

Methodology for Implementing the Recommendations of the UHK International Advisory Board

Purpose of the Methodology

The purpose of this methodology is to establish a uniform procedure for implementing the recommendations of the International Advisory Board (hereinafter referred to as the "IAB") at the level of the University of Hradec Králové (hereinafter referred to as "UHK") and its faculties. The aim of the methodology is to ensure the systematic implementation of the IAB's recommendations in a manner that contributes to improving the quality of UHK's scientific, research and educational activities, as well as its other activities, including institutional management and strategic development.

This methodology does not prescribe the automatic implementation of all recommendations. Instead, it establishes an obligation to record each recommendation, assess it and decide on the appropriate course of action.

The Process for Implementing IAB Recommendations

Discussion of IAB Recommendations

The IAB's recommendations arising from its meetings shall be discussed by the UHK management at the level of the Rector's Close Board. The Rector's Close Board shall assess each recommendation and decide whether or not it will be implemented and, if so, at what level (university-wide or within the remit of an individual faculty).

A summary of the recommendations, specifying the level of implementation (university-wide/faculty), shall subsequently be discussed by the Rector's Board, which shall record the conclusions reached in relation to each recommendation in its minutes.

Responsibility for Implementation

The Vice-Rector responsible for the IAB's remit is responsible for maintaining a record of the IAB's recommendations and coordinating the process of preparing implementation plans. Administrative support shall be provided by the IAB Coordinator.

For each individual recommendation, a person or department responsible for coordinating its implementation shall be designated. At UHK level, this shall normally be the relevant Vice-Rector or head of department; at faculty level, it shall be the Dean or a person authorised by the Dean.

Implementation Plan

In order to plan the implementation of the IAB's recommendations, the responsible person or department shall draw up an implementation plan.

The implementation plan shall include, in particular:

- identification of the IAB's recommendation,

- the responsible person or department,
- the departments involved,
- proposed measures,
- the expected outcome,
- the performance indicator,
- a timetable, including the completion date,
- the financial resources required.

The planned measures should also be taken into account in the annual Implementation Plan of the Strategic Plan of the UHK to ensure that the implementation of the IAB's recommendations is aligned with UHK's strategic planning.

Monitoring and Reporting

Individual measures shall be implemented in accordance with the prepared implementation plan. The Vice-Rector responsible for IAB matters shall continuously update an overview of the implementation status of individual recommendations in cooperation with the relevant persons.

The implementation of individual recommendations shall be monitored at least once a year, usually as part of the assessment of fulfilment of the Implementation Plan of the Strategic Plan of the UHK for the relevant year.

Where a recommendation relates to a topic included on the agenda of a forthcoming IAB meeting, ongoing monitoring shall also be carried out prior to that meeting so that the IAB can be informed of the status of implementation of the relevant recommendations and the results achieved.

Assessment of the Effectiveness of Implemented Recommendations

The effectiveness of the implemented recommendations shall be assessed at the end of the IAB's term of office. The assessment shall evaluate not only the fulfilment of the specified measures but also their benefits and impact on the relevant area.

The relevant Vice-Rector responsible for the IAB's agenda shall inform the members of the IAB and the Rector's Board of the outcome of the evaluation.

In Hradec Králové, 16 September 2026

Mgr. Leona Stašová, Ph.D.
*Vice-Rector for International
Relations*