

On 17 January 2022, the Ministry of Education, Youth and Sports registered under Section 36(2) of Act No.111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act) under No. MSMT-1354/2022-2 Rules of the Quality Assurance and Evaluation System for Educational, Creative and Related Activities of the University of Pardubice.

Amendments to the Rules of the Quality Assurance and Evaluation System for Educational, Creative and Related Activities of the University of Pardubice were registered by the Ministry of Education, Youth and Sports pursuant to Section 36 (2) and (5) of the Higher Education Act on 20 December 2022 under No. MSMT-34565/2022-5.

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Mgr. Karolína Gondková
Head of Higher Education

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FULL TEXT
OF THE RULES OF THE QUALITY ASSURANCE AND ASSESSMENT
SYSTEM FOR EDUCATIONAL, CREATIVE AND RELATED
ACTIVITIES OF THE UNIVERSITY OF PARDUBICE
OF 1 MAY 2023

Part I
INTRODUCTORY PROVISIONS

- (1) The Rules of the Quality Assurance and Assessment System for Educational, Creative and Related Activities of the University of Pardubice ("Rules of the Quality Assurance and Assessment System") are an internal regulation of the University of Pardubice ("University") pursuant to Section 17(1)(j) of Act No. 111/1998 Sb., on Higher Education and on Amendments to Other Acts (Higher Education Act), as amended, ("Higher Education Act"), which establishes a quality management system, i.e. quality assurance and internal quality assessment, including procedures for maintaining and developing this system.

Part II
QUALITY MANAGEMENT SYSTEM

Article 1
Vision

- (1) Through quality assurance, the University aims to contribute to the creation of an internal environment in which creative activity, the content of study programmes, teaching and the relevant facilities are in harmony with each other, thus enabling the University to fulfil its basic mission towards society and students, which is primarily educational activity, the development of scientific knowledge and the guarantee that the competences and knowledge of graduates are

in line with the requirements of society and the labour market. In this context, the University will in particular:

- a) increase the coherence, objectivity, transparency and relevance of all internal processes in order to perceive quality as part of the internal culture that is shared by all members of the academic community,
- b) foster a creative academic environment, maintain academic integrity and freedom, prevent fraudulent behaviour and ensure protection against intolerance and discrimination against students and staff,
- c) provide information about the quality of the University's activities to students and employees of the University as well as to experts and general public, thereby increasing the credibility of the institution internally and externally.

Article 2

Mission

- (1) The Rules of the Quality Assurance and Assessment System establish a comprehensive system that is a coordinating activity supporting and promoting sustainable quality, competitiveness and development of the educational, creative and related activities of the University ("quality system").
- (2) The quality system defines the rules for quality assurance for educational, scientific and research, development and innovation, artistic or other creative activities ("creative activities") and related activities and internal assessment of the quality of educational, creative and related activities at the University pursuant to Section 77a and related provisions of the Higher Education Act.
- (3) The quality system includes clearly set internal rules, transparent assurance of own activities, regular collection and objective assessment of information and taking measures to improve activities.
- (4) The quality system is linked to the strategic management of the University.
- (5) The academic self-governing body that monitors, evaluates, supports and develops the quality system is the Internal Assessment Board of the University of Pardubice ("Internal Assessment Board").
- (6) In implementing the quality system, the University is based on the applicable legal regulations and takes into account other national, European or international standards of higher education institutions. These include in particular the following legislation, norms or standards and procedures:
 - a) Higher Education Act,
 - b) Act No. 130/2002 Sb., on Support for Research, Experimental Development and Innovation from Public Funds and on Amendments to Certain Related Acts (Act on Support for Research, Experimental Development and Innovation), as amended,
 - c) Government Regulation No. 274/2016 Sb., on Standards for Accreditation in Higher Education,
 - d) Government Regulation No. 275/2016 Sb., on Areas of Education in Higher Education,
 - e) standards and guidelines for quality assurance in the European Higher Education Area, in particular the ESG,

- f) the recommended procedures of the National Accreditation Bureau for Higher Education ("Accreditation Bureau").

Article 3

Principles and tools of the Internal Quality Assurance System at the University

- (1) Quality assurance means the systematic and structured care for the quality of educational, creative and related activities in terms of responsibility for its maintenance and improvement.
- (2) The internal quality assurance system at the University is based on procedures regulated in particular by the Statute of the University of Pardubice and the statutes of the faculties, other internal regulations and norms, standards, methodological guides, information system tools and other documents, which are followed by common operational materials.
- (3) The rules, procedures, criteria and results of the assessment and the measures taken are published on the University's website. The Publication Information System allows the setting of selective access to the published documents, i.e. from general, group and individualised access. The Internal Assessment Board decides how to publish a document in accordance with Section 21(1)(j) of the Higher Education Act.
- (4) Quality assurance processes used in individual cases must not stifle the innovative and creative development of units, individuals or activities of the University.
- (5) Quality standards are usually part of baseline documents or guidance documents. The standards set by the applicable legislation and recommended practices of the accreditation body are considered as binding minimum values at the University. The structure, use and possible target values of quality standards are subject to the opinion of the Internal Assessment Board.
- (6) The quality standards respect the internal culture and the specifics of the fields of education and science cultivated at individual faculties. In doing so, the diversity of the University's units and the corresponding quality of their diverse activities or excellence is promoted.
- (7) The quality standards are applied consistently and on the basis of rational consideration, respecting the principle that similar cases are treated similarly so that the principle of legitimate expectations is met for students and staff.
- (8) The strategic determination of the desired direction of changes in the area of quality is an integral part of the Strategic Plan of the University's educational and creative activities ("University's Strategic Plan"), or the Strategic Plans of its faculties, which are adopted by the University and its faculties for a period of 5 years in accordance with the Higher Education Act. These documents are prepared by the management of the University and its faculties, approved by the University authorities in accordance with the Higher Education Act and published in the publicly accessible part of the University's website. In terms of responsibility for maintaining and developing quality, the Strategic Plans define in particular:
 - a) the basis for an institutional strategy on quality of activities,
 - b) key areas and priority objectives,
 - c) the basic ways to implement, monitor and correct the strategy,
 - d) the way students are involved in quality assurance,
 - e) specific requirements of relevant actors, interest groups,
 - f) specific indicators for meeting the objectives.

- (9) Determination of partial changes in the area of quality, their introduction, support for their implementation, continuous monitoring and assessment of their progress and results are mainly part of the annual updates of the Strategic Plans of the University and its faculties, the institutional development programme, implementation of the recommendations of the Internal Assessment Board and operational management.
- (10) The functionality of the entire quality system is regularly evaluated by the Internal Assessment Board through the preparation of a report on the internal assessment of the quality of the University's educational, creative and related activities ("Internal Quality Assessment Report"), which is updated annually with an addendum describing the changes achieved.
- (11) Internal quality assurance sub-systems are also subject to external assessment, both at the University-faculty level and at the University-external entity level. The Rector decides on the implementation of external assessment on the proposal of the Internal Assessment Board.

