

Pursuant to Section 36(2) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, the Ministry of Education, Youth and Sports registered, under Ref. No. MSMT-13285/2026-6, the Rules of Procedure of the Internal Evaluation Board of the University of Pardubice on the date on which the registration was signed.



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Acting Director of the Higher Education Department

RULES OF PROCEDURE OF THE INTERNAL EVALUATION BOARD OF THE UNIVERSITY OF PARDUBICE

Article 1

Introductory Provision

The Rules of Procedure of the Internal Evaluation Board of the University of Pardubice (hereinafter the “Internal Evaluation Board”) lay down the principles and rules governing the proceedings of this body with a view to ensuring and internally evaluating the quality of educational, creative and related activities at the University.

Article 2

Status and Mission of the Internal Evaluation Board

- (1) The Internal Evaluation Board is a self-governing academic body of the University whose powers and rules of procedure are laid down in the Higher Education Act, the Statute of the University of Pardubice and other internal regulations and standards of the University.
- (2) The activities of the Internal Evaluation Board are focused in particular on supporting, implementing, developing and overseeing the assurance and internal evaluation of the quality of the University’s educational, creative and related activities. The Internal Evaluation Board also participates in the process of obtaining or extending accreditation or extending the period of validity of all types of accreditation in accordance with the Accreditation Regulations of the University of Pardubice and approves proposals for lifelong learning programmes leading to a microcredential that are provided by a faculty, a University-wide unit or a Rectorate unit. In carrying out its activities, the Internal Evaluation Board cooperates with other bodies of the University, the Rector’s advisory bodies, faculty bodies, students and employees of the University and may also cooperate with other legal entities and other recognised experts.

Article 3

Composition of the Internal Evaluation Board

- (1) The Internal Evaluation Board consists of twelve members: the Chair of the Internal Evaluation Board, the Vice-Chair of the Internal Evaluation Board, the Chair of the Academic Senate of

the University, who is always a member of the Internal Evaluation Board, and the other members of the Internal Evaluation Board.

- (2) The Rector is the Chair of the Internal Evaluation Board. The Vice-Chair of the Internal Evaluation Board shall be appointed and dismissed by the Rector from among members of the academic staff of the University who are professors, associate professors or adjunct professors of the University. The Chair of the Academic Senate of the University shall also be a member.
- (3) The other nine members of the Internal Evaluation Board shall be appointed and dismissed by the Rector in accordance with Section 12a of the Higher Education Act; one member of the Internal Evaluation Board shall always be appointed from among the students of the University. Members of the Internal Evaluation Board shall be nominated so as to ensure representation of groups of related fields of education provided at the University.
- (4) Membership of the Internal Evaluation Board is incompatible with the positions of Vice-Rector, Dean and Vice-Dean.
- (5) Membership of the Internal Evaluation Board is personal and may not be exercised by a substitute.
- (6) In carrying out their duties, each member of the Internal Evaluation Board shall act objectively and impartially, shall not allow their decision-making to be influenced by personal interests, and shall maintain the confidentiality of information obtained in connection with their work on the Internal Evaluation Board. These obligations shall also apply to members of Expert Committees and other persons attending meetings of these bodies, in particular persons preparing expert reports, the Secretary of the Internal Evaluation Board and guests attending meetings.

Article 4

Terms of Office of Members of the Internal Evaluation Board

- (1) The term of office of members of the Internal Evaluation Board shall be six years, with the exception of the student member, whose term of office shall be two years.
- (2) Members of the Internal Evaluation Board may be reappointed.
- (3) Membership of the Internal Evaluation Board shall terminate:
 - a) upon expiry of the term of office;
 - b) on the date on which written notice of resignation from membership of the Internal Evaluation Board is delivered to the Chair of the Internal Evaluation Board;
 - c) on the date of taking up a position incompatible with membership of the Internal Evaluation Board;
 - d) on the date on which a member of the Internal Evaluation Board is dismissed on the proposal of the Rector of the University, following prior discussion of the proposed dismissal by the Scientific Board of the University and with the consent of the Academic Senate of the University.
- (4) Where the membership of an appointed member of the Internal Evaluation Board terminates before the expiry of their term of office, a new member of the Internal Evaluation Board shall be appointed only for the remainder of that term of office.

