



RULES OF PROCEDURE OF THE INTERNAL EVALUATION BOARD UNIVERSITY OF SOCIAL AND ADMINISTRATIVE AFFAIRS

Art. 1

Introductory provisions

1. The University of Social and Administrative Affairs (hereinafter referred to as the 'University') establishes its Internal Evaluation Board in accordance with the provisions of Art. 1, Par. 8 g) of its Statute. The activities of the Internal Evaluation Board are governed by Art. 8 of the Statute of the University.
2. The Rules of Procedure of the Internal Evaluation Board of the University of Social and Administrative Affairs is an internal rule of the University.
3. The Internal Evaluation Board discusses and approves the matters entrusted to its competence by this Rules of Procedure.

Art. 2

Activities of the Internal Evaluation Board

In accordance with the Statute of the University of Social and Administrative Affairs and the Standards and procedures for the assurance and internal evaluation of the quality of educational, creative and other related activities of the University of Social and Administrative Affairs, the Internal Evaluation Board particularly:

- a) governs the process of internal evaluation of educational, creative and other related activities,
- b) discusses the Strategic Plan of the University of Social and Administrative Affairs
- c) approves study programme evaluation reports,
- d) approves creative activity evaluation reports,
- e) approves evaluation reports on related activities, i.e. activities which support educational and creative activities,
- f) processes the internal evaluation report and its addenda,
- g) approves the intention to submit the request for accreditation, accreditation extension or accreditation revalidation of study programmes to the National Accreditation Office for Higher Education.

Art. 3

Members

1. The Chairman of the Internal Evaluation Board is the Rector of the University.



2. The Internal Evaluation Board has six members. The members of the Internal Evaluation Board are appointed by the Rector for an indefinite period of time; the members are academics of the University – professors and associate professors of the University. One member of the Internal Evaluation Board is appointed from among the students of the University.

Art. 4

Internal Evaluation Board meeting

1. The Internal Evaluation Board gathers at regular as well as unscheduled meetings.
2. A regular meeting of the Internal Evaluation Board is usually held thrice a year.
3. A regular meeting of the Internal Evaluation Board is called by the Rector of the University, who also specifies the exact date of the meeting.
4. The members of the Internal Evaluation Board are invited to the regular meeting of the Academic Board no later than 15 days before the meeting is held.
5. The invitation to the meeting of the Internal Evaluation Board includes the date and place of the meeting, its agenda and the documents the content of which is to be discussed at the meeting.
6. An unscheduled meeting of the Internal Evaluation Board is called at the request of at least one third of its members, who make a written request to the Rector of the University. The members may also request to convene the meeting via an official letter, or they may address in writing the Rector of the University individually.
7. The members of the Internal Evaluation Board who are requesting the convening of an unscheduled meeting are obliged to state in their request the reason for the meeting as well as the proposed agenda.
8. The Rector of the University calls an unscheduled meeting of the Internal Evaluation Board no later than within 30 days from the day on which the last request was delivered, which meets the required quorum for convening an unscheduled meeting of the Internal Evaluation Board, as stipulated in Art. 3, Par. 6.
9. The invitation to an unscheduled meeting of the Internal Evaluation Board includes the reason for convocation and the agenda, which was proposed by the members who requested the convocation of the unscheduled meeting.



Art. 5

Proceedings and decision-making of the Internal Evaluation Board

1. The Internal Evaluation Board has a quorum if at least a half of all members of the Internal Evaluation Board is present.
2. The meeting of the Internal Evaluation Board is chaired by the Rector of the University or, in justified cases, by a person authorised by the Rector. After the meeting is initiated, the Chairman appoints the Keeper of Minutes.
3. After the meeting has been initiated, the members of the Internal Evaluation Board discuss the individual items on the agenda, as it was approved in the initial voting based on the invitation and any potential additional proposals.
4. Every member of the Internal Evaluation Board is entitled to ask questions, make comments, raise objections and propose amendments for voting. Every member of the Internal Evaluation Board is also entitled to turn to the Rector of the University with questions.
5. The meetings of the Internal Evaluation Board of the University are not public. Apart from the members of the Internal Evaluation Board, guests invited by the Rector may attend the meeting.
6. The Keeper of Minutes and the Rector, or a person authorised by the Rector, sign the meeting minutes of both regular and unscheduled meetings of the Internal Evaluation Board. The meeting minutes are then stored in the Rector's Office at the University.
7. The meeting minutes of the Internal Evaluation Board are sent in writing to all members of the Internal Evaluation Board within 15 days from the date on which the meeting was held.
8. The Internal Evaluation Board takes decisions with an overall majority of all present members.
9. The Internal Evaluation Board may also make decisions 'per rollam' – in writing without convening a meeting. When making a decision per rollam, the Rector sends the members of the Internal Evaluation Board the material to be discussed by post or email. The members of the Internal Evaluation Board send their decisions to the Rector in due time. If a member of the Internal Evaluation Board does not respond within the deadline, the decision per rollam becomes effective on the date of the last vote delivered, which gives consent of the overall majority of all members within the set period. At the next meeting of the Internal Evaluation Board, the Rector is obliged to inform the Internal Evaluation Board about all the decisions taken per rollam in the meantime between the meetings of the Internal Evaluation Board.



Art. 6 Final provisions

1. This Rules of Procedure of the Internal Evaluation Board has been approved by the Board of Directors in accordance with the Statutes of the University of Social and Administrative Affairs.

2. In compliance with Art. 36, Par. 4 and Art. 41, Par. 2 of the Higher Education Act, this Rules of Procedure of the Internal Evaluation Board comes into force and effect on the day of registration by the Ministry of Education, Youth and Sports.

On behalf of the Board of Directors on 21 August 2017

Ing. Linda Foltýnová