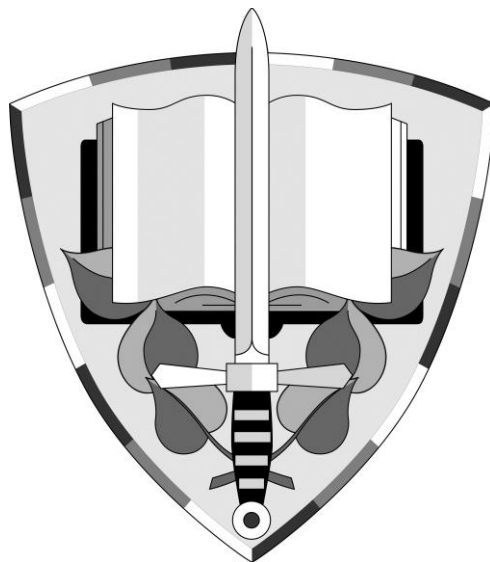


University of Defence in Brno
Kounicova 65, Brno, ZIP code 662 10, data box hkraife

REGISTERED INTERNAL REGULATION



**CODE OF PROCEDURE FOR THE INTERNAL
EVALUATION BOARD
OF THE UNIVERSITY OF DEFENCE IN BRNO**

Brno 2017

Article 1
Introductory Provisions

- (1) The Code of Procedure for the Internal Evaluation Board of the University of Defence in Brno ("the Code") is an internal regulation of the University of Defence in Brno ("the University") pursuant to § 17 (1)(k) of Act No.111/1998 Sb., on higher education institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, and pursuant to Article 8 of the Statute of the University of Defence in Brno.
- (2) The Code defines the bodies for the Internal Evaluation Board of the University of Defence in Brno ("the Board"), the method of their establishment, and details of the method of the Board's proceedings.

Article 2
Bodies of the Board

- (1) The bodies of the Board are the chair of the Board ("the chair"), the deputy chair of the Board ("the deputy chair"), the Bureau of the Board ("the Bureau") and the expert bodies.
- (2) The working body of the Board is a three-member Bureau. By virtue of their office, Board members are the chair, the deputy chair and the chair of the Academic Senate of the University of Defence in Brno ("Academic Senate of the University").
- (3) The Board convenes expert bodies upon a proposal from the chair. These expert bodies are advisory bodies to the Board, and are established on a permanent or temporary basis. Persons not members of the board may be appointed to the expert bodies. The composition of the expert bodies is approved by the board upon a proposal from the chair.
- (4) In particular, the chair summons and chairs meetings of the Board.
- (5) Deputy chair in particular:
 - a) performs the duties of the chair in his absence or on his behalf,
 - b) draws up a draft plan of the Board's activities,
 - c) ensures the preparation of supporting materials for Board meetings,
 - d) ensures the preparation of supporting materials for written voting,
 - e) directs the preparation of a written copy of the Board's resolutions on all matters under consideration,
 - f) continuously checks the implementation of the Board's resolutions and informs the chair and other Board members.
- (6) In particular, the Bureau prepares the draft agenda for the Board meeting and carries out tasks in accordance with the Board's resolutions.
- (7) The main content of the activities of the Board's expert bodies in particular is:
 - a) to consider issues referred by the chair and to prepare qualified and universally assessed opinions on these for the Board,
 - b) to discuss independently the issues determined by the chair of the expert body and to submit opinions on these to the chair or the Board.

- (8) Members of the Board are obliged in particular to:
- a) attend and prepare for Board meetings, study supporting materials on matters on the Board's agenda, consider them responsibly, express their views and actively contribute to the resolution of these matters,
 - b) participate in the implementation of the Board's resolutions,
 - c) properly excuse themselves to the chair or Board secretary ("the secretary") if they are unable to attend a Board meeting,
 - d) immediately notify the chair of their partiality with respect to the matter under discussion or on the agenda.

