



University of Hradec Králové

RULES OF THE INTERNAL ASSESSMENT BOARD OF THE UNIVERSITY OF HRADEC KRÁLOVÉ

The Ministry of Education, Youth and Sports registered the Rules of the Internal Assessment Board of the University of Hradec Králové pursuant to the Section 36 (2) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act) on 31 May 2017 under ref. No. MSMT-15396/2017.

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RULES OF THE INTERNAL ASSESSMENT BOARD OF THE UNIVERSITY OF HRADEC KRÁLOVÉ

Part I

Scope of Activity and Organisation of the Internal Assessment Board

Article 1

Internal Assessment Board of the University

1. The Internal Assessment Board (hereinafter referred to as the “Board”) is a self-governing academic body¹⁾ of the University of Hradec Králové (hereinafter referred to as the “UHK”), of which activity supports and develops quality assurance and internal quality assessment of the educational and scientific and research, developmental and innovative, artistic or other creative activity of the UHK (hereinafter referred to as “creative activity”) as well as related activities.

The scope of activity of the Board is laid down in the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act), as amended (hereinafter referred to as the “Act”), the Statute of the UHK (hereinafter referred to as the “Statute”) and other UHK internal regulations, in particular the Rules of the System of Quality Assurance and Internal Quality Assessment at the UHK (hereinafter referred to as the “Rules of Quality Assurance and Internal Quality Assessment”), and in these Rules of the Internal Assessment Board of the UHK (hereinafter referred to as the “Rules”).

2. Within the scope of activity provided for in paragraphs 1 and 2, the Board, in particular:

¹⁾ Section 7 (1) (d) of the Higher Education Act.

- a) Approves the proposal of regulations concerning the quality-ensuring system of the educational, creative, and related activities and of the internal quality assessment of the educational, creative, and related activities of the UHK, submitted by the Chair of the Board prior to submitting the proposal to the Academic Senate of the UHK,
 - b) Is in charge of the course of the internal quality assessment of the educational, creative, and related activities of the UHK,
 - c) Processes draft reports on the UHK internal assessment and amendments to the reports prior to their submission to the Scientific Board and Academic Senate of the UHK,
 - d) Submits proposals for development of the quality-ensuring and internal quality assessment system to the UHK bodies for comments,
 - e) Approves plans to submit requests for accreditations, extension of accreditation, or extension of validity of accreditation of study programs, submitted by the Rector upon proposal from the Scientific Board of the relevant faculty,
 - f) Approves study programs submitted by the Rector upon proposal from the Scientific Board of the relevant faculty,
 - g) Monitors whether the UHK requirements for the quality of study program educational activities are being met and performs its assessment, systematically and regularly evaluates quality of final theses, proposes measures to remedy the shortcomings identified,
 - h) Discusses major changes in the study program implementation against requests for accreditations approved,
 - i) Monitors implementation of corrective measures to remedy the shortcomings identified in the study program implementation and approves abolition of the measures taken,
 - j) Comments on suggestions submitted by the Rector for discussion, or of which discussion it decides,
 - k) Continuously maintains records regarding the internal quality assessment of the educational, creative, and other related activities of the UHK.
3. In the exercise of its scope of activity, the Board cooperates with other UHK official bodies, Rector's permanent advisory bodies, faculty bodies, and other UHK constituent parts.
4. In order to perform its scope of activity, the Board may establish working groups ^{under Article 5} or use consultants under Article 6.

Article 2

Requirements for Discussing Certain Matters within the Scope of the Council

1. The rules and procedures for discussing requests for accreditations of study programs or for institutional accreditations in a field of education and internal study programs approving are laid down in the Rules of the System of Quality Assurance and Internal Quality Assessment and Rector's relevant governing acts.
2. Major changes in a study program in the course of its implementation are discussed by the Board in a manner set out in the Rules of the System of Quality Assurance and Internal Quality Assessment.
3. A precondition for discussion about the draft report on the study program assessment according to the Rules of the System of Quality Assurance and Internal Quality Assessment is the opinion of the study program guarantor and the Deans of the faculties performing the assessed study program on this draft report.
4. Should the Board identify shortcomings in the study program implementation, especially if there is risk of breaching the requirements and conditions for carrying out educational activities set out in Government Regulation No. 274/2016 Coll., on standards for accreditation in higher education, then:
 - a) In case of a study program that has been granted authorisation within institutional accreditation, it shall take one of the following measures:
 1. Appeal to the relevant faculty to remedy the shortcomings, within a reasonable period of time,
 2. Prohibition of admitting other applicants to study in the given study program,
 3. Revocation of authorisation to perform a study program; proposal to approve this corrective measure shall be submitted only by the Rector.
 - b) In case of a study program which has been granted accreditation by the National Accreditation Bureau for Higher Education or the Ministry of Education, Youth and Sports, the Chair of the Board shall submit recommendation for its revocation together with the relevant resolution of the Board to the Dean of the Faculty, and in case of serious shortcomings, of which nature corresponds to the adoption of measures pursuant to

