



**RULES OF PROCEDURE OF THE
INTERNAL EVALUATION BOARD
OF THE UNIVERSITY OF HRADEC
KRÁLOVÉ**

Under section 36 (2) of Act No. 111/1998 Sb., on higher education institutions and on amendments and supplements to some other acts (“the Higher Education Act”), the Ministry of Education, Youth and Sports registered the Rules of Procedure for the Internal Evaluation Board of the University of Hradec Králové on 10 November 2020 under ref. No. MSMT-42176/2020-3.

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RULES OF PROCEDURE OF THE INTERNAL EVALUATION BOARD OF THE UNIVERSITY OF HRADEC KRÁLOVÉ

Part I

Powers and Organization of the UHK Internal Evaluation Board

Article 1

Basic Provisions

1. The Rules of Procedure of the Internal Evaluation Board of the University of Hradec Králové (hereinafter the Rules) are an internal regulation of the University of Hradec Králové (hereinafter the UHK) under section 17 (1) (k) of Act No. 111/1998 Sb., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Institutions Act) as amended (hereinafter the Act).
2. The Rules regulate the rules of order of the UHK Internal Evaluation Board (hereinafter the UHK IEB).

Article 2

The UHK Internal Evaluation Board

1. The UHK IEB is a self-governing academic body¹⁾ of the UHK. Its activity supports and develops quality assurance and internal evaluation of the UHK educational, scientific, research, development, innovative, artistic, and other creative activities (hereinafter the Creative Activity) as well as of related activities.

The Board powers are defined by Act No. 111/1998 Sb., on higher education institutions (the Higher Education Institutions Act) and on amendments and supplements to some other acts, as amended (hereinafter the Act), the UHK Constitution (hereinafter the Constitution) and by other UHK internal regulations, especially the UHK Rules of the System of Quality Assurance and Internal Quality Evaluation (hereinafter the Rules of Quality Assurance and Internal Quality Evaluation), and by these Rules.

2. The UHK IEB powers specified in paragraphs 1 and 2 above include (but are not limited to):
 - a) Approval of draft rules of quality assurance of the UHK educational, creative and related activities, and of rules of internal quality evaluation of the UHK educational, creative and related activities submitted by the UHK IEB Chair before submitting the draft to the UHK Academic Senate;
 - b) Management of internal evaluation of the UHK educational, creative and related activities quality;
 - c) Elaboration of a draft report on the UHK internal evaluation and its amendments before their submission to the UHK Research Board and the UHK Academic Senate;
 - d) Submission to the UHK bodies for opinion of proposals for the development of the quality assurance and internal evaluation system;
 - e) Approval of the intent to submit an application for a study programme accreditation, for extension of the scope of a study programme accreditation, or for extension of the term of validity of a study programme accreditation submitted by the Rector on a proposal of the relevant faculty Research Board;
 - f) Approval of study programmes submitted by the Rector on a proposal of the relevant faculty Research Board;
 - g) Checking whether the UHK requirements related to the quality of the educational activity are met in the study programmes, and evaluation of their quality; systematic and regular evaluation of these quality; proposal of measures to remove the deficiencies found;

¹⁾ § 7 odst. 1 písm. d) zákona o vysokých školách.

- h) Debating substantial changes of a study programme implementation as compared to the approved application for accreditation;
 - i) Checking the fulfilment of measures to remedy deficiencies found in a study programme implementation and approval of the adopted measures cancellation;
 - j) Giving opinion to inputs submitted by the Rector for debate, or submitted for debate on the basis of the Board own decision;
 - k) Keeping continuous records about the internal evaluation of the quality of the UHK educational, creative and related activities.
3. When exercising its powers, the UHK IEB cooperates with the UHK bodies, Rector's permanent advisory bodies, faculty bodies, and other UHK units.
 4. To exercise its powers, the UHK IEB may form working groups under Article 4.
 5. Checking procedures specified in paragraph 2 (g) and (i) (hereinafter the Checking) are specified by the principles of study programme checking approved by the UHK IEB. The Checking is performed:
 - a) After a measure is adopted under Articles 9 and 28 of the UHK Accreditation Rules;
 - b) If the UHK IEB decides to perform it on the initiative of the Rector, the UHK IEB member, or on an external written initiative.
- Deans of the respective faculties shall ensure necessary cooperation.

