

On 29 March 2017, 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), the Ministry of Education, Youth and Sports registered the Rules of Procedure for the Council for Internal Evaluation of the Czech University of Life Sciences Prague under no. MSMT-7774/2017.

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Mgr. Karolína Gondková
Director of the Higher Educational Institutions Section



**RULES OF PROCEDURE
OF THE COUNCIL FOR INTERNAL EVALUATION
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]
DATED 29 MARCH 2017**

UNOFFICIAL TRANSLATION

This internal regulation was published on 10 May 2017 on the public part of the CULS website.

Rules of Procedure of the Council for Internal Evaluation of the Czech University of Life Sciences Prague dated 29 March 2017

Article 1

Establishment of the Council for Internal Evaluation 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 Council for Internal Evaluation of the Czech University of Life Sciences Prague (hereinafter the “Council”) 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 “CULS”) pursuant to Section 7, paragraph 1, letter d) of the Act.

Article 2

Composition of the Council and Term of Office of Council Members

- (1) The Council has 21 members.
- (2) In accordance with Section 12a, paragraph 3 of the Act, the chairman of the Council (hereinafter the “chairman”) is the Rector.
- (3) Furthermore, in accordance with Section 12a, paragraph 3 of the Act, the chairman of the CULS Academic Senate (hereinafter “CULS AS”) is a Council member.
- (4) After being discussed by the CULS Scientific Board (hereinafter “CULS SB”) and upon the prior consent of CULS AS, the Rector appoints and dismisses the deputy chairman of the Council (hereinafter the “deputy chairman”) from amongst the CULS academic staff, who are professors or associate professors, and other members of the Council. The Rector appoints the deputy chairman and 4 members at his discretion, 7 members upon the nomination of CULS AS and 7 members upon the nomination of CULS SB. Six council members nominated by CULS AS are always nominated in such a way that each faculty has one representative, and the seventh member nominated by CULS AS is always nominated from amongst students. Members nominated by CULS SB are always nominated in such a way that each faculty and the Institute of Education and Communication (hereinafter the “IEC”) have one representative.
- (5) The composition of the Council reflects the areas of education within which accredited study programmes are carried out at CULS.
- (6) If the Rector does not appoint a person who was nominated a Council member, the Rector shall be obliged to justify this fact to the proposer. The procedure set out in paragraph 4 shall be similarly used for a new nomination and appointment. In such a case the proposing body shall be the body that originally nominated the member who the Rector did not appoint.
- (7) The term of office of a Council 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 Council member in CULS SB, and upon the prior consent of CULS AS.

(8) The term of office of council members whose membership in the Council is determined by the Act, i.e. the Rector pursuant to paragraph 2 and the CULS AS chairman pursuant to paragraph 3, is bound to their performance of office. Into these positions of council members always automatically enters a newly-appointed CULS Rector, or a newly-elected CULS AS chairman. For the Rector, this will occur on the date of his appointment, and for the CULS AS chairman after the end of the CULS AS meeting at which the chairman was elected to the position.

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

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

(10) If a Council 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 Council member, a similar procedure to that for appointment set out in paragraph 4 shall be used, and the nominating body for a new member is the body that originally nominated the member whose term of office of Council member was terminated.

Article 3 Chairman of the Council

(1) The chairman is a representative of the Council. In cooperation with the deputy chairman, the chairman:

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

(2) The chairman chairs the Council meetings and is authorized to entrust the deputy chairman with chairing Council meetings.

(3) In the period between Council meetings, in cooperation with the deputy chairman, the chairman handles the normal agenda and fulfils tasks that were entrusted to the chairman by the Council.