paragraph 4 (a) (2) and (3), also to the Rector; the Dean is obliged to send a statement to the Chair of the Board within the deadline stated in the resolution; the Board shall discuss the Dean's statement at the next meeting and decide on the next steps.

5. A precondition for discussion about the draft assessment report on the creative activity as part of the internal quality assessment report pursuant to the Section 12a (4) (c) of the Act, or as part of the self-assessment report pursuant to the Section 79 (2) (e) of the Act is the opinion of the Scientific Board of the Faculty.

Article 3

Monitoring Activities

1. Monitoring procedures provided for in Article 1 (3) (g) and (i) (hereinafter referred to as "monitoring") set out the principles for monitoring of study programs approved by the Board.
2. The monitoring is carried out:
 - a) After adoption of the measures referred to in Article 2 (4),
 - b) Should the Board decide so at the initiative of the Rector, a member of the Board or at an external written initiative.
3. The deans of the faculties concerned and the directors of the relevant higher education institutions shall ensure the required cooperation.

Article 4

Chair, Vice-Chair and Board Members

1. The Board activity is managed by its Chair.
2. The Vice-Chair of the Board shall act for the Chair to the extent specified by the Chair.
3. When proposing and appointing Board members, quality assessment in the fields of education and science fields represented by the UHK shall be ensured.
4. Board members perform their duties in person and are independent in performance of their duties.
5. Should membership of Board members terminate before the expiry of their term of office (Article 12a (3) of the Act), new members of the Board shall be appointed for the remaining term of office. Proposal for a new member shall

be submitted by the body which nominated the member whose membership has terminated.

Article 5

Working Groups

1. To consider matters within the scope of activity of the Council, a working group may be established consisting of the Board members or consultants.
2. The Board establishes working groups of at least three members and appoints their members, one of whom shall be responsible for its management and reporting on its activities.
3. Members of the working groups are appointed on condition that the proposed member has agreed with the nomination.
4. Only a member of the Board who is not in an employment or other similar relation with the faculty or its constituent part to which the matter under consideration relates, may be responsible for managing a working group and reporting on its activities.
5. Members of the Board may, at their own discretion, participate in any meeting of the working group, but without decision-making power.
6. The outcome of the meeting of the working group is a written opinion on the matter under consideration.

Article 6

Consultants

1. For the purpose of considering matters falling within the scope of activity of the Board, the Rector may appoint consultants upon proposal from the Board. The Rector may dismiss consultants upon proposal from the Board, the Rector shall also dismiss consultants at their request.
2. A consultant may be an employee of the UHK, other higher education institution, research institutions (including foreign), an expert who is a recognised professional authority, or a student who has achieved good academic results in their previous studies at the UHK.
3. Proposal of a candidate to be appointed a consultant together with their consent and identification of fields of education and scientific disciplines for which consideration the candidate is qualified, or a well-founded initiative of

dismissal of the consultant may be submitted by the bodies of the UHK, faculties and other constituent parts and members of the Board.

4. Consultants may be charged with drawing up an opinion only if the matter under consideration concerns the faculty or other constituent part of the UHK with which they are not in an employment or other similar relation, or in relation to which they have no other conflict of interest.
5. A consultant appointed from among students ceases to be a consultant upon completion of their studies.
6. Consultant maintain confidentiality of the information concerning consideration of matters in which they are involved.
7. The list of consultants, including identification of fields of education for which consideration candidates are qualified, shall be published in the public section of the UHK websites.

Article 7

Secretary of the Board

1. Secretary:
 - a) Performs tasks related to organisational and material ensuring of the activities of the Board,
 - b) Attends meetings of the Board and takes minutes of the meetings; a person authorised by the Chair shall take minutes in absence of the Secretary,
 - c) Keeps continuous records of internal quality assessment of educational, creative and related activities and the Board activities,
 - d) Keeps records of minutes of meetings of the Board and working groups,
 - e) Maintains the list of consultants.
2. The Secretary is appointed by the Rector after discussion in the Board.
3. The secretary is a UHK employee assigned to the Rector's office.

