

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

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**RULES OF THE QUALITY ASSURANCE AND ASSESSMENT SYSTEM
OF EDUCATIONAL, CREATIVE, AND OTHER RELATED
ACTIVITIES OF THE UNIVERSITY OF PARDUBICE
OF 17 JANUARY 2022**

**Part I
PRELIMINARY PROVISIONS**

- (1) The Rules of the Quality Assurance and Assessment System of Educational, Creative and Other Related Activities of the University of Pardubice (the "Rules of the Quality Assurance and Assessment System") are internal regulations of the University of Pardubice (the "University") in accordance with Section 17 (1) (j) of Act 111/1998 Sb., on Higher Education Institutions and on Amendment to Other Acts, as amended (the "Higher Education Act"), which introduce a quality management system, i.e. quality assurance and internal quality assessment, including the procedures for maintaining and developing the system.

**Part II
QUALITY MANAGEMENT SYSTEM**

**Article 1
Vision**

- (1) The University intends to assure quality to help create such an internal environment where creative activities, the content of study programmes, and education together with relevant background are mutually consistent, thus enabling the University to fulfil their elemental mission towards society and students, namely education, the development of scientific knowledge, and the guarantee that the competence and knowledge of graduates are in line with the requirements of society and labour market. In connection therewith, the University shall in particular:
- a) increase the coherence, objectivity, transparency, and relevance of all internal processes with the aim to perceive quality as a part of internal culture, which is shared by all members of the academic community,
 - b) strengthen the academic environment, maintain academic integrity and freedom, prevent fraud, and ensure protection from intolerance and discrimination towards students and employees,

- c) provide information on the quality of the university activities to students and university staff as well as to professional and lay public, thus increasing the credibility of the institution both internally and externally.

Article 2

Mission

- (1) The Rules of the Quality Assurance and Assessment System introduce a comprehensive system which is a coordinating activity supporting and promoting sustainable quality, competitiveness, and the development of educational, creative, and other related activities of the University (the "Quality System").
- (2) The Quality System defines the rules for ensuring the quality of educational, scientific and research, developmental and innovative, artistic, and other creative and related activities (the "creative activities") as well as internal assessment of the quality of educational, creative, and other related activities at the university according to Section 77a and other related provisions of the Higher Education Act.
- (3) The Quality System involves clearly set internal rules, transparent provision of the University's own activities, regular collection and unbiased assessment of information, as well as measures for the improvement of activities.
- (4) The Quality System is linked to the strategic management of the University.
- (5) The academic self-governing body to monitor, evaluate, support, and develop the Quality System shall be the Internal Assessment Board of the University of Pardubice (the "Internal Assessment Board"). The Rules of Procedure of the Internal Assessment Board are set in Annex 1.
- (6) In fulfilling the Quality System, the University follows valid legal regulations while considering other national, European, or international standards of university activities. These are, in particular, the following legal regulations, norms, standards, and procedures:
 - a) the Higher Education Act
 - b) Act 130/2002 Sb., on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts (the Act on the Support of Research and Development), as amended,
 - c) Government Regulation No. 274/2016 Sb., on Standards for Accreditation in Higher Education,
 - d) Government Regulation No. 275/2016 Sb., on Education Fields in Higher Education,
 - e) standards and guidelines for quality assurance in the European Higher Education Area, in particular the ESG,
 - f) the best practices as recommended by the National Accreditation Bureau for Higher Education (the "Accreditation Bureau").

Article 3

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

- (1) Quality assurance means systematic and structured care for the quality of educational, creative, and other related activities in terms of responsibility for the maintenance and improvement thereof.
- (2) The internal quality assurance system at the University is based on the procedures regulated in particular by the Statutes of the University of Pardubice and the statutes of the faculties, other internal regulations and norms, standards, methodological instructions, information system tools, and other documents forming the basis for common operational materials.
- (3) The rules, procedures, criteria, and results of the assessment, as well as the measures adopted, are published on the University's website. The publication information system enables the setting of a selective access to published documents – from general and group access to an individualised one. The method of publishing a document is decided by the Internal Assessment Board in accordance with Section 21 (1) (j) of the Higher Education Act.
- (4) Quality assurance processes used in individual cases shall not suppress the innovative and creative development of the University's components, individuals, or activities.
- (5) Quality standards are usually included in source documents or methodical instructions. The standards set by the applicable legislation and procedures recommended by the Accreditation Bureau are considered binding minimum values at the University. The Internal Assessment Board shall comment on the structure, use, and possible target values of quality standards.
- (6) Quality standards respect the internal culture and the specifics of the fields of education and scientific disciplines pursued at individual faculties. At the same time, the diversity of the University's components and the corresponding quality of their diverse activities or excellence are encouraged.
- (7) Quality standards shall be applied consistently and upon rational consideration while observing the principle that similar cases are approached in a similar way to meet the principle of legitimate expectations of students and employees alike.
- (8) Strategic determination of a desired direction of changes in quality shall be an integral part of the Strategic Plan of the University's Educational and Creative Activities (the "Strategic Plan of the University"), or the strategic plans of its faculties which the University and its faculties adopt for the period of 5 years in accordance with the Higher Education Act. These documents shall be prepared by the management of the University and its faculties, approved by the University bodies in accordance with the Higher Education Act, and published in a publicly accessible section of the University's website. In terms of responsibility for maintaining and developing of quality, the strategic objectives define the following:
 - a) the basis for the institutional strategy related to the quality of activities,
 - b) key areas and priority objectives,
 - c) basic forms in which the strategy is implemented, monitored, and corrected,
 - d) the form of student involvement in quality assurance,
 - e) specific requirements of relevant parties, interest groups
 - f) specific indicators of the achievement of objectives.
- (9) The determination of partial changes in quality, their implementation, the support of implementation, continuous monitoring, and the assessment of their course and results is mainly a part of annual updates of strategic plans of the University and its faculties, institutional

development programme, implementation of the recommendations of the Internal Assessment Board, and the operational management.

- (10) The functionality of the whole Quality System is regularly assessed by the Internal Assessment Board in a report on internal assessment of the quality of the educational, creative, and other related university activities (the "Internal Quality Assessment Report"), updated annually by an addendum describing the changes attained.
- (11) Furthermore, partial internal assurance quality systems undergo external assessment both at the University-faculty and University-external entity level. The implementation of the external assessment shall be decided upon by the Rector on the proposal of the Internal Assessment Board.