Article 3

UHK IEB Chair, Vice-Chair, and Members

1. The way of appointment and removal of the UHK IEB members is specified by the Constitution.
2. The UHK IEB activity is managed by its Chair.
3. The UHK IEB Vice-Chair represents the Chairman in an extent specified by the Chair.
4. The UHK IEB members shall be proposed and appointed in a way ensuring high-quality assessment in the UHK fields of education and branches of science.
5. The UHK IEB members perform their office in person and are independent at the office performance.
6. The term of office of the UHK IEB members is determined by the Constitution.

Article 4

Working Groups

1. A working group composed of the UHK IEB members, the University academicians, or even external experts may be formed to assess matters within the UHK IEB powers.
2. The working group that has at least three members is formed and appointed by the UHK IEB. One of the working group members is appointed a rapporteur. The rapporteur manages the working group activity, reports on its activity and is responsible for elaboration of an opinion to the assessed matter.
3. Potential members of a working group must agree with their appointment.
4. Only such UHK IEB member may be appointed a rapporteur, who is not related – through employment or performance of an office – with the faculty or unit involved in the assessed matter.
5. The UHK IEB members may, at their own discretion, attend meetings of any working group; however, they are not allowed to make decisions.
6. The working group activity results in a written opinion to the assessed matter. The opinion is submitted to the UHK IEB by the rapporteur.

Article 5

UHK IEB Secretary

1. The Secretary:
 - a) Fulfils tasks related to the organizational and material requirements of the UHK IEB;
 - b) Attends the UHK IEB meetings and takes the minutes; in his/her absence, the minutes are taken by a person accredited by the Chair;
 - c) Keeps continuous records about the internal evaluation of the UHK educational, creative and related activities quality;
 - d) Archives the minutes of the UHK IEB and working group meetings.
2. The Secretary is appointed by the Rector after debating by the UHK IEB.
3. The Secretary is the UHK Rector's Office employee.

Part II
UHK IEB Activity

Article 6
UHK IEB Meeting

1. The UHK IEB meets at least five times in an academic year.
2. The schedule of the UHK IEB meetings in a given academic year is set by the UHK IEB Chair; the schedule is published in the publicly accessible section of the UHK website.
3. In cases of urgency, the UHK IEB Chair may decide that the UHK IEB meets outside the published schedule. The date of such meeting and the reason for its calling are published in the publicly accessible section of the UHK website ten days before the meeting at least.
4. Matters to be debated and all supporting documents are submitted electronically at least two weeks before the UHK IEB meeting to the UHK IEB Chair through the Secretary. In cases of urgency, proposals submitted after the deadline may also be placed on the agenda by the Chair.
5. The UHK IEB meeting agenda is proposed by the UHK IEB Chair.
6. For each meeting, an invitation with the agenda is sent to the UHK IEB members usually at least ten days before the meeting.
7. The UHK IEB meetings are not public unless the UHK IEB decides otherwise for some items of the agenda. The UHK IEB meeting attendants shall keep the meeting confidential.
8. Vice-Rectors may attend the UHK IEB meetings and shall, at their request, be heard. Other individuals accredited by the Chair may also attend the UHK IEB meeting.
9. The proposer of a respective point of the agenda is always invited to attend its debate. If the nature of the debated matter requires so, the UHK IEB Chair invites representatives of the faculties or other UHK units or other individuals to attend the given matter debate. The UHK IEB may ask the invited attendants for opinion.
10. The UHK IEB meeting is chaired by its Chair. If the Chair is absent, the meeting is chaired by the Vice-Chair and/or a member accredited by the Chair.
11. After the meeting is opened, the Chair allows the UHK IEB members to submit any amendments to the meeting agenda.
12. The UHK IEB passes a resolution about the proposed agenda.

13. The individual points of the agenda are debated on the basis of supporting documents. Supporting documents for a meeting held according to the schedule are sent to the UHK IEB members at least ten days in advance; in case of an extraordinary UHK IEB meeting, supporting documents are sent within a time limit allowing their proper debating.
14. If the UHK IEB makes a resolution during the meeting that the supportive documents are insufficient, or that they were not sent sufficiently in advance, the debate of the given item of the agenda is put aside. In such case, supportive documents are given back to the proposer and an adequate deadline for their finalization is set.
15. Every point of the agenda is debated.
16. Minutes of the UHK IEB meeting are taken. The minutes show the date of the meeting, the list of attendants out of the UHK IEB members, excused absences, absences, invited guests, the Chair's name, the meeting agenda, resolutions adopted, and results of voting (in figures).
17. The Chair checks the minutes correctness.
18. The UHK IEB resolution and minutes are published in the publicly accessible section of the UHK website.
19. The minutes, supporting documents and other documents relating the UHK IEB activity are archived. Their archiving is regulated by special regulations.

