{ } 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 based on Article 8 of the Organizational and the Internal Rules of the University of Hradec Králové (hereinafter referred to as "UHK").

(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 scientific and research development of the University and optimization of the internal evaluation system of the UHK as a research organization;
- Evaluation of the quality of educational activities, particularly the quality of doctoral studies;
- Evaluation of postdoctoral students' involvement in UHK;
- Evaluation of the internationalisation of the University and support for the development of its international cooperation;
- Evaluation of the University's "third role";
- Promotion of creativity, entrepreneurship and cooperation with practice at the UHK;
- Sharing of good practice and experience in overseas 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 the name of one foreign expert, who may be appointed a member of the IAB by the Rector.

(2) Membership of 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)   If the membership of one or more members ceases 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)   Membership of the IAB cannot be substituted by another person.

(5)   A member of the IAB is 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 data and other information obtained in this way;
- immediately inform the Chairperson of the IAB or the Rector of the UHK of a possible conflict of interest in connection with his/her membership of the IAB, i.e. in particular, to refrain from commenting on facts in whose positive assessment he or she has a personal interest;

(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 of the IAB 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 chaired by the Chairperson of the IAB. The Chairperson of the IAB may authorize each individual of the IAB to hold a meeting.

(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 that is submitted for approval to the Chairperson of the IAB by the IAB Coordinator on behalf of UHK. This agenda and the associated papers are sent electronically to each member of the IAB, usually two weeks before 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 issues discussed, recommendations 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 in the absence of the Chairperson of the IAB. The minutes of the meeting together with the agenda 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 IAB of the UHK, dated 1st January

2023 are hereby repealed. In accordance with Article 17 (3) (f) of the UHK Constitution, they are issued in the form of rules.

Hradec Králové, 1 January 2026

doc. RNDr. Jan Kříž, Ph.D.

Rector