Article 4

Principles and Tools of Internal Quality Assessment at the University

- (1) Quality assessment shall be carried out transparently using factual, professional, and ethical criteria, consisting in a critical assessment of the findings. It shall be implemented in compliance with the cycles of strategic plans with the emphasis being placed on the efficiency of procedures.
- (2) Quality assessment is based on centrally collected qualitative and quantitative data. In particular, it is based on:
 - a) strategic, conceptual, balance, 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, questionnaires, controlled discussions, and bibliometric analyses.
- (3) Furthermore, the assessment uses methodological materials approved by the Internal Assessment Board which specify the requirements and procedures for internal quality assessment.
- (4) The implementation of assessment processes shall involve meaningful and constructive integration of the University's academic staff, administrative workers, and the students, as well as evaluators from other than University's workplaces.
- (5) The assessment is usually also based on the feedback from graduates and other relevant parties, in particular professional chambers, trade associations, employers' organisations, or other practicing experts.
- (6) Where the subject of the assessment is the activity of faculties or the workplaces thereof, these shall always participate in the assessment and comment on its results.
- (7) An integral part of each assessment shall comprise recommendations for further development of the component or activity under assessment. Identifying any deficiencies shall result in the recommendation of corrective measures, including a deadline for their implementation. After this period, a follow-up assessment or inspection may be performed.

Article 5

Responsibility for Quality Assurance and Assessment at the University

- (1) All employees of the University shall be responsible for the assurance of quality of educational, creative, and other related activities. General rules for individual groups of employees are summarised in internal regulations and standards of the University. Specific tasks of individual employees shall be a part of their job content.
- (2) Within the scope of their powers, supervisors shall be obliged to supervise in particular the provision and continuous assessment of:
 - a) strategic management and development of the University,
 - b) international openness of the University,
 - c) internal regulations and standards,
 - d) the development of human resources as well as the staffing of teaching and creative activities,
 - e) technical, organisational, and material provision of teaching and creative activities.
- (3) All academic staff shall participate in continuous assessment of the quality of teaching and creative activities, as well as in the application of the results and conclusions into practice for the continuous improvement of the educational and creative processes.
- (4) Upon request, all University staff shall cooperate with the Internal Assessment Board and provide it with the materials for the assessment of educational, creative, and other related activities.

Article 6

Inspection and Audit

- (1) Inspection, complaint handling, together with financial, system, and performance audits constitute a part of an internal control system within the University that directly affects and completes the Quality System. These activities include, in particular, mapping and assessment of existing or potential risks, and providing incentives for the management thereof.
- (2) Inspections and audits shall be performed by all supervisors and organisational units of the University. Regarding monitoring, both inspector and internal auditor may also use the information on the findings identified and solved in connection with the Quality Assurance and Assessment System.

Part III

MANAGEMENT OF THE QUALITY 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 its providers, i.e. faculties and their departments, or institutes that

implement the given study programme or participate in the implementation thereof. In accordance with the Higher Education Act, the quality of a specific study programme shall be supervised by the supervisor thereof.

- (2) At the University, the minimum requirements for the quality of educational activities in the study programme are determined in particular by:
 - 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 Education Fields 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 university study programmes,
 - h) Study and Examination Regulations of the University of Pardubice
 - i) Rules of the Habilitation Procedure and the Procedure for Appointment of Professor of the University of Pardubice.

- (3) The development of the quality of educational activities in a study programme is mainly supported through:
 - a) the information system of the University in which the course of the admission procedure, the degree of study failure, and the employment of graduates of the study programme on the labour market are monitored,
 - b) self-assessment reports on a study programme prepared by its supervisor,
 - c) the assessment of a study programme initiated by the Internal Assessment Board.

- (4) The assessment of a study programme is mainly based on the self-assessment report on the study programme prepared by its supervisor and covering the period since granting the accreditation to the study programme or from the authorisation to carry out the study programme within institutional accreditation. The self-assessment report shall usually include:
 - a) the assessment of the fulfilment of study programme standards,
 - b) the assessment of how the related creative activity is reflected in the educational activity,
 - c) the assessment of the success rate in the admission procedure, study failure, the rate of proper termination of study, and the employment of the graduates of the study programme,
 - d) the assessment of student creative activity or cooperation with practice, done with respect to the type and profile of the study programme,
 - e) the assessment of the international dimension of the study programme,
 - f) the assessment of pedagogical, scientific, and technical provision of the study programme,
 - g) the identification of strengths and weaknesses, and risks and opportunities for further development of the study programme.

- (5) The assessment of a study programme shall be performed by a relevant expert committee of the Internal Assessment Board at least once during the period of its accreditation. The course and results of the assessment shall be compiled into an assessment report. The requirements of the organisation and course of assessment shall be determined by the Rector on a proposal from the Internal Assessment Board. The assessment shall be mainly based on the following:

- a) self-assessment report on the study programme,
 - b) results of student and graduate assessments,
 - c) results of the assessment of theses, if they were assessed in the relevant period,
 - d) other sources of assessment under these rules.
- (6) The draft assessment report shall be discussed at a broader meeting of the expert committee of the Internal Assessment Board in the presence of the supervisor of the assessed study programme, the Dean or an employee authorised by him, and a representative nominated by the Academic Senate of the faculty. Minutes of the meeting shall be taken.
- (7) After discussion and approval of the assessment report within the Internal Assessment Board, a summary of the results shall be published on the public section of the University's website.
- (8) Rector's measures regarding the provision and assessment of the quality of study programmes also stipulate, in particular, the rules for the assessment of educational activities by students and graduates, as well as the rules for the assessment of theses.

