

ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s.

***RULES OF PROCEDURE OF THE
ACADEMIC BOARD***

**Article 1
Introductory Provisions**

- (1) The Academic Board of ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s. (hereinafter referred to as the “Board”) is an autonomous body of ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s. (hereinafter referred to as the “University”) pursuant to Article 15 of the University Statute (hereinafter referred to as the “Statute”). It is established according to Section 7 (11) of Act No. 111/1998 Coll., on Higher Education Institutions and amending other Acts, as amended (hereinafter referred to as the “Act”).
- (2) The chairman of the Board is the Rector (hereinafter referred to as the “Chairman”). Owing to their positions, the prorectors and bursar of the University are members of the Academic Board. The Board has 30 members. At least one third of members of the Academic Board are individuals other than members of the academia of the University. Members of the Board are appointed and dismissed by the Rector.
- (3) The Board is issuing these rules of procedure of the Academic Board (hereinafter referred to as the “Rule of Procedure”) to regulate its internal relations and method of meeting.

**Article 2
Meetings of the Board**

- (1) The Academic Board shall be convened by the Chairperson as needed, but at least twice a year. Proceedings of the Board shall be convened by the Chairperson within seven days if requested by at least 10 members of the Academic Board, specifying the subject of the meeting, or by the chairperson of the Board of Trustees.
- (2) Meetings of the Board shall be chaired by the Chairperson or a member of the Board authorised by the Rector. Minutes of the proceedings shall be recorded by an individual appointed by the Chairman.
- (3) Members of the Board shall be required to attend meetings of the Board.

- (4) The Rector is obliged to submit to the Board for discussion basic matters of development and activities of the University. Members of Academic Board may on their own initiative submit proposals to the Chairman that should be discussed in the Board.
- (5) The Chairman has the right in exceptional cases to handle alone matters that the Board should discuss under Art. 5 para. 5 of the statute, especially if there is the danger of harm due to delay. Such matters must be submitted by the Chairperson to the Board for further discussion at its next meeting.
- (6) The Chairperson of the University informs the Board of important matters for the period since the last meeting and about significant measures that are being prepared.
- (7) The Academic Board shall act by vote. The Academic Board has a quorum if an absolute majority of the members of the Board is present. A valid resolution is accepted by an absolute majority of votes in favour by all members of the Board. The Chairperson has the casting vote in case of a deadlock.
- (8) In justifiable cases, meetings of the Board can be conducted online using an audiovisual connection, preserving the rules of a meeting of the Board defined by these Rules.
- (9) The Board may accept a resolution under para. 6 by postal vote in justifiable cases; the Chairman of the Board announces the vote.
- (10) The Chairman of the Board sets the commencement and closing dates for a postal vote; the closing date for voting is at least seven working days after the day voting commenced.
- (11) The Chairman of the Board will send the set dates under para. 9 along with the voting materials and the Board's motion for resolution to the email addresses provided by the members of the Board and registered with the Rectorate.

Article 3

Activity of the Board

- (1) The Academic Board approves:
 - (a) proposals of study programmes and their abolition,
 - (b) proposals of applications for institutional accreditation for the field of education and cancellation of institutional accreditation for the field of education,
 - (c) members of final state examination committees who are not professors or docents.

- (d) the rules of procedure of the Academic Board
- (e) Study and Examination Board
- (f) Disciplinary Board
- (g) the rules of procedure for internal evaluation
- (h) accreditation rules
- (i) rules for fees connected with studying
- (j) rules for procurement
- (k) internal wage rules
- (l) other internal rules of the University, except those internal rules that the Board of Directors, the Board of Internal Evaluation or the Academic Senate approve in accordance with the University's charter.

(2) The Academic Board discusses:

- (a) the strategic plan of the University and its annual implementation plan,
- (b) the annual report of the University's activities
- (c) proposals of rules of the quality assurance system for educational, creative and their related activities and the internal quality assessment of educational, creative activities and their related activities of the University,
- (d) reports on the internal quality assessment of educational, creative activities and their related activities of the University and proposals of appendices to the report,
- (e) Rector's plan to appoint or dismiss members of the Board for Internal evaluation,

(3) The Board proposes to the Rector one third of the members of the Board for Internal evaluation of the University. If the Rector does not appoint anyone proposed to be a member of the Board for Internal evaluation, the Rector is obliged to justify this decision to the Board and request a new proposal.

(4) The Academic Board comments on issues presented by its members or the Rector.

- (5) The Board may request the convening of the Board for Internal Evaluation by stating the subject of the proceedings.

Article 4

Validity of the Rules of Procedure of the Academic Board

- (1) These rules of procedure were approved by a resolution of the Board on 12/6/2020.
- (2) These Rules of Procedure repeal the rules of procedure of the Academic Board registered with the Ministry of Education, Youth and Sports on 31/8/2017 under file no. MSMT-14995/2017-2
- (3) These Rules of Procedure shall become valid in accordance with Section 36 (4) and Section 41 (2) of the Act.
- (4) These Rules of Procedure come into effect on the day of registration by the Ministry of Education, Youth and Sports under paragraph 2.