Article 4

Principles and tools of internal quality assessment at the University

- (1) The quality assessment is carried out in a transparent manner using factual, professional and ethical criteria and consists of a critical assessment of the facts found. It is carried out in accordance with the Strategic Plan cycles and focuses on the effectiveness of the procedures.
- (2) The quality assessment is based on centrally collected qualitative and quantitative data. In doing so, it is based mainly on:
 - a) strategic, conceptual, balance sheet, analytical and other documents of the University and its faculties,
 - b) data from the University's information systems,
 - c) verified data from other public sources,
 - d) assessment reports,
 - e) expert assessments, questionnaire surveys, guided discussions and bibliometric analyses.
- (3) The assessment also makes use of methodological materials approved by the Internal Assessment Board, which specify the requirements and procedures for internal quality assessment.
- (4) Academic staff, administrative staff and students of the University, and assessors from outside the University are meaningfully and constructively involved in the implementation of the assessment processes.
- (5) The assessment is usually also based on feedback from graduates or other relevant stakeholders, in particular professional chambers, industry associations, employers' organisations or other practitioners.
- (6) If the subject of the assessment is the activity of faculties or their units, they always participate in the assessment and comment on its results.
- (7) Recommendations for the further development of the assessed unit or activity are an integral part of each assessment. In the case of identified deficiencies, corrective actions are

recommended, including a timeframe for their implementation. After this time limit, a follow-up assessment or follow-up inspection may be carried out.

Article 5

Responsibility for quality assurance and assessment at the University

- (1) Responsibility for quality assurance of educational, creative and related activities rests with all employees of the University. General rules aimed at individual groups of employees are summarised in the internal regulations and standards of the University. The specific tasks of individual employees are part of their job description.
- (2) In particular, senior staff have a duty to oversee, within their remit, the provision and continuous assessment of:
 - a) strategic leadership and development of the University,
 - b) international openness of the University,
 - c) internal regulations and standards,
 - d) human resources development and staffing for teaching and creative activities,
 - e) technical - organisational and material support of teaching and creative activities.
- (3) All academic staff participate in the continuous assessment of the quality of teaching and creative activities and the application of the results and conclusions of the assessment to practice for the continuous improvement of the educational and creative process.
- (4) All employees of the University cooperate with the Internal Assessment Board upon request and provide it with the basis for the assessment of educational, creative and related activities.

Article 6

Reviews and audits

- (1) At the University, reviews, complaint handling, financial audits, systems audits and performance audits are part of the internal review system, which directly influences and shapes the quality system. In particular, these activities consist of mapping and evaluating existing risks or potential risks and making suggestions for their management.
- (2) All senior staff and organisational units of the University are involved in the implementation of reviews and audits. Information on findings identified and addressed in relation to the Quality Assurance and Assessment System may also be used for monitoring purposes by the controller and the internal auditor.

Part III

QUALITY MANAGEMENT OF EDUCATIONAL, CREATIVE AND RELATED ACTIVITIES

Article 7

Educational activities in study programmes

- (1) The responsibility for the quality of higher education in the study programmes of the University and its faculties lies with the providers, i.e. the faculties and their departments or institutes that

implement or participate in the implementation of the study programme. The quality of a particular study programme is supervised by the guarantor of the study programme in accordance with the Higher Education Act.

- (2) The minimum requirements for the quality of educational activities in a study programme are determined by the University, in particular:
 - a) the Higher Education Act,
 - b) Government Regulation No. 274/2016 Sb., on Standards for Accreditation in Higher Education,
 - c) Government Regulation No. 275/2016 Sb., on Areas of Education in Higher Education,
 - d) documents and recommended practices of the Accreditation Bureau,
 - e) statutes of the University and faculties,
 - f) Accreditation Rules of the University of Pardubice,
 - g) internal requirements for the University's study programmes,
 - h) Study and Examination Regulations of the University of Pardubice,
 - i) Rules of the Habilitation Procedure and the Procedure for Appointment as Professor of the University of Pardubice.

- (3) Support for the development of the quality of educational activities in the study programme is implemented mainly through:
 - a) the University's information system, which monitors the course of the admission procedure, the rate of academic failure and the application of graduates of the study programme on the labour market,
 - b) self-assessment reports on the study programme prepared by its guarantor,
 - c) assessment of the study programme initiated by the Internal Assessment Board.

- (4) The initial basis for the assessment of a study programme is a self-assessment report on the study programme prepared by its guarantor covering the period since the accreditation of the study programme was granted or since the authorisation to implement the study programme was granted under institutional accreditation. The self-assessment report usually includes:
 - a) assessment of the fulfilment of the standards of study programmes,
 - b) assessment of how the related creative activity translates into educational activity,
 - c) assessment of the success rate in the admission procedure, the failure rate, the completion rate and the application of graduates of the study programme,
 - d) depending on the type and profile of the study programme, assessment of student creative activities or cooperation with practice,
 - e) assessment of the international dimension of the study programme,
 - f) assessment of the pedagogical, scientific and technical support of the study programme,
 - g) identification of strengths, weaknesses, risks and opportunities for further development of the study programme.

- (5) The assessment of a study programme is carried out by the relevant expert committee of the Internal Assessment Board at least once during the period of its accreditation. An assessment report shall be prepared on the results and progress of the assessment. The Rector, on the proposal of the Internal Assessment Board, determines the details of the organisation and conduct of the assessment. The assessment is carried out mainly on the basis of:
 - a) self-assessment reports on the study programme,
 - b) student and graduate assessment results,

- c) the results of the assessment of qualification papers, if the assessment took place in the relevant period,
 - d) other sources of assessment under these rules.
- (6) The draft assessment report is discussed at an extended meeting of the expert committee of the Internal Assessment Board in the presence of the guarantor of the evaluated study programme, the dean or a staff member authorised by him/her and a representative nominated by the academic senate of the faculty. Minutes of the meeting shall be taken.
- (7) After the assessment report is discussed and approved by the Internal Assessment Board, a summary of the results is published in the public section of the University's website.
- (8) The Rector's measure also establishes rules for the assessment of educational activities by students and graduates and rules for the assessment of final theses in the area of quality assurance and assessment of study programmes.

Article 8

Staffing of the study programme

- (1) Teaching in the study programmes is provided mainly by academic staff of the University. In justified cases, other experts may also participate in teaching on the basis of agreements on work performed outside the employment relationship. The minimum requirements for the structure and quality of the staffing of a given type of study programme are determined in accordance with the Higher Education Act and the Government Regulation.
- (2) Each course of study has its own supervisor who prepares the content of the course, participates in the teaching and control of the study, supervises the quality of teaching carried out by any other teachers, evaluates the results of the study and its security and proposes any changes to the course of study. The supervisor and other teachers must be professionally active in the subjects they teach.
- (3) The internal regulations and environment clearly motivate academic staff to improve their academic qualifications. The internal regulation Rules for Habilitation and Appointment to Professor Procedures at the University of Pardubice sets out the framework requirements for applicants and procedures for habilitation and appointment to professor procedures at the University. Specific requirements for candidates are set out in detail in the internal regulations and standards of the faculties.
- (4) The performance of each academic staff member and his/her qualification growth shall be comprehensively evaluated by the immediate supervisor at least once every two years. The results of the assessment shall be reflected in the amount of the employee's personal wage supplement in accordance with the Internal Wage Regulation of the University of Pardubice. The basic documents for the assessment are obtained through the University's information system.
- (5) Through internal projects and programmes, the University supports academics in teaching innovation, which focuses not only on content innovation but also on the application of new methods and the use of new techniques in teaching.