Article 8 Staffing of a Study Programme

- (1) Teaching in study programmes is provided primarily by academic staff of the University. In justified cases, other experts may also take part in teaching on the basis of non-employment agreements. The minimum requirements for the structure and quality of staffing for a given type of study programme are determined in accordance with the Higher Education Act and the government regulation.
- (2) Each course has its own supervisor who prepares the content thereof, participates in teaching and monitoring of the study, supervises the quality of teaching performed by other teachers, evaluates the results of study and its provision, and proposes possible changes to the course. The supervisor and other teachers shall be professionally active in the course they teach.
- (3) Internal regulations and the environment shall clearly motivate academic staff to increase their academic qualifications. The framework requirements for applicants and the procedures for the habilitation procedure and the procedure for the appointment of professor at the University is set out in the internal regulation of the Rules for Habilitation Procedure and the Procedure for the Appointment of Professor at the University of Pardubice. Specific requirements for applicants are set out in detail in the internal regulations and standards of the faculties.
- (4) The results of the work of each academic and their qualification growth are comprehensively assessed by the direct superior worker at least once every two years. The results of the assessment shall be reflected in the amount of the employee's personal extra pay in accordance with the Internal Wage Regulations of the University of Pardubice. Basic data for assessment are obtained through the information system of the University.
- (5) The University uses its internal projects and programmes to support academics in teaching innovation focused 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 professional growth of academic and other employees, including the activities which enable the development of pedagogical skills.

Article 9

Educational Activities in Lifelong Learning Programmes

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

Article 10

Creative Activities

- (1) Ensuring the quality of creative activities includes all procedures, systems and means that are used to ensure that creative activities at the University are performed in accordance with the Higher Education Act, according to project rules and conditions of their providers, and in accordance with the latest knowledge and good practice of individual areas and fields of creative activities.
- (2) The University has its Code of Ethics which, in the part focused on the principles for scientific, artistic, and other creative activities, defines rules that are binding for all.
- (3) The conceptual development of creative activities at the University is mainly ensured through programmes and projects aimed at the support of creative activities. The details of projects and programmes are announced either by providers outside the University or, in case of internal projects, by the Rector's measure which also stipulates the conditions and criteria for evaluating their interim and final results.
- (4) The details of the internal assessment of creative activities are determined by the Rector's measure which follows the opinion of the Internal Assessment Board. The assessment of creative activities at the University is mainly based on:
 - a) assessment report on the creative activities of the faculties (the "Creative Activities Report"),
 - b) analysis of the results of creative activities, including expert assessment,
 - c) indicators of the quality of creative activities.
- (5) The Creative Activities Report shall be prepared by the faculties once every five years and it shall be based on the data obtained from the University's information systems.
- (6) The Creative Activities Report shall be submitted by the Dean to the Internal Assessment Board of the University following the opinion of the Scientific Board of the respective faculty.

- (7) The Creative Activities Report is the basis for their development, preparation of strategic documents of the University, and for the support of creative activities through University's programmes.
- (8) The basic principles of creative activities at the University are specified in the Code of Good Research Practice of the University of Pardubice, updated in accordance with the results of the assessment of the quality of creative activities.

Article 11 Other Related Activities

- (1) Ensuring the quality of other related activities means ensuring the performance of all activities across the University that support, complement, and develop educational and creative activities.
- (2) The rules for ensuring their quality are set in accordance with the Higher Education Act, internal regulations, and standards of the University and its faculties.
- (3) The assessment of other related activities usually takes place before the preparation of the Strategic Plan of the University. Its requirements are decided by the Rector based on a proposal from the Internal Assessment Board.
- (4) The subject of assessment of other related activities may be, in particular:
 - a) management and administration of the University and its faculties,
 - b) use of resources (especially personnel, financial, and material),
 - c) infrastructure development and maintenance,
 - d) information system,
 - e) ancillary activities and services in knowledge and technology transfer,
 - f) information, library, and consulting services,
 - g) publishing and editing activities,
 - h) residential and refectory services
 - i) sporting facilities.

Part IV Common and Final Provisions

- (1) This internal regulation contains the following annexes:
 1. Annex 1 to the Rules of the Quality Assurance and Assessment System – Accreditation Rules of the University of Pardubice,
 2. Annex 2 to the Rules of the Quality Assurance and Assessment System – Rules of Procedure of Internal Assessment Board of the University of Pardubice.
- (2) The internal regulation of the Rules of the Quality Assurance and Assessment System of Educational, Creative and Other Related Activities of the University of Pardubice, registered on 16 June 2017 under Ref. No. MSMT-17150/2017, as amended, is hereby repealed.
- (3) This internal regulation was approved in accordance with Section 9, Subsection 1, Clause b, Subclause 3 of the Higher Education Act by the Academic Senate of the University on 11 January 2022.
- (4) Pursuant to Section 36, Subsection 4 of the Higher Education Act, this internal regulation shall come into force on the day of registration by the Ministry of Education, Youth and Sports.

(5) This internal regulation shall take effect on the day of registration by the Ministry of Education, Youth and Sports.

prof. Ing. Jiří Málek, DrSc., mppria
Rector

ACCREDITATION RULES OF THE UNIVERSITY OF PARDUBICE

PART I PRELIMINARY PROVISIONS

- (1) The Accreditation Rules of the University of Pardubice (the "Accreditation Rules") are based on the conditions for the implementation of study programmes at the University of Pardubice (the "University") set out in Act No. 111/1998 Sb. (Higher Education Act), as amended (the "Higher Education Act"), applicable legal regulations and recommended procedures issued by the National Accreditation Bureau for Higher Education (the "Accreditation Bureau") and the Internal Assessment Board of the University of Pardubice (the "Internal Assessment Board").
- (2) Pursuant to these Accreditation Rules, the accreditation process is a process by the Accreditation Bureau or the Internal Assessment Board to determine whether certain standards have been met for granting authorisation to carry out study programmes. The result of the assessment is the granting or non-granting of authorisation to carry out study programmes, i.e. accreditation. Without the appropriate accreditation, the institution under review is not allowed to admit applicants, carry out teaching and examinations, or award academic degrees.
- (3) These Accreditation Rules set out the details of the preparation, submission and discussion of proposals in connection with institutional accreditation, accreditation of the study programme and accreditation of the habilitation procedure and the procedure for appointment of professor.
- (4) Institutional accreditation grants the higher education institution the right to independently create and implement a specified type or specified types of study programmes in a specified field or in specified fields of education. The higher education institution is entitled to carry out a combined study programme on the basis of institutional accreditation if it has institutional accreditation for all fields of education to which the study programme belongs. Institutional accreditation is granted to the University by the Accreditation Bureau.
- (5) The Accreditation Bureau grants accreditation to a study programme of a given type or types and possible profile, included in the field of education, for which the University does not have institutional accreditation.
- (6) The University, or its components, is granted accreditation to conduct a habilitation procedure or a procedure for appointment of professor in a given field by the Accreditation Bureau.