Article 7

Decision-Making and Voting

1. The UHK IEB adopts resolutions about the results of its meetings.
2. The UHK IEB has a quorum if at least two-third majority of all its members are present.
3. A draft resolution is decided by the UHK IEB by voting. The vote is public unless the UHK IEB adopts a resolution that it is secret.
4. Each proposed resolution is voted separately.
5. If the guarantor of a debated study programme is the UHK IEB member, he/she abstains on the respective vote. If the UHK IEB member could be in conflict of interest, he/she notifies of it before the respective matter is debated. The UHK IEB determines by nature of the matter whether or not the respective member takes part in voting.
6. After the voting ends or after the voting results are ascertained, the Chair announces the result: he/she announces the number of votes in favour of the

proposal, against the proposal, and the number of the UHK IEB members who abstained from the vote.

7. Agreement of the absolute majority of all the UHK IEB members is required for the resolution to be adopted.

Article 8

Meeting and Voting by Correspondence (Per Rollam)

1. The UHK IEB may announce a vote out of the UHK IEB meetings (per rollam, hereinafter the Correspondence Voting) if the matter is urgent or if it is not possible or expedient to convoke the UHK IEB meeting for the matter debating.
2. The announcement of voting, the proposal and the ballot paper are sent electronically to the UHK IEB members. The way of voting and deadline are determined by the UHK IEB Chair. The deadline may not be earlier than seven days from the proposal sending.
3. The UHK IEB member sends the completed ballot paper including the voter's name and surname and his\her vote, i.e. in favour of the proposal, against the proposal, or abstain from the vote, to the Secretary within the period of time under paragraph 2; otherwise, the vote is not valid.
4. A resolution is adopted if the absolute majority of all the UHK IEB members voted for it.
5. The Correspondence Voting minutes are approved at the earliest UHK IEB meeting.

Article 8a

Special Provisions on the UHK IEB Meeting Using Distance Communication Means

1. If there is danger in delay, or if important circumstances justify so, the UHK IEB Chair may convene the UHK IEB meeting under Article 6 (1) and Article 6 (3) using the distance communication means.
2. The date of the UHK IEB meeting outside the published schedule using the distance communication means is published in the publicly accessible section of the UHK website at least 7 days before the meeting together with the reasons for the meeting calling.

3. Proposals of matters to be debated and all supporting documents are submitted electronically at least 7 days before the UHK IEB meeting to the UHK IEB Chair through the Secretary.
4. For the meeting, an invitation with the agenda is sent to the UHK IEB members usually at least 7 days before the meeting.
5. If the UHK IEB decides that the debate of any item of the agenda is public, an audio-visual record is made about the respective item of the agenda. An audio-visual record is not made if the nature of the debated matter or any legal regulation prevents it. The audio-visual record is archived for one year.
6. If the UHK IEB is to vote by secret ballot at the meeting held via distance communication means, technical means ensuring the voting secrecy are used. More detailed conditions of both the public voting and secret ballot are determined by the UHK IEB Chair.
7. Articles 6 and 7 are used unless Article 8a specifies otherwise.

Article 9

Working Group Meetings

The rules that govern the UHK IEB activity are applied accordingly to the activity of working groups.

Part III

Common and Final Provisions

Article 10

1. The Rules of Procedure of the Internal Evaluation Board of the University of Hradec Králové registered by the Ministry of Education, Youth and Sports on 22 May 2020 are repealed hereby.
2. These Rules of Procedure were approved by the UHK Academic Senate on 7 October 2020 under section 9 (1) (b) point 3 of the Act.
3. These Rules of Procedure come into force on the date of registration by the Ministry of Education, Youth and Sports under section 36 (4) of the Act.
4. This internal regulation comes into effect on the first day of the calendar month following the day of coming into force.

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Rector