Article 5

Chair and Vice-Chair of the Internal Evaluation Board

- (1) The Chair of the Internal Evaluation Board shall in particular:
 - a) convene and chair meetings of the Internal Evaluation Board;
 - b) direct the activities of the Internal Evaluation Board;
 - c) coordinate the activities of the Expert Committees;
 - d) propose the agenda for meetings of the Internal Evaluation Board and prepare draft resolutions;
 - e) sign resolutions of the Internal Evaluation Board;
 - f) act on behalf of the Internal Evaluation Board in matters falling within its remit;
 - g) direct the activities of the Secretary of the Internal Evaluation Board.
- (2) The Chair of the Internal Evaluation Board shall be deputised for by the Vice-Chair of the Internal Evaluation Board to the extent determined by the Chair; during the Chair's absence, the Vice-Chair shall deputise for the Chair to the full extent.

Article 6

Secretary of the Internal Evaluation Board

- (1) The Secretary of the Internal Evaluation Board (hereinafter the "Secretary") shall be responsible for its administrative and technical matters. The Secretary is not a member of the Internal Evaluation Board and shall attend its meetings; the Internal Evaluation Board may decide by vote to exclude the Secretary from a meeting. The Rector shall appoint an employee of the University to serve as Secretary.
- (2) The Secretary shall in particular:
 - a) perform tasks relating to the organisational and material support of the activities of the Internal Evaluation Board;
 - b) attend meetings of the Internal Evaluation Board, take minutes, distribute them to members of the Internal Evaluation Board and publish them on the University website; in the Secretary's absence, the minutes shall be taken by a person designated by the person chairing the meeting;
 - c) maintain ongoing records of the internal evaluation of the quality of educational, creative and related activities and of the activities of the Internal Evaluation Board;
 - d) maintain records of the minutes of meetings of the Internal Evaluation Board and its advisory bodies;
 - e) maintain a list of members of Expert Committees and consultants;
 - f) be responsible for ensuring that the information provided on the Internal Evaluation Board's intranet pages is up to date.

Article 7

Meetings and Decision-Making of the Internal Evaluation Board

- (1) Meetings of the Internal Evaluation Board shall be convened by its Chair at least four times a year.
- (2) Meetings of the Internal Evaluation Board shall be chaired by its Chair or, in the Chair's absence, by the Vice-Chair of the Internal Evaluation Board (hereinafter the "person chairing the meeting").

- (3) The Internal Evaluation Board shall normally conduct its proceedings on the basis of written materials sent to all members sufficiently in advance, normally 14 days before the meeting. Matters not included on the established agenda may also be considered where a majority of all members of the Internal Evaluation Board so resolve.
- (4) The person chairing the meeting shall give the floor to members of the Internal Evaluation Board in the order in which they request it. Where time is limited, the person chairing the meeting may impose a time limit on individual contributions or close the discussion even if some members who have requested the floor have not yet been given an opportunity to speak.
- (5) A Vice-Rector, the Bursar or another employee authorised by the Rector shall be entitled to attend meetings of the Internal Evaluation Board.
- (6) Meetings of the Internal Evaluation Board shall not be open to the public. Where the Internal Evaluation Board so resolves by vote, individual parts of a meeting or the entire meeting may be open to the public.
- (7) The Internal Evaluation Board may invite representatives of faculties, representatives of any organisational unit of the University or any constituent part thereof, persons submitting materials for consideration or other persons to attend the discussion of matters under consideration and may request their opinions.
- (8) The Internal Evaluation Board shall have a quorum where more than half of all its members are present. Where the Internal Evaluation Board does not have a quorum, the person chairing the meeting shall set a new date for the meeting and close the meeting.
- (9) At the beginning of each meeting of the Internal Evaluation Board, the proposed agenda shall first be considered and approved. Where the agenda of the meeting is not approved, a discussion shall be held, following which the person chairing the meeting shall submit an amended proposed agenda taking into account the comments raised during the discussion. Each item on the agenda shall then be discussed. The Internal Evaluation Board shall express its decisions by resolution. Draft resolutions shall be put to a vote. Resolutions shall be recorded verbatim in the minutes. Votes concerning persons shall be held by secret ballot.
- (10) A resolution of the Internal Evaluation Board shall be adopted where more than half of all members vote in favour of it.
- (11) Where a member of the Internal Evaluation Board is the degree programme leader of a degree programme under consideration, that member shall not participate in the vote on the proposal concerned.
- (12) A member of the Internal Evaluation Board in respect of whom there are circumstances indicating that their participation in the consideration and decision-making of a matter could result in an advantage or disadvantage to that member personally (conflict of interest) shall disclose those circumstances before the Internal Evaluation Board begins consideration of the matter. The Internal Evaluation Board shall subsequently decide, having regard to the nature of the matter, whether that member may participate in the vote.
- (13) Minutes shall be taken of meetings of the Internal Evaluation Board, and their accuracy shall be verified by the person chairing the meeting. The minutes shall be distributed to all members of the Internal Evaluation Board and published on the University website.
- (14) Where a matter is urgent or where it is not possible or expedient to convene a meeting of the Internal Evaluation Board to consider a proposal, the person chairing the meeting may call a per rollam vote. Members of the Internal Evaluation Board shall receive the wording of the proposed resolution on the matter, the relevant supporting materials and information on the method of electronic voting, including a reasonable period within which to vote. Minutes shall be taken of the conduct and outcome of the vote and published electronically. A resolution shall

be adopted where more than half of all members of the Internal Evaluation Board vote in favour of it. The minutes of a vote conducted in this manner shall be approved at the next meeting of the Internal Evaluation Board.