PART II DEFINITIONS

- (1) For the purposes of the accreditation process, it is necessary to distinguish between the terms *intent to apply for accreditation* (the "intent"), *draft application for accreditation* (the "draft application") and *application for accreditation* (the "application"). The minimum requirements for the intent and draft application for accreditation are provided for in an internal standard of the University.

- (2) The intent means a simplified draft application, which serves as a basis for decision-making in the initial phase of the approval process.
- (3) The draft application is the material submitted for discussion to the relevant faculty bodies.
- (4) The application means the final document after the settlement and incorporation of comments, submitted to the approver (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 a university for a given field or fields of education and, therewithin, for the relevant type or types of study programmes. The conditions for granting institutional accreditation for a field or fields of education are determined in particular by the Act on Higher Education Institutions, Government Decree No. 274/2016 Sb., On Standards for Accreditation in Higher Education, and Government Decree No. 275/2016 Sb., On Education Fields in Higher Education.
- (2) The submission of an application for institutional accreditation at the University shall be initiated by:
 - a) the dean of the faculty in the case of an application for accreditation for a field of education within which the study programmes are or are to be carried out at one faculty;
 - b) deans of faculties in the case of an application for accreditation for a field of education within which study programmes are or are to be carried out at several faculties. One of the deans of the faculties shall be the coordinator in the subsequent preparation and discussion of the intent, draft application and application.

Article 2 Intent to Apply for Institutional Accreditation

- (1) The intent to apply for institutional accreditation for a given field of education is prepared at the faculty level. The prepared intent is submitted by the dean of the respective faculty, after discussion by the academic senate of the faculty and after approval by its scientific or arts board, to the Rector for discussion and approval at the Extended Executive Board of the University of Pardubice (the "Extended Executive Board"). Once the intent has been approved, the faculty will prepare a subpart of the draft application.

Article 3 Draft Application for Institutional Accreditation

- (1) The written draft application for institutional accreditation contains a common part, which is processed uniformly for the whole University, and subparts corresponding to the field or fields of education for which the university requires institutional accreditation. Subparts are processed by the respective faculties involved.

- (2) The common part of the draft application contains:
 - 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 on the basis of accreditation and the type or types of study programmes;
 - c) a report on the internal quality assessment, any amendments thereto;
 - d) a self-assessment report containing the fulfilment of individual requirements arising from the relevant accreditation standards, including requirements concerning the financial, material and further provision of the higher education institution's activities and its development;
 - e) other requirements stipulated by legal regulations and recommended procedures of the accreditation body.
- (3) The common part of the draft application shall be forwarded by the Vice-Rector responsible for education to the chair of the Internal Assessment Board.
- (4) The subpart of the draft application documents the fulfilment of the requirements in the field of education, concerning in particular the scope and structure of educational activities in the given field of education and ensuring the conditions for its implementation.
- (5) The subpart of the draft application is submitted by the Dean of the respective faculty 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 to the Internal Assessment Board and subsequently to the University Scientific Board.
- (7) After any comments are incorporated, the draft becomes an application for institutional accreditation, which is submitted by the Rector to the Accreditation Bureau.
- (8) The University may attach to the application an assessment of its activities carried out by a generally recognised quality assurance agency, which is included in the EQAR (European Quality Assurance Register for Higher Education) or is a member of ENQA (European Association for Quality Assurance in Higher Education).

Article 4

Extending the Scope of Institutional Accreditation

- (1) During the validity of institutional accreditation, the University may apply for its extension to cover another field or fields of education or another type or types of study programmes within the field of education for which institutional accreditation has already been granted (the "extension of institutional accreditation"); the period of validity of institutional accreditation is not extended thereby.
- (2) When preparing an application for the extension of institutional accreditation, the provisions of Articles 2 and 3 of these Accreditation Rules shall apply *mutatis mutandis*. The common part of the original application for institutional accreditation will only be supplemented with the specifics of the institutional environment, which relate to another field or fields of education.

- (3) If extending the institutional accreditation with another type or types of study programmes within a field of education, for which the University has already been granted institutional accreditation, the proposing faculty shall prepare a supplement to the subpart.

Article 5

Termination of Institutional Accreditation

- (1) Institutional accreditation expires with the end of the period for which the accreditation was granted, by withdrawal of accreditation for reasons stipulated by law or notification to the Accreditation Bureau that the University waives institutional accreditation for a certain field or fields of education.
- (2) The intent to waive institutional accreditation is discussed and approved on the proposal of the Rector by the Internal Assessment Board and subsequently by the Scientific Board of the University. It is necessary to attach to the submitted Rector's proposal the statement of the Dean or Deans of the faculties who participated or are participating in the implementation of study programmes in the given field or fields of education.

PART IV

ACCREDITATION OF STUDY PROGRAMMES WITHIN INSTITUTIONAL ACCREDITATION, THE SO-CALLED INTERNAL ACCREDITATION

Article 6

Intent to Apply for Internal Accreditation of a New Study Programme

- (1) The intent to apply for the internal accreditation of a new study programme, i.e. one not yet carried out at the University, or specialisation, is, after discussion by the faculty Board for Study Programmes, submitted by the dean of the faculty concerned at a meeting of the Extended Executive Board. In particular, compliance with the strategic goals of the University is verified and any links to other study programmes prepared or carried out at the faculties of the University are assessed.
- (2) The intent is prepared by the faculty at which the predominant part of the lessons of the prepared study programme will be carried out (more than 50% in terms of ECTS credits).
- (3) The study programme supervisor, who cooperates with the respective vice-dean in terms of technical and organisational preparation, is responsible for the content and structure of the intent.
- (4) The prescribed particulars of the intent are regulated by an internal standard of the University.
- (5) The opinion of the Extended Executive Board on the intent to submit an application for internal accreditation of a new study programme is a part of the minutes of the meetings of the Extended Executive Board.

Article 7

Draft Application for Internal Accreditation of the Study Programme

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

- (2) The formal layout of the draft application and its minimum requirements shall be specified by an internal standard of the University. Additional requirements may be specified by an internal standard of the respective faculty.
- (3) Before discussing the draft application, the faculty may send it to the Department of Education for the assessment of formal correctness. The assessment of the formal correctness of the draft application is provided for in more detail by an internal standard of the University.
- (4) After discussion by the Executive Board of the faculty or faculties preparing the study programme, the draft application is submitted:
 - a) for discussion in the academic senate of the faculty;
 - b) for approval by the scientific or arts board of the faculty.
- (5) In the case of a study programme, the completion of which immediately meets the professional prerequisites for the performance of a regulated profession, the faculty shall apply for a permit from the relevant recognition body.

