

RULES OF PROCEDURE OF THE INTERNAL
EVALUATION BOARD
of the PRIGO University



————— WE ARE PRIGO - SCHOOL FOR LIFE, AS IT WILL BE —————

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Part One
Introductory provisions

Article 1

1. The PRIGO University (hereinafter referred to as the "University") establishes, in accordance with the provisions of Article 4 of the Statute of the PRIGO University, the Internal Evaluation Board. The Internal Evaluation Board shall be governed by Article 8 of the Statute of the PRIGO University.
2. The Rules of Procedure of the Internal Evaluation Board of the PRIGO University is an internal regulation of the university.
3. The Internal Evaluation Board shall discuss and approve the matters entrusted to it by these Rules of Procedure.

Article 2

Activities of the Internal Evaluation Board

Internal Evaluation Board in accordance with the Statute of the PRIGO University and the Standards and Procedures for the Assurance and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the PRIGO University in particular:

- a) manage the process of internal quality assessment of educational, creative and related activities,
- b) discusses the strategic plan,
- c) approve the programme evaluation report,
- d) approve the report on the evaluation of creative activities,
- e) approve the report on the evaluation of related activities, i.e. activities that support educational and creative activities,
- f) prepare the internal evaluation report and its appendices,
- g) approve the intention to submit to the National Accreditation Authority for Higher Education an application for accreditation, extension of accreditation or renewal of accreditation of study programmes.

Article 3

Members

1. The Rector of the university or a person appointed by him/her from among the members of the Internal Evaluation Board is the Chairperson of the Internal Evaluation Board.

2. The Internal Evaluation Board has six members. The members of the Internal Evaluation Board shall be appointed by the Rector from among the academic staff of the university who are professors or associate professors of the University for an indefinite period of time. One member of the Internal Evaluation Board shall be appointed from among the students of the university.

Article 4

Internal Evaluation Board meeting

1. The Internal Evaluation Board shall meet in ordinary and extraordinary sessions.
2. A regular meeting of the Internal Evaluation Board shall normally be held twice a year.
3. A regular meeting of the Internal Evaluation Board shall be convened by the Chairperson, who shall also set the exact date of the meeting.
4. Members of the Internal Evaluation Board shall be invited to a regular meeting of the Internal Evaluation Board at least 15 days before the date of the meeting.
5. The invitation to the meeting of the Internal Evaluation Board shall include the date and place of the meeting, the agenda and, if applicable, the documents whose content is to be discussed at the meeting of the Internal Evaluation Board.
6. An extraordinary meeting of the Internal Evaluation Board shall be convened at the request of at least one-third of its members who request its convening in writing to the Chairperson. Members may either request the meeting by joint letter or may address the Chairperson in writing individually.
7. In the event of a request to convene an extraordinary meeting of the Internal Evaluation Board, the members of the Board requesting such a meeting shall also state in the request the reason for convening the meeting and the proposed agenda.
8. The Chairperson shall convene an extraordinary meeting of the Internal Evaluation Board no later than 30 days after receipt of the last request for an extraordinary meeting which achieves the required quorum for convening an extraordinary meeting of the Internal Evaluation Board as set out in Article 3(6).
9. The invitation to an extraordinary meeting of the Internal Evaluation Board shall state the reason for convening and the agenda as proposed by the members who have requested the convening of an extraordinary meeting of the Internal Evaluation Board.

Article 5

Conduct of meetings and decision-making of the Internal Evaluation Board

1. The quorum of the Internal Evaluation Board shall be at least one half of all members of the Internal Evaluation Board.
2. Meetings of the Internal Evaluation Board shall be chaired by the Chairperson or, where justified, by his/her delegate. The Chairperson shall appoint a minute taker after the meeting has started.
3. The members of the Internal Evaluation Board shall, after the opening, discuss the agenda items as approved in the initial vote on the basis of the invitation and any additional proposals.
4. Any member of the Internal Review Board shall be entitled to ask questions, make comments, object to motions or propose amendments to the vote. Any member of the Internal Evaluation Board is also entitled to address questions to the Chairperson.
5. The meetings of the Internal Evaluation Board of the University are closed to the public. In addition to the members of the Internal Evaluation Board, guests invited by the Chairperson may attend the meeting.
6. Minutes of ordinary and extraordinary meetings of the Internal Evaluation Board shall be taken and signed by the chairperson or his/her delegate and the recorder. The minutes are subsequently stored at the Rector's Office of the University and in electronic form in the University's information system.
7. The minutes of the meeting of the Internal Evaluation Board shall be sent in writing to all members of the Internal Evaluation Board within 15 days of the meeting.
8. The Internal Evaluation Board shall take its decisions by a majority of all members present.
9. The Internal Evaluation Board may also take decisions per rollam. In the case of a per rollam decision, the Chairperson shall send the material to be discussed to the members of the Internal Evaluation Board by post or e-mail. The member of the Internal Evaluation Board shall send his/her decision to the Chairperson within a specified time limit. If the member of the Internal Evaluation Board fails to reply within the time limit, the per rollam decision shall be effective on the date of receipt of the last vote by which a majority of all members vote in favour within the time limit. At the next meeting of the Internal Evaluation Board, the Chairperson shall inform the Internal Evaluation Board of all decisions taken by roll call between Internal Evaluation Board meetings.

Article 6

Final provisions

1. These Rules of Procedure of the Internal Evaluation Board established in accordance with the Statute of the PRIGO University were approved by the Board of Trustees on 31 May 2019.
2. The Rules of Procedure of the Internal Evaluation Board of the University of Social and Administrative Affairs, registered by the Ministry of Education, Youth and Sports on 10 November 2017 under No.MSMT -21550/2017-5 are hereby repealed.
3. Pursuant to Sections 36(4) and 41(2) of the Higher Education Act, these Rules of Procedure of the Internal Evaluation Board shall enter into force on the date of registration by the Ministry of Education, Youth and Sports and shall become effective on the day following the date of registration.

For the Board of Trustees on 31 May 2019

JUDr. Pavel PETR, Ph.D., LL.M.