the given calendar year, and in the case of the autumn call, from 1 to 15 November.

(2) The place of the SC Commission’s meeting will be arranged by the Commission Chairman.

(3) The SC Commission’s meeting is convened by its Chairman or another authorised member of the Commission.

## **Article III**

### **SC Commission meeting**

(1) The SC Commission is competent to meet and take decisions if the majority of its permanent members are present at the meeting.

(2) Members of the SC Commission express their opinion regarding the projects of the applicants for the Visiting Fellows Program by voting. A majority of the permanent members of the Commission present is required to take a decision on awarding a scholarship. In case of

an equality of votes, the vote of the Commission Chairman, or of a Commission member authorised by the Chairman shall decide. The number of scholarships awarded is decided by the SC Commission.

(3) SC Commission meetings are closed to the public. They are attended by the members of the Commission. The Chairman, the Secretary, or other authorized members of the Scientific Council of the Institute of History, Slovak Academy of Sciences (hereinafter referred to as the Scientific Council of IH SAS) may attend the Commission meetings but do not have the right to vote.

(4) In the case of a justified need, external expert(s) who do not have the right to vote may be invited to the SC Commission meeting on the proposal of the Chairman of the Commission. Such an expert(s) are appointed by the Chairman of the Scientific Council of IH SAS.

(5) The course of the meeting and the decisions taken shall be recorded by an authorised member of the Commission in the form of minutes, which, after verification by the members of the Commission present at the meeting and approval by the person chairing the meeting of the Commission, will be sent in electronic form to all its permanent members, the Chairman and the Secretary of the Scientific Council of the IH SAS, and to the statutory representative of the Institute of History, Slovak Academy of Sciences.

(6) In justified cases and with the consent of the SC Commission members, the Chairman of the Commission may initiate a per rollam (by letter) vote. Such a vote is valid if a majority of all permanent SC Commission members participate. Per rollam voting is conducted electronically via email communication.

### **Final provisions**

(1) These Rules of Procedure acquire validity and force on the day of their approval by the Scientific Council of the IH SAS.

(2) Changes to the Rules of Procedure must be approved by the Scientific Council of the IH SAS.

(3) The current wording of the Rules of Procedure and its amendments will be published on the website of the IH SAS.

In Bratislava on 4 June 2024