Article 8

Application for Internal Accreditation of the Study Programme

- (1) After incorporating the comments of the academic senate and the scientific board of the faculty, the faculty will prepare an application for internal accreditation of the study programme. The minimum content requirements of the application are specified by an internal standard of the University. Additional requirements may be specified by an internal standard of the respective faculty.
- (2) The application is sent by the faculty to the Department of Education to assess 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 eliminating the formal shortcomings of the application, the final version of the application is created, which the Dean of the Faculty, through the Department of Education, submits to the Internal Assessment Board. The Department of Education registers the application without undue delay in the Accreditation Information System (the "AIS") and the application is forwarded to the chair of the respective Expert Committee of the Internal Assessment Board (the "Expert Committee") through the Secretary of the Internal Assessment Board.
- (4) Expert committees are established at the University for the following groups of fields of education and scientific disciplines:
 - a) technical and natural sciences;
 - b) economic;
 - c) medical, humanities and arts.
- (5) The assignment of fields of education to individual expert committees is specified by an internal standard of the University. In the case of overlapping fields of education or new fields of education, the chair of the Internal Assessment Board decides on the assignment of the study programme to the Expert Committee.
- (6) The chair of the Expert Committee shall make the complete application available to all members of the Expert Committee and shall appoint:
 - 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, the members of which may also include experts from other universities, the Academy of Sciences of the Czech Republic and practice (including foreign ones). A local survey may also be conducted to the extent specified by the chair of the Expert Committee.
- (8) In the event that the need for additional information arises during the discussion of the application in the Expert Committee, the chair of the Expert Committee shall invite the study programme supervisor through the respective Vice-Dean to supplement the information. The Expert Committee sets a deadline for the applicant to complete the information, this deadline can be extended at the written request of the applicant.
- (9) Having studied the materials, each assessor, or a member of the working group pursuant to Paragraph 7 of this Article, shall issue a written opinion on the submitted application. The forms recommended by the Internal Assessment Board, which are based on the methodologies of the Accreditation Bureau, must be used for the assessment.
- (10) The rapporteur shall summarise the content of the opinions of assessors or members of the working group in the Report of the Rapporteur, used as a basis for the chair of the Expert Committee to formulate an opinion on the application for internal accreditation with a statement of the reasons for discussion at the Internal Assessment Board. The Report of the Rapporteur is provided to the submitting faculty before the application is discussed 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, standards of university study programmes and whether it is in accordance with the strategic intent of the Strategic Plan of Educational and Creative Activities of the University.
- (12) The Internal Assessment Board may, in justified cases, suspend the examination of the application and request the applicant to supplement or modify the application. The Internal Assessment Board sets a deadline for the applicant to complete or revise the application. This period may be extended at the written request of the applicant.
- (13) The faculty may withdraw its application until the moment the application is discussed at the Internal Assessment Board. Withdrawal of the application will be announced in writing by the Dean of the Faculty to the chair of the Internal Assessment Board.
- (14) Representatives of the faculty at which the study programme will be carried out (the study programme supervisor, the respective Vice-Dean or the Dean) are invited to the Internal Assessment Board's meeting on granting the internal accreditation to the study programme.
- (15) The Internal Assessment Board shall decide on the opinion on the application within 90 days of its receipt from the applicant, i.e. from the date of registration in the AIS system.
- (16) The resolution of the Internal Assessment Board contains:
- a) name, type and profile of the study programme;
 - b) standard period of study;
 - c) form of study;
 - d) field or fields of education to which the study programme belongs;

- e) designation of the faculty implementing the study programme;
 - f) decisions of the Internal Assessment Board;
 - g) in the case of a positive decision, the period for which the study programme may be implemented;
 - h) brief statement of the reasons for the decision, including the imposition of any corrective action or a request for an inspection report.
- (17) The Internal Assessment Board may grant the authorisation to carry out the study programme within the framework of institutional accreditation for a maximum period of 10 years.
- (18) The resolution of the Internal Assessment Board on granting internal accreditation of the study programme within the framework of institutional accreditation shall be signed by the Rector. The resolution, together with information on the accessibility of studies for people with disabilities, shall be published without undue delay in the public part of the University's website. If the Internal Assessment Board decides not to grant internal accreditation, the Rector informs the Dean of the Faculty in writing.

Article 9

Extending the Scope of Internal Accreditation of the Study Programme and Making 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 to:
- a) another faculty at which the study programme is to be implemented;
 - b) another study plan for a new specialisation, another form of study, another place of implementation or another study plan carried out in cooperation with a legal entity or a foreign higher education institution pursuant to Section 81 or Section 47a of the Higher Education Act;
 - c) authorisation to organise a state rigorous examination
- (2) In the case of an application for the extension of internal accreditation, the procedure shall be *mutatis mutandis* in accordance with Articles 6 to 8 of these Accreditation Rules.
- (3) Any changes in the study programme during its implementation are defined by an internal standard of the University. The internal standard specifies different procedures for changes according to their substance classification.

Article 10

Limitation, Withdrawal or Termination of Internal Accreditation of the Study Programme

- (1) If the Internal Assessment Board finds serious deficiencies in the implementation of the study programme, it shall invite the study programme supervisor through the Dean of the respective faculty to rectify them within a reasonable time.
- (2) If these serious deficiencies are not rectified, the Internal Assessment Board will, depending on the nature of the matter, issue a resolution on:
- a) limiting the internal accreditation of the study programme consisting in a ban on admitting additional applicants to study the given study programme;
 - b) withdrawing the authorisation to carry out the study programme.

The resolution of the Internal Assessment Board includes a written rationale.