(15) Within its remit, the Internal Evaluation Board may issue in particular:

- a) recommendations and opinions;
- b) methodological materials;
- c) principles governing individual activities;
- d) requests for corrective measures;
- e) requests for follow-up reports;
- f) requests for evaluation reports.

Article 8

Special Provisions on Meetings of the Internal Evaluation Board Held by Means of Remote Communication

- (1) Where there is a risk that delay may cause prejudice or where important circumstances justify such a procedure, the Chair of the Internal Evaluation Board may convene a meeting of the Internal Evaluation Board to be held by means of remote communication (hereinafter a “remote meeting”).
- (2) The rules governing remote meetings and voting shall be determined by the Chair of the Internal Evaluation Board (hereinafter the “rules”). The rules shall be sent to members of the Internal Evaluation Board together with the invitation and supporting materials for the remote meeting at least one week before the meeting, together with the reasons for convening it.
- (3) The Internal Evaluation Board shall have a quorum where more than half of all its members participate in the remote meeting. Where more than half of all members do not participate in the remote meeting, the Chair of the Internal Evaluation Board shall close the remote meeting.
- (4) The rules shall be approved by the Internal Evaluation Board at the beginning of the remote meeting. Where the proposed rules are not approved, the Chair of the Internal Evaluation Board shall close the meeting.
- (5) Minutes shall be taken of the remote meeting.
- (6) Article 7 shall apply unless otherwise provided in this Article.

Article 9

Expert Committees

- (1) The Internal Evaluation Board shall establish Expert Committees as its advisory bodies. Expert Committees shall be established for the following fields of education and academic disciplines:
 - a) technical and natural sciences;
 - b) social sciences;
 - c) health sciences, humanities and arts.
- (2) An Expert Committee shall consist of at least seven members. The Rector, the Chair of the Academic Senate of the University, the student member of the Internal Evaluation Board and the Vice-Chair of the Internal Evaluation Board may not be members of Expert Committees.

- (3) Members of Expert Committees shall be nominated by the Chair of the Internal Evaluation Board. The nominations shall be considered and approved by the Internal Evaluation Board. Members of Expert Committees shall be appointed and dismissed by the Chair of the Internal Evaluation Board for a term of six years. Before commencing their work on an Expert Committee, each member shall make a written declaration that they have been duly informed of the rights and obligations arising from the internal regulations and standards of the University in force and undertake to comply with those obligations.
- (4) Membership of an Expert Committee is incompatible with the positions of Vice-Rector and Dean.
- (5) Membership of an Expert Committee is personal and may not be exercised by a substitute; it shall terminate upon written resignation or dismissal.
- (6) The Chair of the Internal Evaluation Board shall appoint the Chairs and Vice-Chairs of Expert Committees from among the members of the Internal Evaluation Board. Where the Chair of an Expert Committee is from the same faculty as the degree programme to which an application for accreditation under consideration relates, the Chair may not decide on the selection of the reviewer or reviewers of the application. The Chair shall delegate the selection of the reviewer to the Vice-Chair of the Expert Committee, who shall also complete the evaluation of the application for accreditation of the degree programme by the Expert Committee.
- (7) Any member of the Internal Evaluation Board may attend and speak at a meeting of any Expert Committee.
- (8) Where a member of an Expert Committee is the degree programme leader of a degree programme under consideration, that member shall be excluded from its consideration.
- (9) Articles 7 and 8 shall apply, *mutatis mutandis*, to meetings of Expert Committees.

Article 10

Final Provisions

- (1) These Rules of Procedure of the Internal Evaluation Board of the University of Pardubice were approved by the Academic Senate of the University on 28 April 2026 pursuant to Section 9(1)(b)(3) of the Higher Education Act.
- (2) Pursuant to Section 36(4) of the Higher Education Act, these Rules of Procedure of the Internal Evaluation Board of the University of Pardubice come into force on the date of their registration by the Ministry of Education, Youth and Sports.
- (3) These Rules of Procedure of the Internal Evaluation Board of the University of Pardubice take effect on 1 September 2026.

prof. Ing. Libor Čapek, Ph.D.

Rector