- (6) The University provides and organises support activities enabling the qualification growth of academic and other staff, including activities enabling the development of teaching skills.

Article 9

Educational activities in lifelong learning programmes

- (1) The minimum requirements for the quality of educational activities in lifelong learning programmes are determined by the Regulations of Lifelong Learning of the University of Pardubice.
- (2) Internal quality assessment in this area consists mainly of:
 - a) feedback from participants and graduates on the quality of teaching, organisation and facilities of the lifelong learning programme,
 - b) a statement from the faculty implementing the lifelong learning programme,
 - c) monitoring and assessment of data collected mainly in the framework of the preparation of the University's strategic documents.
- (3) The rules for evaluating educational activities in lifelong learning programmes are set by the Dean of the Faculty implementing the programme.

Article 10

Creative activities

- (1) Quality assurance of creative activities includes all procedures, systems and means used to ensure that creative activities at the University is carried out in accordance with the Higher Education Act, in accordance with the rules of projects and the conditions of their providers, and in accordance with the latest knowledge and good practice in individual areas and fields of creative activity.
- (2) In the University environment, the Code of Ethics is applied, which in its section on principles for scientific, artistic and other creative work defines rules that are binding for all.
- (3) The conceptual development of creative activity at the University is ensured mainly through programmes and projects to support creative activity. The details of the projects and programmes are announced either by providers outside the University or, in the case of internal projects, by a measure of the Rector, which also sets out the conditions and criteria for evaluating their interim and final results.
- (4) The details of the internal assessment of creative activities are determined by a measure of the Rector, following the opinion of the Internal Assessment Board. The assessment of creative activity at the University is based in particular on:
 - a) an assessment report on the creative activities of the faculties ("Creative Activity Report"),
 - b) analysis of the results of creative activity, including professional assessment,
 - c) indicators of the quality of creative activity.
- (5) The Creative Activity Report is prepared by the faculties once every five years and is based on data obtained from the University's information systems.

- (6) The Creative Activity Report is submitted by the Dean to the University's Internal Assessment Board after the opinion of the Scientific Board of the relevant faculty.
- (7) The Creative Activity Report is the basis for their development, the elaboration of the University's strategic documents and the support of creative activities through the University's programmes.
- (8) The basic principles of creative activity at the University are specified in the Code of Good Research Practice of the University of Pardubice, which is updated based on the results of the quality assessment of creative activity.

Article 11 **Other related activities**

- (1) Quality assurance of related activities means ensuring all activities across the University that support, complement and develop educational and creative activities.
- (2) The rules for their quality assurance are established in accordance with the Higher Education Act, internal regulations and standards of the University and faculties.
- (3) The assessment of other related activities usually takes place before the preparation of the University's Strategic Plan. The Rector decides on its content on the basis of a proposal from the Internal Assessment Board.
- (4) In particular, other related activities may be evaluated:
 - a) management and administration of the University and its faculties,
 - b) use of resources (especially personnel, financial, material),
 - c) infrastructure development and maintenance,
 - d) information system,
 - e) complementary activities and services in the field of knowledge and technology transfer,
 - f) information, library and advisory services,
 - g) publishing and editorial activities,
 - h) halls of residence and canteen services,
 - i) facilities for sports activities.

Part IV **Common and final provisions**

- (1) The following annexes form part of this Internal Regulation:
 1. Annex No. 1 to the Rules of the Quality Assurance and Assessment System - Accreditation Rules of the University of Pardubice,
 2. Annex No. 2 to the Rules of the Quality Assurance and Assessment System - Rules of Procedure of the Internal Assessment Board of the University of Pardubice.
- (2) The internal regulation Rules of the Quality Assurance and Assessment System for Educational, Creative and Related Activities of the University of Pardubice registered on 16 June 2017 under No. MSMT-17150/2017, as amended by subsequent registered amendments, is hereby repealed.

(3) This Internal Regulation was approved pursuant to Section 9 (1) (b) (3) of the Higher Education Act by the Academic Senate of the University on 11 January 2022.

(4) This Internal Regulation shall enter into force pursuant to Section 36(4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.

(5) This Internal Regulation shall take effect on the date of registration by the Ministry of Education, Youth and Sports.

The amendments to the Rules of the Quality Assurance and Assessment System for Educational, Creative and Related Activities of the University of Pardubice were approved by the Academic Senate of the University of Pardubice on 22 November 2022 pursuant to Section 9(1)(b)(3) of Act No. 111/1998 Sb., on Higher Education and on Amendments to Other Acts (Higher Education Act), as amended.

Amendments to the Rules of the Quality Assurance and Assessment System for Educational, Creative and Related Activities of the University of Pardubice shall come into force pursuant to Section 36(4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.

Amendments to the Rules of the Quality Assurance and Assessment System for Educational, Creative and Related Activities of the University of Pardubice registered by the Ministry of Education, Youth and Sports on 20 December 2022 under No. MSMT-34565/2022-5 shall take effect on 1 May 2023 (Amendments No. 1).

prof. Ing. Jiří Málek, DrSc., v. r.

Rector

ACCREDITATION RULES OF THE UNIVERSITY OF PARDUBICE

PART I

INTRODUCTORY PROVISIONS

- (1) The Accreditation Rules of the University of Pardubice ("Accreditation Rules") are based on the conditions for the implementation of study programmes at the University of Pardubice ("University") set out in Act No. 111/1998 Sb., on Higher Education and on Amendments to Other Acts (Higher Education Act), as amended (Higher Education Act), the applicable legislation and the recommended procedures issued by the National Accreditation Bureau for Higher Education (Accreditation Bureau) and the Internal Assessment Board of the University of Pardubice (Internal Assessment Board).
- (2) According to these Accreditation Rules, the accreditation procedure is a process in the course of which the Accreditation Bureau or the Internal Assessment Board assesses the fulfilment of the conditions for granting the authorisation to carry out a study programme. The result of the assessment is the granting or not granting of the authorisation to carry out the study programme or accreditation. Without the appropriate accreditation, applicants cannot be admitted, teaching and examinations cannot be conducted, and academic degrees cannot be awarded.
- (3) These Accreditation Rules set out details on the preparation, submission and consideration of proposals in connection with institutional accreditation, accreditation of a study programme and accreditation of habilitation procedure and the procedure for appointment as professor.
- (4) Institutional accreditation grants an institution of higher education the authority to independently establish and implement a designated type or types of study programmes in a designated area or areas of education. A higher education institution is authorised to implement a combined study programme on the basis of institutional accreditation if it has institutional accreditation for all the fields of education to which the study programme belongs. Institutional accreditation is granted to the University by the Accreditation Bureau.
- (5) A study programme of a given type or types and profile, if any, included in an area of education for which the University does not have institutional accreditation is granted accreditation by the Accreditation Bureau.
- (6) Authorisation for the University, or a unit thereof, to hold habilitation procedures or procedures for appointment as a professor in a given field is granted by the Accreditation Bureau.

