



Establishment and Activity of PŘF UHK Study Programme Boards

Following the UHK Code of Study and Examination which allows (Article 5 (3) and (4)) establishment of Study Programme Boards, the PŘF UHK Dean determines the rules for Study Programme Boards establishment in areas of education provided by the PŘF UHK departments; the Dean determines also the structure and powers of the Boards, term of office of their members, and detailed activities.

Article 1

List of PŘF UHK Study Programme Boards

1. Study in each Bachelor's and post-Bachelor's (Master's) study programme with or without specializations is monitored and evaluated by a Study Programme Board for the respective area of education. The area of education is identified by a two-digit code which corresponds to the order number of the area of education according to the annex of the government decree No. 275/2016 Sb., on areas of education in higher education. There are the following codes and names of areas of education offered by the PŘF UHK:
 - a) 03 ... Biology, Ecology and Environment
 - b) 11 ... Physics
 - c) 13 ... Chemistry
 - d) 14 ... Informatics
 - e) 17 ... Mathematics
2. Study in each integrated Bachelor's study programme is monitored and evaluated by the PŘF Board of Integrated Study Programmes Aimed at Teaching.
3. The following six Study Programme Boards have been established:
 - a) PŘF Study Programme Board for Biology, Ecology and Environment;
 - b) PŘF Study Programme Board for Physics;
 - c) PŘF Study Programme Board for Chemistry;
 - d) PŘF Study Programme Board for Informatics;
 - e) PŘF Study Programme Board for Mathematics;
 - f) PŘF Board of Integrated Study Programmes Aimed at Teaching.

Article 2

Members of Study Programme Boards at the PŘF UHK and their Term of Office

1. Guarantors of the relevant study programmes must always be members of the Study Programme Board. When an academician becomes a guarantor of the respective study programme, he/she becomes automatically a member of the Study Programme Board. The study programme guarantor's membership in the Study Programme Board ceases automatically on the day of the respective study programme accreditation expiry or on the day the guarantor ceases to be the respective study programme guarantor for another reason.
 - a) The guarantors of the study programmes B0511A030001 Biology and Ecology and N0588A030001 Biology and Ecology are members of the Study Programme Board for Biology, Ecology and Environment.
 - b) The guarantors of the study programmes B0533A110005 Physical and Technical Measurements and Computing, N0553A110001 Physical Measurements, and N0114A110004 Physics and Mathematics Teaching at Secondary Schools are members of the PŘF Study Programme Board for Physics.
 - c) The guarantors of the study programmes B0531A130003 Chemistry, N0531A130003 Chemistry, and N0114A130003 Chemistry and Biology Teaching at Secondary Schools are members of the PŘF Study Programme Board for Chemistry.
 - d) The guarantors of the study programmes N0114A14002 Informatics and Physics Teaching at Secondary Schools and N0114A14003 Informatics and Mathematics Teaching at Secondary Schools are members of the PŘF Study Programme Board for Informatics.
 - e) The guarantor of the study programme N0114A170005 Mathematics and Chemistry Teaching at Secondary Schools is a member of the PŘF Study Programme Board for Mathematics.
 - f) The guarantors of the study programmes B0114A030004 Biology Teaching, B0114A110004 Physics Teaching, B0114A130004 Chemistry Teaching, B0114A140003 Informatics teaching, and B0114A170006 Mathematics Teaching are members of the PŘF Board of Integrated Study Programmes Aimed at Teaching.
2. At least one student of some of the respective Bachelor's or post-Bachelor's (Master's) programmes of study must be a member of each of the Study Programme Board. More students may be members of the respective Board; however, their number may not exceed 1/3 (one third) of the number of all members of the given Board. The student members of the Study Programme Boards are appointed and removed by the Dean upon the proposal of the Student Chamber of the PŘF Academic Senate. The term of office of the student members of the Study Programme Boards terminates on the day they terminate their studies at the PŘF.

3. Members of Study Programme Boards responsible for some of the post-Bachelor's (Master's) programmes the 12-digit code of which begins with N0114 where 0114 means (in the ISCED-F system) *Preparation of Teachers with Subject Specialization* must include, for each such study programme and in addition to the given study programme guarantor, at least one academician teaching the second subject within the fixed teacher combinations. Such academicians are appointed and removed by the Dean of the Faculty upon a proposal of the head of the department that teaches the area of education corresponding to the second subject of the respective teacher studies.
4. Other academicians can also be members of the Study Programme Boards. Such academicians are appointed and removed by the Dean upon a proposal of the head of the department teaching the respective area of education (in case of Boards for an area of education), or upon a proposal of the head of the Centre of Subject-Area Didactics (in case of the Board of Integrated Study Programmes Aimed at Teaching).
5. The term of office of Study Programme Board members appointed according to paragraph 3 or 4 is three years.
6. Board members appointed according to paragraph 2 to 4 may resign from their office but only within 60 days from the Study Programme Board meeting to allow sufficient time to appoint a new member before the next meeting of the Board.

Article 3

Study Programme Board Chair

1. The meeting of the Study Programme Board is convened and chaired by the Chair of the Study Programme Board.
2. Chairs of each of the Study Programme Boards are appointed and removed by the Dean upon a proposal of the head of the department teaching the respective area of education (in case of Boards for an area of education), or upon a proposal of the head of the Centre of Subject-Area Didactics (in case of the Board of Integrated Study Programmes Aimed at Teaching). The term of office of the Chair of the Study Programme Board is three years.

