

*The Ministry of Education, Youth and Sports pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Educational Institutions), has registered, under reference number MSMT-I7114/2025-2, the Rules of Procedure for the Council for Internal Evaluation of the Czech University of Life Sciences Prague, as of the date of signature of the registration.*

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*Mgr. Vojtěch Tomášek*  
*Director of the Higher Educational Institutions Section*

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**RULES OF PROCEDURE  
OF THE FOR INTERNAL EVALUATION BOARD  
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE**

This Statute of CZU shall become valid pursuant to Section 36, paragraph 4 of the Act on the date they are registered by the Ministry of Education, Youth and Sports	11 July 2025
This Statute of CZU shall become effective	21 July 2025

*UNOFFICIAL TRANSLATION*

# **Rules of Procedure of the Internal Evaluation Board of the Czech University of Life Sciences Prague**

## **Article 1**

### **Establishment of the Internal Evaluation Board of the Czech University of Life Sciences Prague**

In accordance with Section 12a, paragraph 1, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended, (hereinafter the “Act”), the Internal Evaluation Board of the Czech University of Life Sciences Prague (hereinafter the “Board”) is established by the Statute of the Czech University of Life Sciences Prague as an autonomous academic body of the Czech University of Life Sciences Prague (hereinafter “CZU”) pursuant to Section 7, paragraph 1, letter d) of the Act.

## **Article 2**

### **Composition of the Board and Term of Office of Board Members**

- (1) The Board has 21 members.
- (2) In accordance with Section 12a, paragraph 3 of the Act, the President of the Board (hereinafter the “President”) is the Rector.
- (3) Furthermore, in accordance with Section 12a, paragraph 3 of the Act, the President of the CZU Academic Senate (hereinafter “CZU AS”) is a Board member.
- (4) After being discussed by the CZU Scientific Board (hereinafter “CZU SB”) and upon the prior consent of CZU AS, the Rector appoints and dismisses the Vice-President of the Board (hereinafter the “Vice-President”) from amongst the CZU academic staff, who are professors, associate professors of CZU or extraordinary professors, and other members of the Board, among the members of the Board, one of whom is appointed at all times from the ranks of the students of CZU.
- (5) The composition of the Board reflects the areas of education within which accredited study programmes are carried out at CZU.
- (6) The term of office of a Board member appointed pursuant to paragraph 4 shall be terminated upon his or her dismissal by the Rector upon prior discussion of the intent to dismiss a Board member in CZU SB, and upon the prior consent of CZU AS.
- (7) The term of office of Board members whose membership in the Board is determined by the Act, i.e. the Rector pursuant to paragraph 2 and the CZU AS President pursuant to paragraph 3, is bound to their performance of office. Into these positions of Board members always automatically enters a newly-appointed CZU Rector, or a newly-elected CZU AS President. For the Rector, this will occur on the date of his appointment, and for the CZU AS President after the end of the CZU AS meeting at which the President was elected to the position.

(8) The term of office of a Board member appointed pursuant to paragraph 4 shall also be terminated:

- a) upon termination of employment at CZU for Board members who are academic employees of CZU;
- b) upon termination or interruption of studies at CZU for a Board member who is a member of the Board on the basis of his or her position as a CZU student;
- c) upon the delivery of a written resignation of a Board member to the CZU Rector;
- d) upon the death of a Board member.

(9) If a Board member's term of office is terminated before the expiration of his or her term of office, a new member shall only be appointed for the remainder of the relevant term of office. Upon the termination of office of a Board member, a similar procedure to that for appointment set out in paragraph 4 shall be used.

### **Article 3 President of the Board**

(1) The President is a representative of the Board. In cooperation with the Vice-President, the President:

- a) proposes the agenda for meetings and prepares a time schedule for work of the Board;
- b) prepares documents for Board meetings and is responsible for their submission to Board members at least 7 calendar days before Board meetings;
- c) is responsible for adhering to these Rules of Procedure;
- d) verifies the performance of membership of individual Board members.

(2) The President chairs the Board meetings and is authorized to entrust the Vice-President with chairing Board meetings.

(3) In the period between Board meetings, in cooperation with the Vice-President, the President handles the normal agenda and fulfils tasks that were entrusted to the President by the Board.

### **Article 4 Work Committee of the Board**

(1) The Board establishes a Board Work Committee (hereinafter the "committee") as necessary. Committees may be established as permanent or temporary.

(2) The President proposes the establishment of the committee, its composition and scope of activities, which are approved by the Board via the absolute majority of all of its members.

(3) The committee President is always a Board member. Members of the committee may be CZU employees, CZU students and experts from worksites other than CZU.

### **Article 5 Powers of the Board**

(1) The powers of the Board are set out by Section 12a of the Act, Article 8 of the Statute of the Czech University of Life Sciences Prague, and by these Rules of Procedure.

(2) The Board primarily:

- a) approves the proposal for the rules of the system for quality assurance of educational,