PART II

BASIC CONCEPTS

- (1) For the purposes of the accreditation process, it is necessary to distinguish between the terms intent to apply for accreditation ("intent"), draft application for accreditation ("draft application") and

application for accreditation ("application"). The minimum elements of the intent and the draft application for accreditation are regulated by an internal standard of the University.

- (2) An intent is a simplified draft application that serves as a basis for decision-making in the initial phase of the approval process.
- (3) The draft application is the material submitted to the relevant faculty bodies for consideration.
- (4) The application is the final document, after settlement and incorporation of comments, submitted to the authorising body (Internal Assessment Board, Accreditation Bureau).

PART III

INSTITUTIONAL ACCREDITATION

Article 1

Granting of institutional accreditation

- (1) Institutional accreditation is granted to a University by the Accreditation Bureau on the basis of a written application from the University. Institutional accreditation is granted to the University for a given field or fields of education and within them for the relevant type or types of study programmes. The conditions for granting institutional accreditation for an area or areas of education are determined in particular by the Higher Education Act, Government Regulation No. 274/2016 Sb., on Standards for Accreditation in Higher Education and Government Regulation No. 275/2016 Sb., on Areas of Education in Higher Education.
- (2) The University initiates the application for institutional accreditation:
 - a) the Dean of the Faculty for an application for accreditation for an area of education within which study programmes are or are to be implemented at one faculty;
 - b) deans of faculties for applications for accreditation for an area of education in which study programmes are or are to be implemented at more than one faculty. One of the deans of the faculties concerned shall be the coordinator in the subsequent preparation and discussion of the intent, the draft application and the application.

Article 2

Intent to apply for institutional accreditation

- (1) The intent to apply for institutional accreditation for a given area of education is developed at the faculty level. The dean of the relevant faculty, after discussion by the academic senate of the faculty and approval by its scientific or arts board, submits the prepared intent to the Rector for discussion and approval by the Extended Executive Board of the University of Pardubice ("Extended Executive Board"). Once the intent is approved, the faculty prepares a partial part of the draft application.

Article 3

Draft application for institutional accreditation

- (1) The written draft of the application for institutional accreditation contains a common part, which is prepared uniformly for the entire University, and subparts corresponding to the field or fields of

education for which the University is requesting institutional accreditation. The subparts are prepared by the faculties concerned.

- (2) The common part of the draft application shall include:
 - a) the name of the higher education institution;
 - b) an indication of the field or fields of education in which the higher education institution intends to operate under the accreditation and the type or types of study programmes;
 - c) the internal quality assessment report, and any addenda to that report;
 - d) a self-assessment report containing the fulfilment of the individual requirements arising from the relevant standards for accreditation, including requirements relating to the financial, material and other security of the activities of the higher education institution and its development;
 - e) other requirements set out in the legislation and recommended procedures of the accreditation body.
- (3) The common part of the draft application will be forwarded by the Vice-Rector responsible for Education to the Chair of the Internal Assessment Board.
- (4) The sub-part of the draft application demonstrates compliance with the requirements for the training area, in particular the scope and structure of the training activities in the training area and the conditions for their implementation.
- (5) The dean of the relevant faculty submits a partial draft of the application to the chair of the Internal Assessment Board.
- (6) The draft application for institutional accreditation, i.e. the joint institutional part for the University and the subparts for individual areas of education, is submitted by the Chair of the Internal Assessment Board for discussion and approval by the Internal Assessment Board and subsequently by the University's Scientific Board.
- (7) After incorporating any comments, the proposal becomes an application for institutional accreditation, which is submitted by the Rector to the Accreditation Bureau.
- (8) The University may also attach to the application an assessment of its activities carried out by a generally recognised assessment agency which is listed in the EQAR (European Quality Assurance Register) or is a member of ENQA (European Association for Quality Assurance in Higher Education).

Article 4

Extension of institutional accreditation

- (1) During the period of validity of the institutional accreditation, the University may apply for its extension for another field or fields of education or for another type or types of study programmes within the field of education for which it has already been granted institutional accreditation ("extension of institutional accreditation"); the period of validity of institutional accreditation is not extended by its extension.
- (2) The provisions of Articles 2 and 3 of these Accreditation Rules shall apply *mutatis mutandis* when processing an application for extension of institutional accreditation. The common part of the initial application for institutional accreditation shall only be supplemented by the specifics of the institutional environment that relate to the additional area or areas of education.

- (3) In the case of extension of institutional accreditation to other type(s) of study programmes within the field of education for which the University has already been granted institutional accreditation, the proposing faculty prepares a supplement to the subpart.

Article 5

Termination of institutional accreditation

- (1) Institutional accreditation expires upon expiration of the period for which accreditation was granted, upon withdrawal of accreditation for reasons specified by law, or upon notification to the Accreditation Bureau that the University is waiving institutional accreditation for a particular field or fields of education.
- (2) The intent to waive institutional accreditation is discussed and approved by the Internal Assessment Board on the Rector's proposal and subsequently by the University's Scientific Board. The Rector's proposal must be accompanied by a statement from the dean or deans of the faculties involved or involved in the implementation of the study programmes in the area or areas of education in question.

PART IV

ACCREDITATION OF STUDY PROGRAMMES UNDER INSTITUTIONAL ACCREDITATION, SO-CALLED INTERNAL ACCREDITATION

Article 6

Intent to apply for internal accreditation of a new study programme

- (1) The intent to apply for internal accreditation of a new study programme, i.e. a study programme or specialisation that has not yet been implemented at the University, is submitted by the Dean of the Faculty concerned to the meeting of the Extended Executive Board after discussion by the Faculty Board of Study Programmes. In particular, compliance with the strategic objectives of the University is verified and possible links with other study programmes being prepared or implemented at the faculties of the University are assessed.
- (2) The faculty which will provide most of the teaching of the planned study programme (more than 50% in terms of ECTS credits) is the preparer of the intent.
- (3) The guarantor of the study programme is responsible for the content and structure of the intent, who cooperates with the relevant vice-dean in the technical and organisational aspects of the preparation.
- (4) The requirements of the intent are regulated by an internal standard of the University.
- (5) The opinion of the Extended Executive Board on the intent to apply for internal accreditation of the new study programme is included in the minutes of the Extended Executive Board meeting.

Article 7

Draft application for internal accreditation of a study programme

- (1) After incorporating any comments of the members of the Extended Executive Board, the faculty prepares a draft application for internal accreditation of the study programme.

