



University of Hradec Králové

**THE RULES OF PROCEDURE
OF THE INTERNATIONAL ADVISORY BOARD
OF THE UNIVERSITY OF HRADEC KRÁLOVÉ**

Article 1

Powers of the International Advisory Board of the University of Hradec Králové

- (1) The International Advisory Board of the University of Hradec Králové (hereinafter referred to as "IAB") is an advisory body of the Rector and is established on the basis of Article 8 of the Organizational and the Internal Rules of the University of Hradec Králové.
- (2) The main activity of the IAB is especially to provide consulting with a focus on the following areas:
 - Support of the strategic direction of the University and fulfilment of the strategic goals of the UHK;
 - Evaluation of the quality of educational activities, in particular the quality of doctoral studies;
 - Evaluation of the scientific and research development of the University and optimization of the internal evaluation system of the UHK as a research organization;
 - Evaluation of the system of postdoctoral students' involvement at the UHK;
 - Evaluation of the internationalisation of the University and support for the development of its international cooperation;
 - Support of the University activities in its third role;
 - Promotion of creativity, entrepreneurship and cooperation with practice at the UHK;
 - Share of good practice and experience with foreign universities.

Article 2

Membership in the IAB and its structure

- (1) The IAB has 5 full members, whose membership is established by appointment. The members of the IAB are appointed by the Rector for a three-year term. Each of the faculties submits to the Rector a proposal of one foreign expert, who may be appointed a member of the IAB by the Rector.
- (2) The membership in the IAB terminates upon resignation of the IAB member, expiry of the term of office or his/her dismissal by the Rector. The Rector may dismiss a member due to bias or other serious reasons that must be justified.

- (3) In the event that the membership of one or more members expires during the term of office, the Rector appoints a new member for the remaining term of office so that the total number of IAB members is always 5.
- (4) The membership in the IAB is unsubstitutable.
- (5) A member of the IAB is in particular obliged to:
 - perform activities in the IAB in person, independently and to express his/her professional opinion on his/her own behalf;
 - commit himself/herself to maintain the confidentiality of all facts with which he or she becomes acquainted in connection with his/her membership in the IAB, and not allow third parties to become acquainted with the data and information obtained in this way;
 - immediately inform the Chairperson of the IAB or the Rector of the UHK of a possible conflict of interests whenever it could arise in connection with his/her membership in the IAB, i.e. in particular, to refrain from commenting on facts in whose positive assessment he or she has a personal interest; if, during the membership, it turns out that the member has demonstrably violated this obligation, the IAB will not take his/her vote into account.
- (6) The member is entitled to reasonable reimbursement of travel expenses incurred in connection with his/her activities on the IAB. These expenses are subject to prior approval by the UHK.
- (7) The activities of the IAB are conducted by the Chairperson of the IAB who is appointed and dismissed by the Rector. The term of office of the IAB Chairperson is the same as the term of office of an IAB member.
- (8) The coordinator is responsible for the preparation and distribution of documents and other organizational matters, including the administrative provision of the needs of the IAB, and he or she is authorized by the Rector to perform these activities.

Article 3

Meeting of the IAB

- (1) Meetings of the IAB are not public.
- (2) Meetings of the IAB are run by the Chairperson of the IAB. The Chairperson of the IAB may authorize each individual of the IAB to hold a meeting on an ad hoc basis.

- (3) Meetings of the IAB shall be called by the Chairperson of the IAB through the coordinator of the IAB, at least 14 working days before the planned date of the meeting.
- (4) Meetings of the IAB are run according to an agenda submitted for approval by the Chairperson of the IAB, on the basis of a proposal submitted to the UHK through the IAB coordinator. This agenda and the documents on the discussed items are sent electronically to each member of the IAB, usually two weeks before the day of the meeting. Each member of the IAB has the right to request a change in the agenda. The IAB agenda must be approved before the start of the meeting.
- (5) The working language of the IAB is English, all documents and materials of the IAB are prepared in English.
- (6) The IAB usually meets once a year, either on-site or by online video conference.
- (7) IAB meetings are attended by the Rector of the UHK, Vice-Rectors of the UHK, representatives of the management of the UHK faculties, and/or invited representatives of the UHK bodies and other persons designated by the Rector. The IAB members may also discuss selected topics with other employees of the UHK if they consider it necessary for their activities, but only to the extent necessary; the provisions of Article 2, paragraph (5), point Two are not affected hereby.
- (8) The IAB coordinator shall draw up minutes of the IAB meeting. The minutes shall contain the discussed issues, recommendations and tasks for the next meeting and an attendance list. The minutes are approved by the Chairperson of the IAB or a member of the IAB who has chaired the meeting on behalf of the Chairperson of the IAB. The minutes of the meeting together with resource materials will be kept by the IAB coordinator within the UHK filing service.
- (9) The approved minutes of the meeting shall be sent by the IAB coordinator to all IAB members by e-mail no later than 30 days after the meeting.

Article 4

Final provision

These Rules of Procedure of the IAB of the UHK are valid and effective on the day of their signing; the Rules of Procedure of the IAC of the UHK, dated 3th December

2020 are hereby repealed. In accordance with Article 17 (3) (f) of the UHK Constitution, they are issued in the form of rules.

Hradec Králové, 01 January 2023

prof. Ing. Kamil Kuča, Ph.D.
Rector