

ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s.

***RULES OF PROCEDURE OF THE
BOARD FOR INTERNAL
EVALUATION***

**Article 1
Introductory Provisions**

- (1) The Board for Internal Evaluation 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 6 of the University Statute (hereinafter referred to as the “Statute”). It is established according to Section 7 and Section 12a of Act No. 111/1998 Coll., on Higher Education Institutions and amending other Acts (hereinafter referred to as the “Act”).
- (2) The chairman of the Board is the Rector (hereinafter referred to only as the “Chairman”). The board has 12 members. The Vice-Chairman of the Board is appointed by the Rector from among the academic personnel of the University who are professors or docents. Owing to his function, the Chairman of the Academic Senate of the University is a member of the Board for Internal Evaluation. Other members of the Board for Internal Evaluation are appointed and dismissed by the Rector after prior discussion with the Academic Board One third of members is appointed upon nomination by the Academic Board and one third upon nomination by the Academic Senate; from this one member of the board nominated by the Academic Senate is from among the University’s students. If the Rector does not appoint anyone proposed to be a member of the Board, the Rector is obliged to justify this decision to the proposer.
- (3) The University’s Academic Board is issuing these rules of procedure of the Board for Internal Evaluation to govern the internal relations of the board and the means of its operation (hereinafter referred to as the “Rules of Procedure”).

**Article 2
Activity of the Board**

(1) The Board

a) approves rules of the quality assurance system for educational, creative and

- their related activities and the internal quality assessment of educational, creative and their related activities (hereinafter referred to only as the “Rules for the Quality Assurance System”), which are the internal rules of the University,
- b) manages the internal quality assessment process of educational and creative activities and related activities of the University,
 - c) prepares the report on the internal quality assessment of educational, creative and their related activities (hereinafter referred to only as the “Report on Internal Evaluation”) of the University and appendices to the report,
 - d) makes a continuous record of the internal quality assessment of educational, creative and their related activities of the University,
 - e) discusses proposals for new student subjects and proposals for fundamental changes to study subjects,
 - f) discusses proposals of new study programmes and proposals of changes, extensions or renewals of accredited study programmes,
 - g) discusses the plan to submit and gives opinion on application for institutional accreditation for a field or fields of education and for extension of institutional accreditation for another field or fields of education.
- (2) The Board fulfils the role of an internal accreditation body of the University by conducting activities under paragraph 1, letters e) and f). In so doing, it follows the Accreditation Rules, which are internal rules of the University.

Article 3

Meetings of the Board

- (1) The Academic Board shall be convened by the Chairman as needed, but at least once a year. Meetings of the Board shall be convened by the Chairman within seven days if requested by at least 4 members of the Board, specifying the subject of the meeting, or by the Academic Board or the chairperson of the Board of Trustees.
- (2) Meetings of the Board shall be chaired by the Chairman or a member of the Board authorised by the Rector. Minutes of the meeting shall be made by an individual appointed by the Chairman.
- (3) Members of the Board shall be required to attend meetings of the Board.
- (4) The Rector informs the Board of important matters for the period since the last meeting and about crucial measures that are being prepared.
- (5) The Academic Board shall act by vote. A valid resolution requires an absolute majority of votes in favour by all members of the Board. If there are six votes in favour of a motion for a resolution, the Chairman has the casting vote.

- (6) 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.
- (7) The Board may accept a resolution under para. 5 by postal vote; the Chairman of the Board announces the vote.
- (8) 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.
- (9) The Chairman of the Board will send the set dates under para. 8 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 4

Validity of the Rules of Procedure of the Board

- (1) These Rules of Procedure of the Board for Internal Evaluation were approved by a resolution of the Academic Board of the University on 12/6/2020.
- (2) These Rules of Procedure of the Board for Internal Evaluation repeal the rules of procedure of the Board for Internal Evaluation 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 come into effect under Sec. 36 paragraph 4 and Sec. 41 para. 2 of the act by registering with Ministry of Education, Youth and Sports.
- (4) These Rules of Procedure come into effect on the day after registration.