- (2) The formal form of the draft application and its minimum required elements are set out in an internal standard of the University. Other requirements may be laid down by the internal standard of the faculty concerned.
- (3) The faculty may send the draft application to the Office for Education Affairs for review of its formal correctness prior to consideration. The assessment of the formal correctness of the draft application is regulated in more detail by an internal standard of the University.
- (4) After discussion by the management of the faculty or faculties providing the preparation of the study programme, the draft application is submitted:
 - a) for consideration by the Academic Senate of the Faculty;
 - b) for approval by the faculty's scientific or arts board.
- (5) In the case of a study programme, the completion of which directly fulfils the professional prerequisites for the exercise of a regulated profession, the faculty shall apply for permission from the competent recognition body.

Article 8

Application for internal accreditation of a study programme

- (1) After incorporating any comments of the Academic Senate and the Faculty's Scientific Board, the faculty will prepare an application for internal accreditation of the study programme. The minimum necessary content of the application is set out in an internal standard of the University. Other requirements may be laid down by the internal standard of the faculty concerned.
- (2) The faculty sends the processed application to the Office for Education Affairs for review of its formal correctness. The assessment of the formal correctness of the application is regulated in more detail by an internal standard of the University.
- (3) By removing the formal deficiencies of the application, a final form of the application is created, which the Dean of the Faculty, through the Office for Education Affairs, forwards to the Internal Assessment Board. The Office for Education Affairs registers the application in the Accreditation Information System ("ISAK") without undue delay, and the application is forwarded to the Chair of the relevant expert committee of the Internal Assessment Board ("expert committee") via the Secretary of the Internal Assessment Board.
- (4) The University has established expert committees for the following groups of educational areas and disciplines:
 - a) technical and natural sciences;
 - b) economic;
 - c) medical, humanities and arts.
- (5) The assignment of education areas to individual expert committees is regulated by an internal standard of the University. In the case of overlapping areas of education or new areas of education, the chair of the Internal Assessment Board decides on the assignment of a study programme to an expert committee.
- (6) The chair of the expert committee shall make the complete application available to all members of the expert committee and shall determine:
 - a) one internal assessor from among the members of the expert committee;

- b) for each field of education in which the study programme is included, one external assessor from a group of cooperating experts from other universities, the Academy of Sciences of the Czech Republic and practice;
 - c) one rapporteur from among the members of the expert committee.
- (7) The expert committee may also establish a working group for a specific case, whose members may include experts from other universities, the Academy of Sciences of the Czech Republic and practice (including foreign experts). A local investigation may also be carried out within the scope defined by the chair of the expert committee.
- (8) In the event that further additional information is needed during the review of the application by the expert committee, the chair of the expert committee shall invite the study programme guarantor through the relevant vice-dean to complete the information. The expert committee shall set a deadline for the applicant to complete the information, which deadline may be extended at the written request of the applicant.
- (9) Each assessor, and, where appropriate, member of the working group referred to in Paragraph 7 of this Article, shall, after studying the material, give his/her written opinion on the application submitted. The forms recommended by the Internal Assessment Board based on the accreditation body's methodologies shall be used for the assessment.
- (10) The rapporteur will summarise the content of the opinions of the assessors or members of the working group in the rapporteur's report, which is the basis for the preparation of the opinion of the chair of the expert committee on the application for internal accreditation with justification for consideration at the Internal Assessment Board meeting. The rapporteur's report is provided to the submitting faculty prior to the discussion of the application at the Internal Assessment Board meeting.
- (11) The Internal Assessment Board assesses whether the submitted application meets the requirements arising from legal regulations, internal regulations, the standards of the University's study programmes and whether it is in line with the Strategic Plan of the University's educational and creative activities.
- (12) The Internal Assessment Board may, in justified cases, suspend the examination of the application and ask the applicant to complete or modify the application. The Internal Assessment Board shall set a deadline for the applicant to complete or revise the application. This time limit may be extended at the written request of the applicant.
- (13) The faculty may withdraw their application up to the time the application is considered by the Internal Assessment Board. The Dean of the Faculty will notify the Chair of the Internal Assessment Board in writing of the withdrawal of the application.
- (14) Representatives of the faculty at which the study programme will be implemented (the guarantor of the study programme, the relevant vice-dean, or the dean) are invited to the meeting of the Internal Assessment Board on the granting of internal accreditation of the study programme.
- (15) The Internal Assessment Board shall decide on its opinion on the application within 90 days of receipt from the applicant, i.e. from the date of registration in the ISAK system.
- (16) The resolution of the Internal Assessment Board shall include:
- a) the name, type and profile of the study programme;
 - b) standard study period;
 - c) form of study;

- d) the field or fields of education to which the study programme belongs;
 - e) the name of the faculty implementing the study programme;
 - f) the decision of the Internal Assessment Board;
 - g) in the case of a consent decision, the period for which the study programme may be pursued;
 - h) a brief statement of the reasons for the decision, including the imposition of any corrective measures or the requirement for a review report.
- (17) The Internal Assessment Board may grant the authorisation to carry out a study programme under institutional accreditation for a maximum period of 10 years.
- (18) The Rector signs the resolution of the Internal Assessment Board on the granting of internal accreditation of a study programme under institutional accreditation. The resolution, together with information on the accessibility of studies for persons with disabilities, is published in the public section of the University's website without undue delay. If the Internal Assessment Board decides by resolution not to grant internal accreditation, the Rector informs the Dean of the Faculty in writing of this fact.

Article 9

Extension of internal accreditation of study programme and changes in the implementation of study programmes

- (1) During the implementation of the study programme, the applicant may request the Internal Assessment Board to extend the accreditation by:
- a) the other faculty at which the study programme is to be implemented;
 - b) an additional study plan for a new specialisation, another form of study, another place of delivery or another study plan implemented in cooperation with a legal entity or a foreign University pursuant to Section 81 or Section 47a of the Higher Education Act;
 - c) an authorisation to take the state rigorous examination.
- (2) In the case of a request for extension of internal accreditation, Articles 6 to 8 of these Accreditation Rules shall apply *mutatis mutandis*.
- (3) Changes in the study programme in the course of its implementation are defined by an internal standard of the University. The internal standard sets out different procedures for changes according to the classification of their severity.

Article 10

Restriction, withdrawal or termination of internal accreditation of a study programme

- (1) If the Internal Assessment Board finds serious deficiencies in the implementation of a study programme, it shall invite the study programme guarantor, through the dean of the relevant faculty, to remedy them within a reasonable period of time.
- (2) If serious deficiencies persist, the Internal Assessment Board shall, according to the nature of the case, issue a resolution on:

- a) restriction of the internal accreditation of the study programme, consisting in a prohibition to admit other applicants to study the study programme;
- b) withdrawal of the authorisation to carry out the study programme.

The resolution of the Internal Assessment Board shall include a written justification.