- (3) The internal accreditation of a study programme may also be limited or terminated at the request of the faculty at which the study programme is implemented. The faculty submits an application for a limitation of the internal accreditation in the case of:
 - a) termination of the study programme at a faculty, if the study programme is carried out at several faculties;
 - b) termination of cooperation with a legal entity or a foreign university;
 - c) termination of the implementation of the study programme according to one of the study plans (especially the study plan for specialisation, form of study or place of implementation).
- (4) The request for limitation or termination of the internal accreditation of the 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, the Rector submits it to the Internal Assessment Board for approval. The application for termination of the internal accreditation of the study programme is then approved by the University Scientific Board. After approving the application, the Rector notifies the Accreditation Bureau in writing.
- (5) The internal accreditation of the study programme shall expire:
 - a) upon expiry of the period for which the authorisation to carry out the study programme was granted;
 - b) upon revocation of the authorisation to carry out the study programme;
 - c) upon notification by the Rector in the public part of the University's website on the termination of the study programme 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 made within 30 days of notification of the resolution.
- (2) The Rector reviews the legality of resolutions of the Internal Assessment Board, as well as its compliance with University's internal regulations and standards. The Rector shall confirm or repeal the resolution of the Internal Assessment Board and return it to the Internal Assessment Board for reconsideration. In this case, the following decision of the Internal Assessment Board is final.

PART V

ACCREDITATION OF STUDY PROGRAMMES BY THE ACCREDITATION BUREAU

Article 12

Preliminary Provisions

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

Article 13

Intent to Apply for Accreditation of the Study Programme by the Accreditation Office

- (1) The procedure for internal accreditation of the study programme specified in Article 6 of these Accreditation Rules shall be used for the preparation, discussion and approval of the intent to apply for accreditation of the study programme by the Accreditation Bureau.

Article 14

Draft Application and Application for Accreditation of the Study Programme by the Accreditation Office

- (1) After incorporating any comments from members of the Extended Executive Board, the faculty will prepare a draft application for accreditation of the study programme. The draft application must be based on current requirements and standards published on the website of the Accreditation Bureau or the University's intranet.
- (2) The formal form of the draft application and its minimum necessary requirements shall be determined by the internal standard of the university. Additional requirements may be specified by an internal standard of the respective faculty.
- (3) Before discussing the draft, the faculty shall send it to the Department of Education for the assessment of formal correctness. The assessment of the formal correctness of the draft is specified by an internal standard of the University.
- (4) After discussion by the Executive Board of the faculty or faculties preparing the study programme, the draft application is submitted:
 - a) for discussion in the academic senate of the faculty;
 - b) for approval by the Scientific or Arts Board of the faculty.
- (5) In the case of a study programme, the completion of which immediately meets the professional prerequisites for the exercise of a regulated profession, the faculty shall request the consent of the relevant recognition body.
- (6) After incorporating the comments of the academic senate and the scientific board of the faculty, the faculty will prepare an application for internal accreditation of the study programme. The minimum content requirements of the application are specified by an internal standard of the University. Additional requirements may be specified by an internal standard of the faculty.
- (7) The application is sent by the faculty to the Department of Education to assess its formal correctness. The assessment of the formal correctness of the application is specified by an internal standard of the University.
- (8) After eliminating the formal shortcomings of the application, the Dean of the Faculty will forward it to the Internal Assessment Board through the Department of Education. The Department of Education registers the application in the AIS system without undue delay and the application is forwarded to the chair of the respective Expert Committee through the Secretary of the Internal Assessment Board.
- (9) Expert committees are established at the University for the following groups of fields of education and scientific disciplines:

- a) technical and natural sciences;
 - b) economic;
 - c) medical, humanities and arts.
- (10) The assignment of fields of education to individual expert committees is specified by an internal standard of the University. In the case of overlapping fields of education or new fields of education, the chair of the Internal Assessment Board decides on the assignment of the study programme to the Expert Committee.
- (11) The chair of the Expert Committee shall make the complete application available to all members of the Expert Committee and shall appoint one internal assessor from among the members of the Expert Committee.
- (12) The Expert Committee may also establish a working group for a specific case, the members of which may also include experts from other universities, the Academy of Sciences of the Czech Republic and practice (including foreign ones). A local survey may also be conducted to the extent specified by the chair of the Expert Committee.
- (13) In the event that the need for additional information arises during the discussion of the application in the Expert Committee, the chair of the Expert Committee shall invite the study programme supervisor through the respective Vice-Dean to supplement the information. The Expert Committee sets a deadline for the applicant to complete the information, this deadline can be extended at the written request of the applicant.
- (14) Having studied the materials, the assessor, or a member of the working group pursuant to Paragraph 12 of this Article, shall issue a written opinion on the submitted application. The forms recommended by the Internal Assessment Board, which are based on the methodologies of the Accreditation Bureau, must be used for the assessment.
- (15) After discussing the partial conclusions with the Dean and the study programme supervisor (and after possible addition or modification of accreditation materials), the chair of the Expert Committee shall submit an opinion on the application with a statement of the reasons for discussion at the Internal Assessment Board.
- (16) The Internal Assessment Board assesses whether the submitted application meets the requirements arising from legal regulations, internal regulations, standards of University's study programmes and whether it is in accordance with the strategic intent of the Strategic Plan of Educational and Creative Activities of the University.
- (17) The Internal Assessment Board may, in justified cases, suspend the examination of the application and request the applicant to supplement or modify the application. The Internal Assessment Board sets a deadline for the applicant to complete or revise the application. This period may be extended at the written request of the applicant.
- (18) Representatives of the faculty at which the study programme will be implemented (the study programme supervisor, the respective Vice-Dean or the Dean) may be invited to the Internal Assessment Board to forward the application for accreditation of the study programme to the Accreditation Bureau.
- (19) The Internal Assessment Board shall decide on the opinion on the application within 90 days of its receipt from the applicant, i.e. from the date of registration in the AIS system.
- (20) After the resolution of the Internal Assessment Board is issued on the approval of the application for accreditation of the study programme by the Accreditation Bureau and after any comments of

the Internal Assessment Board are dealt with, the faculty creates a final application. The final application is sent by the Rector to the Accreditation Bureau through the Department of Education. In the event of a dissenting opinion of the Internal Assessment Board, the application is submitted with a written statement of reasons to the Dean of the faculty that submitted it for revision and re-discussion. Depending on the circumstances, the applicant shall maintain, supplement or otherwise change or withdraw the submitted application for accreditation of the study programme by the Accreditation Bureau. The applicant shall independently justify in writing maintaining the original application for accreditation of the study programme by the accreditation office.