Article 4 Work Committee of the Council

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

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

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

Article 5 Powers of the Council

- (1) The powers of the Council 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 Council 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 CULS. The proposal is submitted by the chairman before submitting it to CULS AS.
- (3) The Council manages the course of the internal evaluation of the quality of educational, creative and related activities within CULS.
- (4) The Council prepares a report on the internal evaluation of the quality of educational, creative and related activities of CULS (hereinafter the “Report”) and addendums to this report (hereinafter the “Addendums”).
- (5) The Council keeps continuous records on the internal evaluation of the quality of educational, creative and related activities of CULS.
- (6) The Council approves the study programmes submitted by the chairman 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 CULS and IEC), in cases wherein study programmes are included in the area of education for which CULS has institutional accreditation.
- (7) The Council 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 chairman 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 CULS and IEC.
- (8) The Council approves the intent to submit a request for accreditation of habilitation proceedings or proceedings for appointing a professor submitted by the chairman upon the proposal of the scientific board of the faculty; without this proposal for proceedings that are not carried out at a faculty.
- (9) The Council makes a statement regarding the strategic documents, internal regulations of CULS and internal regulations of CULS relating to the quality of educational, creative and related activities of CULS.
- (10) The Council carries out other activities in the scope set out by the internal regulations of CULS.

Article 6 Council Meetings

- (1) The chairman, or deputy chairman on the basis of the mandate of the chairman, convene Council meetings at least twice annually.
- (2) In addition to council members, to Council meetings may also be invited other guests for discussing specific matters.
- (3) Attendance of council members at Council meetings is not substitutable.
- (4) Council meetings are not public. If the Council resolves as such via a vote, certain parts, or the Council meetings in their entirety, may be public.

- (5) Council meetings are chaired by their chairman, or by the deputy chairman on the basis of the mandate of the chairman.
- (6) The agendas of Council meetings are proposed by the chairman, or by the deputy chairman on the basis of the mandate of the chairman; Council members may propose other points for the agenda of Council meetings. The agendas of the meetings are always approved by the Council 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 CULS or from the course of a meeting, the chairman, or deputy chairman on the basis of the mandate of the chairman, will organize voting.
- (8) The Council will have a quorum if the majority of its members are present.
- (9) The Council acts on the basis of voting. The voting shall be secret in cases wherein a third of the present council members request a secret vote; in other cases, the voting of the Council shall be public.
- (10) Unless these Rules of Procedure determine otherwise, the consent of the majority of all council members is required for the approval of each resolution, and for the approval of other matters.
- (11) Minutes which are verified by the chairman are taken from the Council meetings. The minutes contain the course of the Council meetings and the resolutions adopted by the Council. The chairman, or deputy chairman on the basis of the mandate of the chairman, shall ensure that the minutes are available to the Council members, members of the CULS Rector's Advisory Board and members of CULS AS.
- (12) In exceptional cases the Council 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 chairman, or deputy chairman on the basis of the mandate of the chairman, will first ensure that a draft of the resolution which is to be approved is sent to all of the Council members, and will also determine the email address at which the Council members are to vote, and the deadline by which the Council members are to vote, which is at least 5 business days;
 - b) if any Council member informs the chairman, or deputy chairman on the basis of the mandate of the chairman, that they wish to discuss a resolution that is to be adopted per rollam, such a resolution cannot be adopted outside of a Council meeting;
 - c) a resolution shall be adopted if at least two-thirds of all council members consented to it during a vote;
 - d) after the end of the deadline for voting, the chairman, or deputy chairman on the basis of the mandate of the chairman, will ensure that the results of the voting are sent to all of the Council members. The chairman, or deputy chairman on the basis of the mandate of the chairman, will also file all documents associated with the voting, and at the earliest Council 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 Council meeting.
- (13) CULS ensures the administrative tasks arising from the work of the Council that were assigned to it by the chairman or deputy chairman.

Article 7
Closing Provisions

- (1) These Rules of Procedure were approved pursuant to Section 9, paragraph 1, letter b) of the Act by CULS AS on 2 March 2017.
- (2) 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.
- (3) These Rules of Procedure shall become effective on the date they are published on the public part of the CULS website.

Prof. Ing. Jiří Balík, CSc., dr. h. c., in his own hand

Rector