Article 4

Study Programme Board Meetings

1. The Study Programme Board meeting is convened by the Chair of the Study Programme Board 5 days before the meeting at the latest via digital communication technologies. The draft agenda of the meeting is attached.
2. The meeting of the Study Programme Board begins by discussing and approving the meeting agenda. Each member of the Study Programme Board may propose other items to be added to the draft agenda sent in advance.

3. Meetings of the Study Programme Board are held in camera. Where appropriate, the Chair may invite other persons to the meeting. The invited persons have advisory capacity.
4. The Study Programme Board has a quorum if more than $\frac{1}{2}$ (one half) of its members are present.
5. If the Study Programme Board does not have a quorum, its Chair determines, in agreement with the present members, a new date of meeting.
6. Serious decisions are adopted by the Study Programme Board in form of resolutions. Adoption of a draft resolution is voted, usually using an open ballot.
7. A resolution is approved if more than one half of the present Study Programme Board members vote for it.
8. All members of the Study Programme Board must keep confidential the agenda items relating evaluation of specific persons. The confidentiality duty will survive the termination of the member's term of office.
9. Minutes are drawn about the Study Programme Board meeting. The Chair of the Study Programme Board may ask the secretary of the department providing for the tuition in the respective area of education to draw the minutes, or the Chair of the Board of Integrated Study Programmes Aimed at Teaching may ask the secretary of the Centre of Subject-Area Didactics to draw the minutes.
10. The minutes are archived by the Chair of the Study Programme Board him/herself, or by the secretary who drew the minutes according to Article 9. The Study Programme Board meeting minutes are not published but are delivered via digital communication technologies:
 - a) To the head of the department teaching the respective area of education (in case of Boards for an area of education), to the head of the Centre of Subject-Area Didactics (in case of the Board of Integrated Study Programmes Aimed at Teaching);
 - b) To the Vice-Dean for PřF Education and Internal Relations;
 - c) To the Chair of the PřF Academic Senate.

Article 5

Study Programme Board

1. Each Study Programme Board has the basic duty to monitor and evaluate the studies and tuition in the given study programmes.
2. The Study Programme Board meets whenever necessary, twice a year at least.
3. The Study Programme Board monitors regularly and summarizes the student evaluation of tuition of subjects included in the curricula of the respective study programmes for each semester of each academic year, including the verbally formulated student comments. The Study Programme Board reacts, through the individual study

programme guarantors, to all relevant student comments on individual subjects or teachers. The Study Programme Board proposes measures to increase the quality of study and tuition and submits them to the PřF Dean (in case of general measures), or to the department head (in case of proposals concerning one area of education only).

4. The Study Programme Board discusses and approves adjustments of curricula or syllabi of individual subjects included in curricula of the respective study programmes. At that, the Study Programme Board observes whether these are not substantial notifiable changes according to the Guidance No. 60/2017 of the National Accreditation Bureau, on the duty of higher education institutions to inform about changes of accredited activities. If the respective change must be notified, the Study Programme Board Chair must ask for approval of such change and must ensure that the PřF Dean forwards the information to the National Accreditation Bureau.
5. The Study Programme Board discusses the topics for final state examinations and/or state Rigorosum (Advanced Master's) examinations in form of comprehensive sets of questions valid in the next academic year or in the next several academic years.
6. The Study Programme Board prepares accreditation materials for new study programmes falling within the respective area of education and/or for new integrated study programmes aimed at teaching, or new specializations within the previously accredited study programmes.
7. The Study Programme Board monitors the material equipment for teaching subjects in the respective study programmes and the equipment use. The Study Programme Board proposes purchasing, renewing or maintaining of means of education including computers and audio-visual equipment, laboratory appliances and other mean usable in the tuition and study.

Article 6

Study Programme Board Powers

1. The Study Programme Board has the right to charge the guarantor of some of respective study programmes with the duty to react in writing, via the STAG information system, to specific relevant student comments to individual subjects or teachers.
2. The Study Programme Board has the right to charge the teacher of a specific curriculum subject of some of respective study programmes with the duty to react in writing, via the STAG information system, to specific relevant student comments to the given subject.
3. The Study Programme Board has the right to approve adjustments of curricula or syllabi of individual subjects included in curricula of the respective study programmes that are not notifiable according to the Guidance No. 60/2017 of the National Accreditation

Bureau, on the duty of higher education institutions to inform about changes of accredited activities. The Board decision in such case is final.

4. Upon a decision pursuant to the previous paragraph, the Study Programme Board has the right to charge the study programme guarantor with the duty to make a change to the curriculum, or to charge the guarantor of a specific subject to make a change to the subject syllabus.
5. The Study Programme Board has the right to determine sets of questions for the final state examination or for the Rigorosum (Advanced Master's) examination in the next academic year, or in the next several academic years; at that, the Study Programme Board is obliged to follow the topics or subject groups according to the valid accreditation documents.

Article 7

Transitional and Final Provisions

1. Guarantors of individual study programmes analyse and summarize the student evaluation of tuition of subjects included in the curricula of the respective study programmes, including verbally formulated student comments, for the summer semester of the academic year 2020-2021. They also ensure reaction to all relevant student comments on individual subjects or teachers. On the basis of their analysis, they will propose measures to increase the quality of study and tuition and submit them to the PŘF Dean (in case of general measures), or to the department head (in case of proposals concerning one area of education only).
2. This Decision was discussed by the PŘF Academic Senate on 21 June 2021.
3. This Decision becomes valid and effective on the date signed.

In Hradec Králové on 22 June 2021

doc. RNDr. Jan Kříž, Ph.D.
Dean, PŘF UHK