- (3) The restriction or termination of internal accreditation of a study programme may also occur at the request of the faculty at which the study programme is implemented. The faculty submits a request for restriction of internal accreditation in the case of:
 - a) termination of the study programme at a faculty if the study programme is implemented at more than one faculty;
 - b) termination of cooperation with a legal entity or a foreign University;
 - c) completion of the study programme according to one of the study plans (in particular the study plan for the specialisation, form of study or place of study).
- (4) The application for limitation or termination of internal accreditation of a study programme is submitted to the Rector by the Dean of the Faculty after discussion by the scientific or arts board and the Academic Senate of the Faculty, and the Rector forwards it to the Internal Assessment Board for approval. The application for termination of internal accreditation of a study programme is then approved by the University's Scientific Board. Once the application has been approved, the Rector shall notify the Accreditation Bureau in writing.
- (5) The internal accreditation of the study programme is terminated:
 - a) with the expiry of the period for which the authorisation to carry out the study programme was granted;
 - b) by withdrawing the authorisation to carry out the study programme;
 - c) the Rector's announcement in the public section of the University's website that the study programme has been terminated at the request of the faculty.

Article 11

Review of the resolution of the Internal Assessment Board

- (1) The applicant may request the Rector to review the resolution of the Internal Assessment Board concerning the internal accreditation of the study programme. The request for review must be submitted within 30 days of the notification of the resolution.
- (2) The Rector reviews the legality of the resolution of the Internal Assessment Board, as well as its compliance with the internal regulations and standards of the University. The Rector shall confirm or rescind the resolution of the Internal Assessment Board and return it to the Internal Assessment Board for reconsideration. In this case, the subsequent decision of the Internal Assessment Board shall be final.

PART V

ACCREDITATION OF STUDY PROGRAMMES BY THE ACCREDITATION BUREAU

Article 12

Introductory provisions

- (1) If the authorisation to implement a study programme of a given type and profile in a given field or fields of education does not result from the University's institutional accreditation, the University may obtain this authorisation by granting accreditation of the study programme by the Accreditation Bureau.

Article 13

Intent to apply for accreditation of a study programme by the Accreditation Bureau

- (1) The procedure for the internal accreditation of a study programme set out in Article 6 of these Accreditation Rules shall apply to the processing, discussion and approval of the intent to apply for accreditation of a study programme by the Accreditation Bureau.

Article 14

Draft application and application for accreditation of the study programme by the Accreditation Bureau

- (1) After incorporating any comments from the members of the Extended Executive Board, the faculty shall prepare a draft application for accreditation of the study programme. The draft application must be based on the current requirements and standards published on the Accreditation Bureau website or the University intranet.
- (2) The formal form of the draft application and its minimum required elements are set out in an internal standard of the University. Other requirements may be laid down by the internal standard of the faculty concerned.
- (3) The faculty will send the proposal to the Office for Education Affairs for review of its formal correctness prior to consideration. The assessment of the formal correctness of the proposal is regulated in more detail by an internal standard of the University.
- (4) After discussion by the management of the faculty or faculties providing the preparation of the study programme, the draft application is submitted:
 - a) for consideration by the Academic Senate of the Faculty;
 - b) for approval by the faculty's scientific or arts board.
- (5) In the case of a study programme, the completion of which directly fulfils the professional prerequisites for the exercise of a regulated profession, the faculty shall request the approval of the relevant recognition body.
- (6) After incorporating any comments of the Academic Senate and the Faculty's Scientific Board, the faculty shall prepare an application for accreditation of the study programme. The minimum required content of the application is set out in an internal standard of the University. Other requirements may be laid down by the internal standard of the faculty concerned.

- (7) The faculty sends the processed application to the Office for Education Affairs for review of its formal correctness. The assessment of the formal correctness of the application is regulated in more detail by an internal standard of the University.
- (8) Once the formal deficiencies of the application have been corrected, the Dean of the Faculty will forward it to the Internal Assessment Board through the Office for Education Affairs. The Office for Education Affairs registers the application in the ISAK system without undue delay and the application is forwarded to the chair of the relevant expert committee via the secretary of the Internal Assessment Board.
- (9) The University has established expert committees for the following groups of educational areas and disciplines:
 - a) technical and natural sciences;
 - b) economic;
 - c) medical, humanities and arts.
- (10) The assignment of training areas to individual expert committees is regulated by an internal standard of the University. In the case of overlapping areas of education or new areas of education, the chair of the Internal Assessment Board decides on the assignment of a study programme to a specialised committee.
- (11) The chair of the committee shall make the complete application available to all members of the committee and shall appoint one internal assessor from among the members of the committee.
- (12) The expert committee may also establish a working group for a specific case, whose members may include experts from other universities, the Academy of Sciences of the Czech Republic and practice (including foreign experts). A local investigation may also be carried out within the scope defined by the chair of the expert committee.
- (13) In the event that further additional information is needed during the review of the application by the expert committee, the chair of the expert committee will invite the study programme guarantor through the relevant vice-dean to supplement the information. The expert committee shall set a deadline for the applicant to complete the information, which deadline may be extended at the written request of the applicant.
- (14) The assessor, or, where appropriate, a member of the working group referred to in Paragraph 12 of this Article, shall, after examining the material, give his/her written opinion on the application submitted. For the assessment, the forms recommended by the Internal Assessment Board based on the methodologies of the Accreditation Bureau shall be used.
- (15) After discussing the partial conclusions with the dean and the guarantor of the study programme (and after any additions or modifications to the accreditation materials), the chair of the expert committee submits an opinion on the application with justification for discussion at a meeting of the Internal Assessment Board.
- (16) The Internal Assessment Board assesses whether the submitted application meets the requirements arising from legal regulations, internal regulations, the standards of the University's study programmes and whether it is in line with the Strategic Plan of the University's educational and creative activities.
- (17) In justified cases, the Internal Assessment Board may suspend the consideration of an application for accreditation of a study programme by the Accreditation Bureau and ask the applicant to complete or modify the application. The Internal Assessment Board shall set a deadline for the

applicant to complete or revise the application. This deadline may be extended at the written request of the applicant.

- (18) Representatives of the faculty at which the study programme will be implemented (the guarantor of the study programme, the relevant vice-dean, or the dean) may be invited to the meeting of the Internal Assessment Board on the referral of the application for accreditation of the study programme to the Accreditation Bureau.
- (19) The Internal Assessment Board will decide on its opinion on the application within 90 days of receipt from the applicant, i.e. from the date of registration in the ISAK system.
- (20) After the resolution of the Internal Assessment Board on the approval of the application for accreditation of the study programme by the Accreditation Bureau and after the resolution of any comments of the Internal Assessment Board, the faculty creates the final application. The final application is sent by the Rector to the Accreditation Bureau through the Office for Education Affairs. In the event of a disagreeing opinion of the Internal Assessment Board, the application is forwarded with written justification to the Dean of the Faculty that submitted it for reworking and reconsideration. The applicant shall, as the case may be, maintain, amend, or otherwise modify the application for accreditation of the degree program submitted by the Accreditation Bureau, or withdraw it. The applicant shall provide a separate written justification for maintaining the original application for accreditation of the study programme by the accreditation body.