- creative and related activities, the internal evaluation of the quality of educational, scientific, research, development and innovation, artistic and other creative activities (hereinafter the “creative activities”), and of the creative and related activities of CZU. The proposal is submitted by the President before submitting it to CZU AS (pursuant to Section 12a paragraph 4 letter a) of the Act);
- b) oversees the course of the internal evaluation of the quality of educational, creative and related activities within CZU AS (pursuant to Section 12a paragraph 4 letter b) of the Act);
  - c) prepares a report on the internal evaluation of the quality of educational, creative and related activities of CZU (hereinafter the “Report”) and addendums to this report (hereinafter the “Addendums”) (pursuant to Section 12a paragraph 4 letter c) of the Act);
  - d) keeps continuous records on the internal evaluation of the quality of educational, creative and related activities of CZU (pursuant to Section 12a paragraph 4 letter d) of the Act);
  - e) performs other activities defined by the Statute of CZU (pursuant to Section 12a, paragraph 4, letter e) of the Act);
  - f) approves the study programmes submitted by the President upon the proposal of the scientific board of the faculty or IEC (without this proposal for study programmes that are not carried out at faculties or CZU and IEC), in cases wherein study programmes are included in the area of education for which CZU has institutional accreditation (pursuant to Section 12a paragraph 1 letter d) of the Act);
  - g) approves the intent to submit a request for accreditation, expanding accreditation or extending the period of the validity of accreditation of study programmes submitted by the President upon the proposal of the scientific board of the faculty or IEC; without this proposal for study programmes that are not carried out at a faculty or CZU and IEC (pursuant to Section 12a paragraph 1 letter c) of the Act);
  - h) approves the intent to submit a request for institutional accreditation in one or more fields of education, as well as for the extension of institutional accreditation to further fields of education upon the proposal of the Rector (pursuant to Section 12 paragraph 1 letter d) of the Act);
  - i) approves the intent to submit a request for accreditation of habilitation proceedings or proceedings for appointing a professor submitted by the President upon the proposal of the scientific board of the faculty; without this proposal for proceedings that are not carried out at a faculty (pursuant to Section 12 paragraph 1 letter e) of the Act);
  - j) approves the intent to renounce institutional accreditation, the intent to terminate a degree programme, and the intent to renounce accreditation for habilitation procedures or procedures for the appointment of professors, upon the proposal of the Rector (pursuant to Section 12 paragraph 1 letter f) of the Act).
- (3) The Board makes a statement regarding the strategic documents, internal regulations of CZU and internal regulations of CZU relating to the quality of educational, creative and related activities of CZU.

## **Article 6**

### **Board Meetings**

- (1) The President, or Vice-President on the basis of the mandate of the President, convene Board meetings at least twice annually.
- (2) In addition to Board members, to Board meetings may also be invited other guests for discussing specific matters.

- (3) Attendance of Board members at Board meetings is not substitutable.
- (4) Board meetings are not public. If the Board resolves as such via a vote, certain parts, or the Board meetings in their entirety, may be public.
- (5) Board meetings are chaired by their President, or by the Vice-President on the basis of the mandate of the President.
- (6) The agendas of Board meetings are proposed by the President, or by the Vice-President on the basis of the mandate of the President; Board members may propose other points for the agenda of Board meetings. The agendas of the meetings are always approved by the Board at the beginning of the meetings. A discussion about each point of the approved agenda is opened and voted on via a resolution.
- (7) If the necessity to adopt a resolution arises from generally binding legal regulations, internal regulations of CZU or from the course of a meeting, the President, or Vice-President on the basis of the mandate of the President, will organize voting.
- (8) The Board will have a quorum if the majority of its members are present.
- (9) The Board acts on the basis of voting. The voting shall be secret in cases wherein a third of the present Board members request a secret vote; in other cases, the voting of the Board shall be public.
- (10) Unless these Rules of Procedure determine otherwise, the consent of the majority of all Board members is required for the approval of each resolution, and for the approval of other matters.
- (11) Minutes which are verified by the President are taken from the Board meetings. The minutes contain the course of the Board meetings and the resolutions adopted by the Board. The President, or Vice-President on the basis of the mandate of the President, shall ensure that the minutes are available to the Board members, members of the CZU Rector's Advisory Board and members of CZU AS.
- (12) In exceptional cases the Board may adopt written resolutions outside its meetings, i.e. resolutions via per rollam voting, in printed form or electronically. The course of this form of voting takes place as follows:
  - a) the President, or Vice-President on the basis of the mandate of the President, will first ensure that a draft of the resolution which is to be approved is sent to all of the Board members, and will also determine the email address at which the Board members are to vote, or the Chairperson determine the exact conditions for voting outside the session and the deadline by which the Board members are to vote, which is at least 5 business days;
  - b) if any Board member informs the President, or Vice-President, that they wish to discuss a resolution that is to be adopted per rollam, such a resolution cannot be adopted outside of a Board meeting;
  - c) a resolution shall be adopted if at least two-thirds of all Board members consented to it during a vote;
  - d) after the end of the deadline for voting, the President, or Vice-President on the basis of the mandate of the President, will ensure that the results of the voting are sent to all of the Board members. The President, or Vice-President on the basis of the mandate of the President, will also file all documents associated with the voting, and at the earliest Board

meeting, they will provide the members with information about the course of the results of the per rollam voting, which will become part of the minutes from this Board meeting.

(13) In exceptional situations, the Chairperson, or Vice-President on the basis of the mandate of the President, may convene the Board with negotiations and voting outside the session by means of distance communication, in full (distance session) or partially (hybrid session). The Chairperson shall determine the exact conditions for negotiations and voting outside the session by means of distance communication. The provisions concerning negotiations and voting of the Board shall be applied *mutatis mutandis* to negotiations and voting by means of distance communication.

(14) CZU ensures the administrative tasks arising from the work of the Board that were assigned to it by the President or Vice-President.

### **Article 7** **Closing Provisions**

- (1) The Rules of Procedure registered by the Ministry of Education, Youth and Sports on 11 July 2025 under ref. no MSMT 9512/2021-1 are cancelled.
- (2) These Rules of Procedure were approved pursuant to Section 9, paragraph 1, letter b) of the Act by CZU AS on 22 May 2025.
- (3) These Rules of Procedure shall become valid pursuant to Section 36, paragraph 4 of the Act on the date they are registered by the Ministry of Education, Youth and Sports.
- (4) These Rules of Procedure shall become effective on the date they are published on the public part of the CZU website.

Prof. Ing. Petr Sklenička, CSc., in his own hand  
Rector