

*Annex No. 2
to the Rules of the Quality Assurance and Evaluation System*

**STANDING ORDERS OF THE INTERNAL EVALUATION
BOARD OF THE UNIVERSITY OF PARDUBICE**

**Article 1
Preliminary Provisions**

- (1) The Standing Orders of the Internal Evaluation Board set out the principles and rules of conduct of this body aimed at ensuring and internal evaluation of the quality of educational, creative, and other related activities at the University.

**Article 2
Internal Evaluation Board**

- (1) The Internal Evaluation Board is an academic self-governing body of the University, whose competencies and rules of conduct are determined by law, 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 mainly focused on the support, implementation, development, control of the provision and internal evaluation of the quality of educational, creative, and other related activities of the University. Furthermore, the Internal Evaluation Board participates in the process of obtaining or extending the period of validity of 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 staff, and may also cooperate with other legal entities and recognized experts.

**Article 3
Membership in the Internal Evaluation Board**

- (1) The Internal Evaluation Board consists of nine members. Membership in the Internal Evaluation Board is irreplaceable.
- (2) The Rector is the Chairman of the Internal Evaluation Board. The Deputy Chair of the Internal Evaluation Board is appointed by the Rector from among the academic staff of the University, i.e. professors or associate professors of the University. The Chairman of the Academic Senate of the University is also a member. Paragraph 3 shall not apply to these members.
- (3) Other members of the Internal Evaluation Board shall be nominated in accordance with S 12a of the Higher Education Act and appointed for a period of 6 years; 2 members shall be appointed by the Rector at his discretion, 2 members by the Rector on the proposal of the University Scientific Board, and 2 members, 1 of whom being a student, shall be appointed by the Rector on the proposal of the Academic Senate of the University; the term of office of the student is only two years.
- (4) Only a person who is a recognized professional and moral authority or a student who achieves excellent study results can become a candidate for membership in the Internal Evaluation Board.

- (5) Each member of the Internal Evaluation Board is obliged to act objectively and impartially in their activities and shall not let their decisions be affected by their personal interests. Moreover, they are obliged to ensure the confidentiality of information of which they have learned in connection with their work for the Internal Evaluation Board. These obligations also apply to members of expert commissions, working teams, and other persons who participate in the meetings of these bodies, in particular guests and authors of expert opinions.
- (6) Membership in the Internal Evaluation Board terminates at the end of the term of office or on the day when a member of the Internal Evaluation Board is removed on the proposal of the Rector of the University, after prior discussion in the Scientific Board, and with the consent of the Academic Senate.
- (7) If the membership of the appointed member of the Internal Evaluation Board terminates before the expiry of their term of office, a new member shall be appointed for the remainder of that term only. The proposal shall be submitted by the body which submitted the proposal to the member whose membership has expired.

Article 4 Chairman and Deputy Chair

- (1) The Chairman shall in particular:
 - a) convene and chair the meetings of the Internal Evaluation Board,
 - b) control the activities of the Internal Evaluation Board,
 - c) coordinate the activities of expert commissions,
 - d) propose the agenda of the Internal Evaluation Board, prepare a draft resolution,
 - e) sign the resolution of the Internal Evaluation Board together with the Deputy Chair,
 - f) act on behalf of the Internal Evaluation Board on matters falling within his/her remit,
 - g) control the activities of the Secretary of the Internal Evaluation Board,
- (2) The Chairman of the Internal Evaluation Board is represented, to the extent determined by him/her, by Deputy Chair who, in the absence of the Chairman, represents him/her completely.

Article 5 Expert Commissions

- (1) The Internal Evaluation Board sets up Expert Commissions which constitute its advisory body. Expert Commissions are established for the following areas of education and scientific fields:
 - a) technical and scientific,
 - b) economic,
 - c) medical, humanistic, and artistic.
- (2) Each Expert Commission consists of 7 members, with the Chairman always being one of the members of the Internal Evaluation Board. The Rector, the Chairman of the Academic Senate of the University, a student, and the Deputy Chair of the Internal Evaluation Board may not become members of Expert Commissions.
- (3) Any member of the Internal Evaluation Board may attend and address meetings of any Expert Commission. An Expert Commission, the Chairman thereof, or a member authorized by him/her may be invited to the meeting of the Internal Evaluation Board and asked to comment

on the matter under discussion.

- (4) The members of an Expert Commissions are nominated by the Chairman of the Internal Evaluation Board after the consultation with the Deans of the faculties, and they are appointed and removed by the Internal Evaluation Board. Prior to commencing their activity in an Expert Commission, each member shall make a written declaration that s/he is duly acquainted with the rights and obligations arising from applicable legislation, the Accreditation Rules of the University of Pardubice, and the rules hereof, and that s/he undertakes to comply with these obligations.
- (5) Membership in an Expert Commission is irreplaceable and can be resigned at any time in writing.
- (6) Article 8 shall also apply to the meetings of an Expert Commission.