Article 15

Extension of study programme accreditation and changes in the implementation of study programmes accredited by the Accreditation Bureau

- (1) During the implementation of a study programme, the applicant of an application for accreditation of a study programme may request the Accreditation Bureau to extend the accreditation by:
 - a) the other faculty at which the study programme is to be implemented;
 - b) an additional study plan for a new specialisation, an additional form of study, an additional place of delivery or an additional study plan implemented in cooperation with a legal entity or a foreign University pursuant to Section 81 or Section 47a of the Higher Education Act;
 - c) an authorisation to take the state rigorous examination.
- (2) In the case of a request for extension of accreditation, Articles 13 and 14 of these Accreditation Regulations shall apply *mutatis mutandis*.
- (3) Changes in the study programme in the course of its implementation are defined by an internal standard of the University. The internal standard sets out different procedures for changes according to the classification of their severity.

Article 16

Limitation, withdrawal or termination of accreditation of a study programme accredited by an Accreditation Bureau

- (1) If the Accreditation Bureau finds serious deficiencies in the implementation of a study programme accredited by the Accreditation Bureau, it shall invite the University to remedy them within a reasonable period of time.
- (2) In the event of persistence of serious deficiencies, the Accreditation Bureau shall, depending on the nature of the deficiency, issue a resolution on:
 - a) restriction of the accreditation of the study programme, consisting in a prohibition to admit other applicants to study the study programme;
 - b) withdrawal of the authorisation to carry out the study programme.
- (3) The limitation or termination of the accreditation of a study programme accredited by the Accreditation Bureau may also occur at the request of the faculty at which the study programme is implemented. The faculty shall submit a request to limit the accreditation of a study programme in the following cases:
 - a) termination of the study programme at a faculty if the study programme is implemented at more than one faculty;
 - b) termination of cooperation with a legal entity or a foreign university;
 - c) termination of the implementation of a study plan (in particular a study plan for a specialisation, a form of study or a place of implementation).
- (4) The application for limitation or termination of accreditation of a study programme is submitted to the Rector by the Dean of the Faculty after discussion by the scientific or arts board and the Academic Senate of the Faculty, and the Rector forwards it to the Internal Assessment Board for approval. The application for termination of the accreditation of the study programme is then approved by the University's Scientific Board. Once the application has been approved, the Rector shall notify the Accreditation Bureau in writing.
- (5) The accreditation of a study programme accredited by the Accreditation Bureau ceases:
 - a) with the expiry of the period for which the authorisation to carry out the study programme was granted;
 - b) by withdrawing the authorisation to carry out the study programme;
 - c) by the Rector's announcement in the public section of the University's website that the study programme has been terminated at the request of the faculty.

PART VI

ACCREDITATION OF HABILITATION AND APPOINTMENT AS PROFESSOR PROCEDURES

Article 17

Draft application and request for accreditation of the habilitation procedure and the procedure for appointment as professor

- (1) The elements of the draft application for accreditation of the habilitation procedure or the procedure for appointment as a professor are regulated by an internal standard of the University.

- (2) The draft application must be based on the current requirements and standards published on the website of the Accreditation Bureau or the University intranet.
- (3) The faculty will send the proposal to the Office for Education Affairs for review of its formal correctness prior to consideration. The assessment of the formal correctness of the proposal is regulated in more detail by an internal standard of the University.
- (4) The draft application must be discussed and approved by the faculty's scientific or arts board.
- (5) The provisions of Article 14 of these Accreditation Rules shall apply *mutatis mutandis* to the processing, consideration and approval of the draft application and the application for accreditation of the habilitation procedure or the procedure for appointment as a professor.

Article 18

Extension and renewal of the accreditation of habilitation procedure and the procedure for appointment as professor during their implementation

- (1) In the case of an application for extension of an existing accreditation and extension of the validity of the accreditation of a habilitation procedure or a procedure for appointment as a professor, the procedure shall be followed *mutatis mutandis* in accordance with Article 17 of these Accreditation Rules.
- (2) The implementation of changes in the ongoing habilitation procedure or the procedure for appointment as a professor is regulated by an internal norm of the University.

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

Article 1 Introductory Provisions

- (1) The Rules of Procedure of the Internal Assessment Board set out the principles and rules of conduct of this body aimed at ensuring and internally evaluating the quality of educational, creative and related activities at the University.

Article 2 Internal Assessment Board

- (1) The Internal Assessment Board is an academic self-governing body of the University, whose competences and rules of conduct are laid down by the Higher Education Act, the Statutes of the University of Pardubice and other internal regulations and standards of the University.
- (2) The activities of the Internal Assessment Board are mainly focused on the support and implementation, development and control of quality assurance and internal assessment of the University's educational, creative and related activities. The Internal Assessment Board is also involved in the process of obtaining, extending or renewing all types of accreditations in accordance with the Accreditation Rules of the University of Pardubice. In its activities, it cooperates with other University bodies, the Rector's advisory bodies, faculty bodies, students and University employees, and may also use cooperation with other legal entities and other recognised experts.

Article 3 Membership of the Internal Assessment Board

- (1) The Internal Assessment Board shall be composed of twelve members. Membership of the Internal Assessment Board shall not be deputised.
- (2) The Rector is the Chair of the Internal Assessment Board. The Vice-Chair of the Internal Assessment Board shall be appointed by the Rector from among the academic staff of the University who are professors or associate professors of the University. The Chair of the Academic Senate of the University shall also be a member. These members shall not be subject to Paragraph 3.
- (3) The other 9 members of the Internal Assessment Board are nominated in accordance with Section 12a of the Higher Education Act and appointed for a term of 6 years by the Rector. Of these, 3 members are appointed by the Rector on the proposal of the Scientific Board of the University, 3 members, 1 of whom is a student, on the proposal of the Academic Senate of the University; the term of office of a student is only two years. The remaining 3 members are appointed by the Rector, 1 of whom is normally the Vice-Rector for Education and Quality.
- (4) A candidate for membership of the Internal Assessment Board may only be a candidate who is a recognised professional and moral authority or a student who has an outstanding academic record. The members of the Internal Assessment Board shall be nominated so as to represent

groups of related areas of education being pursued at the University.

- (5) Each member of the Internal Assessment Board is obliged to act objectively and impartially and not to influence his/her decision-making by personal interests and is obliged to maintain the confidentiality of the information he/she has learned in connection with his/her service on the Internal Assessment Board. These obligations also apply to members of expert committees, working groups and other persons participating in the meetings of these bodies, in particular the preparers of expert opinions, the Secretary of the Internal Assessment Board and guests at the meetings.
- (6) Membership in the Internal Assessment Board expires on the date of the end of the term of office or on the date of the dismissal of a member of the Internal Assessment Board on the proposal of the Rector of the University after prior discussion in the Scientific Board and with the consent of the Academic Senate of the University.
- (7) If the membership of an appointed member of the Internal Assessment Board ceases before the expiry of his/her term of office, a new member shall be appointed only for the remainder of that term. The proposal shall be made by the body which made the proposal for the member whose membership has ceased.