Part II

Work of the Internal Assessment Board

Article 8

Meetings of the Board

1. Meetings of the Board are usually held ten times throughout the academic year.

2. Schedule for meetings of the Board for the academic year shall be determined by the Chair of the Board; the schedule shall be published in the public section of the UHK websites.
3. In case of urgency, the Chair of the Board may also set a date of the meeting of Board outside the published schedule. This meeting date shall be published in the public section of the UHK websites at least ten days prior to the meeting, together with the reasons for its convening.
4. Invitations together with the agenda shall be sent to the Board members for each meeting, usually at least 10 days prior to the day of the meeting.
5. The agenda of Board meetings is proposed by the Chair of the Board.
6. Meetings of the Board are not public unless the Board decides otherwise for certain agenda items. The persons attending meetings of the Board shall ensure confidentiality of the meetings.
7. The proposer of an agenda item shall always be invited to the meeting to discuss it. Should the nature of the discussed matter so require, the Chair of the Board shall invite representatives of the faculties or other constituent parts of the UHK, consultants, or other persons to discuss the agenda item concerned.
8. The meeting of the Board shall be managed by its Chair, in absence of the Chair, by its Vice-Chair, or by the member of the Board authorised by the Chair.
9. After the beginning of the meeting, the Chair shall allow the members of the Board to present proposals for amendments or supplements to the meeting agenda.
10. The Board decides on the agenda of the meeting.
11. Individual items of the agenda are discussed on the basis of documentation. Documentation for meetings according to the schedule shall be sent to the members of the Board at least ten calendar days in advance; in case of extraordinary meetings of the Board, within a time limit allowing proper discussion.
12. Should the Board decide during the meeting that the documentation is insufficient or has not been sent well in advance, it shall refrain from further discussing the agenda item. In such a case, the documentation shall be returned to the proposer and a reasonable time limit for its completion shall be set.
13. There is a debate on each agenda item.

14. Minutes shall be taken of the Board meetings. The minutes shall state the date of the meeting, the members of the Board present, excused or absent, the persons invited to the meeting, who was the Chair, the agenda of the meeting, the resolution adopted and the results of the voting.
15. The Chair and two members of the Board designated shall verify the correctness of the minutes.
16. Board resolutions and minutes of meetings are published in the public section of the UHK websites.
17. Minutes, documentation and other documents relating to the activities of the Board are stored. Their archiving is governed by special regulations.

Article 9

Decision Making and Voting

1. The Board adopts resolutions on the outcome of its deliberations.
2. The Board has a quorum if there is a majority of two-thirds of its members present.
3. The Board shall decide on motions for a resolution by a vote. Voting is public, unless it is decided to be secret by the Board.
4. There shall be votes on each motion for a resolution separately.
5. Upon the end of the vote or after the results of voting have been determined, the Chair shall notify the result by communicating the number of votes cast for the motion, against the motion, and the number of members of the Council who abstained from voting.
6. A resolution shall be adopted by an absolute majority of all members of the Board.

Article 10

Deliberations and Per Rollam Voting

1. The Chair of the Board may announce voting outside the Board (hereinafter referred to as the “per rollam voting”) in case of urgency or in case of a motion for which discussion it is not possible or effective to convene a meeting.
2. The announcement of the vote, the text of the motion and the ballot paper are sent to the members of the Board. The manner and time limit of the vote shall be determined by the Chair of the Board.
3. Members of the Board shall send completed ballot papers with their name and surname and their vote, i.e. for the motion, against the motion or abstaining from voting to the Secretary, within the time limit under paragraph 2, otherwise their vote shall be invalid.
4. A resolution shall be adopted by an absolute majority of all members of the Board.
5. Minutes of the per rollam voting shall be approved at the next meeting of the Board.

Article 11

Working Group Meetings

The rules governing the activities of the Board shall apply to the activities of working groups appropriately.

Part III

Common and Final Provisions

Article 12

The provisions of these rules relating to the faculty shall apply similarly to the higher education institution.

- ## **Article 13**
1. These Rules have been approved pursuant to Section 9 (1) (b) (3) of the Act by the Academic Senate of the UHK on 5 April 2017.
 2. These Rules shall enter into force pursuant to Article 36 (4) of the Act on the day of registration by the Ministry of Education, Youth and Sports.
 3. This Internal Regulation shall take effect on the first day of the calendar month following the day on which it enters into force.

prof. Ing. Kamil Kuča, Ph.D., m.p.
Rector