Article 15

Extending the Scope of Internal Accreditation of the Study Programme and Changes in the Implementation of Study Programmes Accredited by the Accreditation Bureau

- (1) During the implementation of the study programme, the applicant may request the Accreditation Bureau to extend the accreditation to:
 - a) another faculty at which the study programme is to be implemented;
 - b) another study plan for a new specialisation, another form of study, another place of implementation or another study plan carried out in cooperation with a legal entity or a foreign higher education institution pursuant to Section 81 or Section 47a of the Higher Education Act;
 - c) authorisation to organise a state rigorous examination.
- (2) In the case of an application for extension of accreditation, the procedure shall be *mutatis mutandis* in accordance with Articles 13 and 14 of these Accreditation Rules.
- (3) Any changes in the study programme during its implementation are defined by an internal standard of the University. The internal standard specifies different procedures for changes according to their substance classification.

Article 16

Limitation, Withdrawal or Termination of Internal Accreditation of the Study Programme Accredited by the Accreditation Bureau

- (1) If the Accreditation Bureau finds serious deficiencies in the implementation of the study programme accredited by the Accreditation Bureau, it shall invite the University to rectify them within a reasonable time.
- (2) If these serious deficiencies are not rectified, the Accreditation Bureau will, depending on the nature of the matter, issue a resolution on:
 - a) limiting the accreditation of the study programme consisting in a ban on admitting additional applicants to study the given study programme;
 - b) withdrawing the authorisation to carry out the study programme.
- (3) The accreditation of a study programme accredited by the Accreditation Bureau may also be limited or terminated at the request of the faculty at which the study programme is implemented. The faculty submits an application for a limitation of the internal accreditation in the case of:

- a) termination of the study programme at a faculty, if the study programme is carried out at several faculties;
 - b) termination of cooperation with a legal entity or a foreign university;
 - c) termination of the implementation of one of the study plans (especially the study plan for specialisation, form of study or place of implementation).
- (4) The application for limiting or terminating the accreditation of the 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, the Rector submits 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 Scientific Board. After approving the application, the Rector notifies the Accreditation Bureau in writing.
- (5) Accreditation of a study programme accredited by the Accreditation Bureau shall expire:
- a) upon expiry of the period for which the authorisation to carry out the study programme was granted;
 - b) upon revocation of the authorisation to carry out the study programme;
 - c) upon notification by the Rector in the public part of the University's website on the termination of the study programme at the request of the faculty.

PART VI

ACCREDITATION OF THE HABILITATION PROCEDURE AND THE PROCEDURE FOR APPOINTMENT OF PROFESSOR

Article 17

Draft Application and Application for Accreditation of the Habilitation Procedure and the Procedure for Appointment of Professor

- (1) Requirements for the draft application for accreditation of the habilitation procedure or the procedure for appointment of professor are specified by an internal standard of the University.
- (2) The draft application must be based on current requirements and standards published on the website of the Accreditation Bureau, or the University's intranet.
- (3) Before discussing the proposal, the faculty shall send it to the Department of Education for the assessment of formal correctness. The assessment of formal correctness of the proposal is specified by an internal standard of the University.
- (4) The draft application must be discussed and approved by the Scientific or Arts Board of the faculty.
- (5) The provisions of Article 14 of these Accreditation Rules shall apply *mutatis mutandis* to the preparation, discussion and approval of the draft application and the application for accreditation of the habilitation procedure or the procedure for appointment of professor.

Article 18

Extending the Scope and Validity of the Accreditation of the Habilitation Procedure and the Procedure for Appointment of Professor During the Implementation Thereof

- (1) In the case of an application to extend the scope of an existing accreditation and the validity of the accreditation of the habilitation procedure or the procedure for appointment of professor, the procedure shall be mutatis mutandis in accordance with Article 17 of these Accreditation Rules.
- (2) Implementation of changes to the ongoing habilitation procedure or the procedure for appointment of professor is specified by an internal standard of the University.

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

Article 1 Preliminary 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 assessing 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 competencies and rules of conduct are set 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 focused mainly on the support and implementation, development and inspection of the provision and internal assessment of the quality of educational, creative and related activities of the University. The Internal Assessment Board also participates in the process of obtaining, extending the scope and 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 other recognised experts.

Article 3 Membership in the Internal Assessment Board

- (1) The Internal Assessment Board consists of nine members. No member of the Internal Assessment Board may be substituted.
- (2) The Chair of the Internal Assessment Board is the Rector. The Vice-Chair of the Internal Assessment Board is appointed by the Rector from among the University's academic staff who are professors or associate professors at the University. The Chair of the Academic Senate of the University is also a member. Paragraph 3 shall not apply to such members.
- (3) Other members of the Internal Assessment Board are nominated in accordance with Section 12a of the Act and appointed for a term of six years, with two members appointed by the Rector at their discretion, two members appointed by the Rector on the proposal of the University Scientific Board and two members, one of which is a student, appointed by the Rector on the proposal of the Academic Senate of the University; the student's term of office is only two years.
- (4) Only a person who is a recognised professional and moral authority or a student with excellent academic achievements can be a candidate for a member of the Internal Assessment Board. The members of the Internal Assessment Board should be designed to represent groups of related fields of education pursued at the University.

- (5) Each member of the Internal Assessment Board is obliged to act objectively and impartially in their activities and not to influence their decisions by personal interests and is obliged to ensure the confidentiality of information they have learned in connection with their work in the Internal Assessment Board. These obligations shall also apply to members of expert committees, working groups and other persons who participate in the meetings of these bodies, in particular the drafters of expert opinions, the Secretary of the Internal Assessment Board and the guests of the meeting.
- (6) Membership in the Internal Assessment Board terminates on the day of the end of the term of office or on the day of dismissal of a member of the Internal Assessment Board at 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 in the Internal Assessment Board expires before the expiration of their term of office, the new member shall be appointed only for the remainder of this term of office. The proposal is submitted by the body that submitted the proposal for the member whose membership has expired.

Article 4 Chair and Vice-Chair

- (1) The Chair shall in particular:
 - a) convene and chair the meetings of the Internal Assessment Board;
 - b) manage the activities of the Internal Assessment Board;
 - c) coordinate the activities of expert committees;
 - d) propose the agenda of the Internal Assessment Board, prepare a draft resolution;
 - e) sign resolutions of the Internal Assessment Board;
 - f) act on behalf of the Internal Assessment Board on matters falling within its competence;
 - g) manage the activities of the Secretary of the Internal Assessment Board.
- (2) The Chair of the Internal Assessment Board is represented by the Vice-Chair to the extent determined by the Chair, and during the absence of the Chair, the Chair is fully represented by the Vice-Chair.