Article 4

Chair and Vice-Chair

- (1) The Chair in particular:
 - a) convenes and chairs meetings of the Internal Assessment Board;
 - b) manages the work of the Internal Assessment Board;
 - c) coordinates the activities of the expert committees;
 - d) proposes the agenda of the Internal Assessment Board, prepares a draft resolution;
 - e) signs the resolutions of the Internal Assessment Board;
 - f) acts on behalf of the Internal Assessment Board in matters falling within its competence;
 - g) manages the work of the Secretary of the Internal Assessment Board.
- (2) The Chair of the Internal Assessment Board shall be represented by the Vice-Chair to the extent determined by the Chair and shall represent the Chair in his/her absence in full.

Article 5

Expert Committees

- (1) The Internal Assessment Board establishes expert committees which are its advisory body. Expert committees shall be set up for the following fields of education and disciplines:
 - a) technical and natural sciences;
 - b) economic;
 - c) medical, humanities and arts.
- (2) Each expert committee is composed of at least 7 members, with the Chair always being a member of the Internal Assessment Board. The Rector, the Vice-Rector for Education and Quality, the Chair of the Academic Senate of the University, a student and the Vice-Chair of the Internal Assessment Board cannot be members of the expert committees.
- (3) Any member of the Internal Assessment Board may attend and speak at any meeting of any Expert committee. A member of an expert committee may be invited to attend a meeting of the Internal Assessment Board and asked to comment on the matter under discussion.

- (4) The members of the expert committees are proposed by the Chair of the Internal Assessment Board. The proposal shall be discussed and approved by the Internal Assessment Board. The members of the expert committees shall be appointed and dismissed by the Chair of the Internal Assessment Board. Before commencing his/her activity on an expert committee, each member shall make a written declaration that he/she is duly acquainted with the rights and obligations arising from the applicable legal regulations, the Accreditation Rules of the University of Pardubice and these Rules of Procedure, and that he/she undertakes to comply with these obligations.
- (5) Membership of the expert committee shall not be deputised and terminates by written resignation or removal.
- (6) Articles 8 and 8a shall apply *mutatis mutandis* to the proceedings of the expert committee.

Article 6 Working Group

- (1) The expert committee may establish a working group, i.e. an advisory body to the expert committee, for a specific case. Each member of the working party shall give his or her written opinion on the matters referred to it by the expert committee.
- (2) Each member of the working group shall, before commencing his/her activities, make a written declaration that he/she is duly acquainted with the rights and obligations arising for him/her from the applicable laws, regulations and standards of the University and that he/she undertakes to comply with those obligations.

Article 7 Secretary of the Internal Assessment Board

- (1) The Secretary of the Internal Assessment Board shall be responsible for its administrative and technical affairs. The Secretary shall not be a member of the Internal Assessment Board, but shall attend the meetings of the Internal Assessment Board and the Internal Assessment Board shall vote to exclude his/her presence. The Rector shall delegate the performance of the Secretary's duties to a member of the University staff.
- (2) The Secretary in particular:
 - a) performs tasks related to the organisational and material support of the Internal Assessment Board;
 - b) attends the meetings of the Internal Assessment Board, takes minutes thereof, distributes them to the members of the Internal Assessment Board and publishes them on the website; in his/her absence, the minutes are taken by a person authorised by the Chair;
 - c) keeps a running record of the internal assessment of the quality of educational, creative and related activities and of the activities of the Internal Assessment Board;
 - d) records the minutes of the meetings of the Internal Assessment Board and its advisory bodies;
 - e) maintains a list of members of expert committees, working groups and consultants;
 - f) is responsible for the timeliness of the information provided on the Internal Assessment Board's intranet site.

Article 8
Meeting of the Internal Assessment Board

- (1) Meetings of the Internal Assessment Board shall be convened by its Chair at least four times a year.
- (2) The meetings of the Internal Assessment Board shall be chaired by its Chair or, on his/her behalf, by the Vice-Chair.
- (3) The Internal Assessment Board normally acts on the basis of written documents sent to all members well in advance, normally 14 days before the meeting. Matters outside the set agenda may be discussed if a majority of all members of the Internal Assessment Board so agree.
- (4) The Chair shall give the floor to the members of the Internal Assessment Board in the order in which they have come forward. In case of time constraints, he/she shall have the right to set a speaking time limit or, where appropriate, to close the debate even if some of those who have signed up have not yet been given the floor.
- (5) The decision of the Chair of the Internal Assessment Board may be voted on "per rollam". A per roll call vote is incompatible with a vote by attendance.
- (6) The Vice-Rector, the Bursar or any other employee authorised by the Rector may attend meetings of the Internal Assessment Board.
- (7) The meetings of the Internal Assessment Board are closed to the public. If the Internal Assessment Board so decides by vote, parts or all of the meeting may be open to the public.
- (8) The Internal Assessment Board may invite representatives of faculties, representatives of any organisational unit of the University or its units, applicants of documents or other persons to the matters under discussion and request their opinion.
- (9) The quorum of the Internal Assessment Board shall be a majority of all its members. If a quorum is not present, the Chair of the Internal Assessment Board shall set a new date for the meeting and close the meeting.
- (10) The Internal Assessment Board shall take a decision on the proposed agenda and a debate shall be held on each agenda item. The Internal Assessment Board shall express its will by means of a resolution. The adoption of the draft resolution shall be put to the vote. Resolutions shall be stated verbatim in the minutes. A secret ballot shall be taken on persons.
- (11) A resolution of the Internal Assessment Board shall be approved if a majority of all members vote in favour of it.
- (12) Minutes of the Internal Assessment Board meetings are taken and verified for accuracy by the Chair. The minutes are distributed to all members of the Internal Assessment Board and published on the University's website.
- (13) Within its remit, the Internal Assessment Board may issue, in particular:
 - a) recommendations and opinions;
 - b) methodological materials;
 - c) the principles of each activity;
 - d) calls for corrective action;
 - e) calls for review reports;
 - f) calls for assessment reports.

Article 9
Special provisions for the meetings of the Internal Assessment Board
using means of distance communication

- (1) Where there is a risk of delay or where important circumstances justify such action, the Chair of the Internal Assessment Board may convene a meeting of the Internal Assessment Board by

means of remote communication ("remote meeting").

- (2) The rules for the remote meeting and voting shall be established by the Chair of the Internal Assessment Board ("the rules"). The rules shall be sent to the members of the Internal Assessment Board together with the invitation and documents for the remote meeting at least one week before the remote meeting.
- (3) A quorum of the Internal Assessment Board shall be present if a majority of all members of the Internal Assessment Board attend the remote meeting. If an absolute majority of all members of the Internal Assessment Board do not attend the remote meeting, the Chair of the Internal Assessment Board shall close the remote meeting.
- (4) The rules must be approved by the Internal Assessment Board at the beginning of the distance session. If the draft rules are not approved, the Chair of the Internal Assessment Board shall close the meeting.
- (5) Minutes of the remote meeting shall be taken.
- (6) Article 8 shall apply unless this Article 9 provides otherwise.