Article 6 Working Team

- (1) An Expert Commission may set up a working team for a specific case which shall be an advisory body of the Expert Commission. Each member of the working team shall issue a written opinion on matters referred to them by the Expert Commission.
- (2) Each member of the working team shall make a written declaration prior to the commencement of their activities that they are duly acquainted with the rights and obligations arising from the applicable laws, regulations, and standards of the University, and that they undertake to comply with those obligations.

Article 7 Secretary of the Internal Evaluation Board

- (1) The Secretary of the Internal Evaluation Board shall deal with its administrative and technical matters. The Secretary is not a member of the Internal Evaluation Board, participates in the meetings of the Internal Evaluation Board, and the Internal Evaluation Board decides by a vote to exclude his/her presence at the meeting. The Rector shall entrust the performance of the office of Secretary to an employee of the University.
- (2) The Secretary shall in particular:
 - a) perform tasks related to the organizational and material provision of the activities of the Internal Evaluation Board,
 - b) participate in the meetings of the Internal Evaluation Board, take minutes of them, distribute them to the members of the Internal Evaluation Board, and publish them on the website; in his/her absence, the minutes are taken by the person authorized by the Chairman,
 - c) keep records of the internal evaluation of the quality of educational, creative, and other related activities, as well as of the activities of the Internal Evaluation Board,
 - d) record the minutes of the meetings of the Internal Evaluation Board and its advisory bodies,
 - e) maintain a list of members of Expert Commissions, working teams and consultants.

Article 8 Meetings of the Internal Evaluation Board

- (1) The meetings of the Internal Evaluation Board shall be convened by its Chairman at least four times a year.

- (2) The meetings of the Internal Evaluation Board shall be chaired by its Chairman or by the Deputy Chair acting on his/her behalf.
- (3) The Internal Evaluation Board usually acts on the basis of written documents sent to all members in good time, usually 14 days prior to the meeting. Matters outside the set agenda may also be discussed if a majority of all members of the Internal Evaluation Board decides so.
- (4) The Chairman shall give the floor to the members of the Internal Evaluation Board in the order in which they asked to speak. In a time constraint, the Chairman has the right to set a speaking time or end the discussion, even if some of the entrants have not yet received the floor.
- (5) The Chairman of the Internal Evaluation Board may decide for *per rollam* voting. *Per rollam* voting is incompatible with on-the-spot voting.
- (6) The meetings of the Internal Evaluation Board may be attended by the Vice-Rector, Bursar, or another employee authorized by the Rector.
- (7) The meetings of the Internal Evaluation Board are not public. If the Internal Evaluation Board so decides by a vote, some or all of the meetings may be public.
- (8) The members of the Internal Evaluation Board, the Secretary, and the guests are obliged to observe the confidentiality of information which they learn in connection with their work for the Council.
- (9) The Internal Evaluation Board may invite representatives of faculties, representatives of any organizational unit of the University or a part thereof, submitters of documents, or other persons to discuss the matters under discussion and to request their opinions.
- (10) The proposed agenda of the meeting shall be decided by the Internal Evaluation Board, and a debate shall be held on each item on the agenda.
- (11) Minutes shall be taken of the meetings of the Internal Evaluation Board, the accuracy of which shall be verified by the Chairman. The minutes shall be sent to all members of the Internal Evaluation Board and published on the University's website.
- (12) The Internal Evaluation Board expresses its will in a resolution. A motion for a resolution is put to the vote. Resolutions shall be listed verbatim in the minutes. Voting on persons is by secret ballot.
- (13) The Internal Evaluation Board has a quorum if an absolute majority of all its members is present.
- (14) If the Internal Evaluation Board fails to have a quorum, its Chairman shall set a new date for the meeting.
- (15) The resolution of the Internal Evaluation Board is approved if it is voted for by an absolute majority of all members.
- (16) The Internal Evaluation Board shall be competent to issue in particular:
 - a) recommendations and opinions,
 - b) methodological materials,
 - c) principles of individual activities,
 - d) calls for rectifications,
 - e) evaluation reports.

Article 9 Transitional Provisions

- (1) Pursuant to Article 3 (3), the first appointment of the members of the Internal Evaluation Board shall take place in such a way that 2 members are appointed for a term of office of 6 years, 2 members are appointed for a term of office of 4 years, and 2 members are appointed for a term of

office of 2 years. The term of office of specific members is determined by an agreement of the members, with the exception of a student who is appointed for 2 years in accordance with Article 3 (3). If no agreement is possible, the term of office of specific members shall be determined by drawing lot.