Article 5 Expert Committees

- (1) The Internal Assessment Board establishes expert committees, which are its advisory body. Expert committees are established for the following fields of education and scientific disciplines:
 - a) technical and natural sciences;
 - b) economic;
 - c) medical, humanities and arts.
- (2) Each Expert Committee consists of at least seven members, with the chair always being one of the members of the Internal Assessment Board. The Rector, the Chair of the Academic Senate of the University, a student and the Vice-Chair of the Internal Assessment Board may not be members of expert committees.
- (3) Each member of the Internal Assessment Board may attend and appear at the meetings of any expert committee. An expert committee, its chair or a member authorised by them may be invited to a meeting of the Internal Assessment Board and asked for comments on the matter under discussion.
- (4) The members of the expert committees are nominated by the chair of the Internal Assessment

Board. The nominations are discussed and approved by the Internal Assessment Board. The members of the expert committees are appointed and removed by the chair of the Internal Assessment Board. Each member shall, before commencing their activities on the expert committee, make a written declaration that they are duly acquainted with the rights and obligations arising for them from the applicable legal regulations, the Accreditation Rules of the University of Pardubice and these Rules of Procedure and that they undertake to comply with these obligations.

- (5) No member of expert committees may be substituted, the membership terminates by written resignation or dismissal of the member.
- (6) Articles 8 and 8a shall apply *mutatis mutandis* to the meetings of expert committees.

Article 6 Working Group

- (1) An expert committee may establish a working group for a specific case, i.e. an advisory body of the expert committee. Each member of the working group shall issue a written opinion on matters referred to them by the expert committee.
- (2) Each member of the working group shall make a written declaration prior to the commencement of its activities that they are duly acquainted with the rights and obligations arising for them from applicable laws, regulations and University's standards, and that they undertake to comply with these obligations.

Article 7 Secretary of the Internal Assessment Board

- (1) The Secretary of the Internal Assessment Board deals with its administrative and technical matters. The secretary is not a member of the Internal Assessment Board, they participate in the meetings of the Internal Assessment Board, the Internal Assessment Board decides to exclude their presence at the meeting by voting. The Rector assigns an employee of the University to perform the function of the secretary.
- (2) The secretary shall in particular:
 - a) perform tasks related to the organisational and material provision of the activities of the Internal Assessment Board;
 - b) participate in the meetings of the Internal Assessment Board, take minutes thereof, send them to the members of the Internal Assessment Board and publish them on the website, in their absence the minutes are taken by a person authorised by the chair;
 - c) keep records of the internal quality assessment of educational, creative and related activities and the activities of the Internal Assessment Board;
 - d) keep files of minutes of meetings of the Internal Assessment Board and its advisory bodies;
 - e) maintain a list of members of expert committees, working groups and consultants;
 - f) be responsible for the up-to-dateness of the data provided on the intranet pages of the Internal Assessment Board.

Article 8 Meetings 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) Meetings of the Internal Assessment Board are chaired by its chair or vice-chair on their behalf.
- (3) The Internal Assessment Board usually acts on the basis of written documents sent to all members in good time, usually 14 days before the meeting. Matters outside the set agenda may also be discussed if a majority of all members of the Internal Assessment Board so decides.
- (4) The chair gives the floor to the members of the Internal Assessment Board in the order in which they have asked to address the meeting. In time constraints, the chair is entitled to set a speaking time or to end the discussion, even if some of those who asked for the floor have not yet got it.
- (5) The chair of the Internal Assessment Board may put a matter to the per rollam vote. Per rollam voting is incompatible with roll-call vote.
- (6) The Vice-Rector, the Quaestor or another employee authorised by the Rector is entitled to participate in the meetings of the Internal Assessment Board.
- (7) The meetings of the Internal Assessment Board shall not be public. If the Internal Assessment Board so decides by a vote, some parts of the meeting or the whole meeting may be public.
- (8) The Internal Assessment Board may invite representatives of faculties, representatives of any organisational unit of the University or its part, submitters of documents or other persons to discuss matters and request their opinion.
- (9) The Internal Assessment Board has a quorum if an absolute majority of all its members is present. If the Internal Assessment Board does not have a quorum, its chair shall set a new date for the meeting and close the meeting.
- (10) The Internal Assessment Board shall decide on the proposed agenda of the meeting, and a debate shall be held on each item on the agenda. The Internal Assessment Board expresses its will through a resolution. The draft resolution is put to the vote. Resolutions must be listed verbatim in the minutes. Persons are voted on by secret ballot.
- (11) A resolution of the Internal Assessment Board is approved if it is voted for by an absolute majority of all members.
- (12) Minutes shall be taken of the meetings of the Internal Assessment Board, the accuracy of which shall be verified by the chair. The minutes shall be sent to all members of the Internal Assessment Board and published on the University's website.
- (13) Within the scope of its competence, the Internal Assessment Board may issue in particular:
 - a) recommendations and opinions;
 - b) methodological materials;
 - c) principles of individual activities;
 - d) calls for remedial action;
 - e) calls for inspection reports;
 - f) calls for evaluation reports.

Article 8a
Special Provisions for Meetings of the Internal Assessment Board
Using Means of Distance Communication

- (1) If there is a risk of delay or if important circumstances justify such a procedure, the chair of the Internal Assessment Board may convene a meeting of the Internal Assessment Board using means of distance communication ("remote meeting").
- (2) The rules for remote meetings and voting shall be laid down 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 meeting.
- (3) The Internal Assessment Board has a quorum if an absolute majority of all members of the

Internal Assessment Board attend a remote meeting. If an absolute majority of all its members does 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 remote meeting. If the draft rules are not approved, the chair of the Internal Assessment Board shall close the meeting.
- (5) Minutes shall be taken of the remote meeting.
- (6) Article 8 shall apply, unless otherwise provided in Article 8a.

Article 9 Temporary Provisions

- (1) The first appointment of members of the Internal Assessment Board pursuant to Article 3, Paragraph 3 shall take place in such a way that two members are appointed for a term of six years, two members are appointed for a term of four years and two members are appointed for a term of two years. The term of office of specific members is determined by agreement of the members, with the exception of the student who is appointed in accordance with Article 3, Paragraph 3 for two years. If an agreement is not possible, the term of office of the specific members shall be determined by lot.