Article 3 Board Secretary

- (1) The secretary shall take care of the organisational and administrative affairs of the Board bodies. The secretary is not a member of the Board. The secretary of the Board shall attend meetings of the Board.
- (2) The secretary in particular:
- a) compiles supporting materials for Board meetings in cooperation with designated members of the Board and the Board's expert body, and, if needed, relevant University staff,
 - b) ensures administrative and organisational preparation, timely dispatch of invitations and supporting materials for meetings to the members of the Board for individual meetings of the Board,
 - c) administratively ensures the conduct of the Board meetings,
 - d) takes minutes of the proceedings of the Board meetings and, as instructed by the deputy chair, draws up written resolutions adopted at individual Board meetings,
 - e) perform other tasks related to the Board's activities as directed by the chair.

Article 4 Board Meetings

- (1) Meetings of the Board may be regular or extraordinary.
- (2) The schedule of regular meetings of the Board for a calendar year shall be set by the chair so that a regular meeting of the Board is held at least three times per calendar year.
- (3) Meetings of the Board are generally closed to the public unless the chair decides otherwise.
- (4) The Board is able to act if a majority of all its members are present.

Article 5 Summoning Board Meetings

- (1) Meetings of the Board are convened by the chair according to the schedule or as required.

- (2) The chair is obliged to convene an extraordinary meeting of the Board within 30 days if requested in writing by at least one-third of the Board members, stating the proposed agenda.
- (3) The date, place and proposed agenda of the Board are published in the public section of the University's website.
- (4) The invitation to a Board meeting, whether in paper or electronic form, must include the date, time and place of the Board meeting and the proposed agenda and must be delivered to the Board member at least 7 days prior to the Board meeting. Supporting materials for matters to be discussed at the Board meeting are, unless this conflicts with generally binding legislation on the protection of classified information¹, to be sent to the members of the Board, as a rule, in electronic form or published in the University's electronic information system within the time limit specified in the first sentence.
- (5) If a Board member is unable to attend a meeting, they is to notify the chair or the secretary at least two working days prior to the date of the meeting. In the event of absence from a meeting, a member of the Board has the right to state their statements in writing on the items on the agenda and to submit those statements to the chair before the meeting; the chair informs the members present of those statements and ensures that they are recorded in the minutes of the meeting.
- (6) If the chair finds that the Board will not be able to act at the convened meeting, he cancels the meeting and sets a new date with the same agenda. The secretary notifies the members of the Board of a new date.
- (7) The chair may invite other persons to discuss selected issues to bring before the Board.
- (8) A record of attendance is kept and attached to the Board meeting minutes.

Article 6

Proceedings of Board Meetings

- (1) The secretary verifies before the meeting is called to order that the Board is quorate and reports the result to the chair. If the Board is not quorate, the chair fixes, with the agreement of the members present, a new date for the meeting with the same agenda. The secretary notifies the absent members of the Board with the new date of the meeting.
- (2) The meeting is chaired by the chair or deputy chair ("the chairman") in accordance with the approved agenda.
- (3) The Board discusses individual matters in accordance with the approved agenda in such a way that the introductory speech on a given agenda item is usually made by the proposer; the introductory remarks generally include a motion for a resolution.
- (4) After the introductory remarks on the item under discussion, the chairman opens the debate; members of the Board enter the debate by a show of hands. The chair calls the debate in the order in which the members of the Board have entered the debate. A member of the Board may propose on the matter under discussion during the debate.
- (5) The Chairman may give the floor to a non-member of the Board.

¹ Act No. 412/2005 Coll., on the Protection of Classified Information and Security Clearance, as amended.

- (6) If no other members of the Board have entered the debate, the chairman closes the debate on the matter under discussion and announces the order in which the motions tabled will be voted on. Each motion is normally voted on separately.
- (7) Minutes of the meeting are prepared by the secretary and signed by the chairman and the secretary. At the request of a Board member, the minutes of the proceedings shall state the dissenting opinion or disagreement with the resolution adopted, together with a brief explanation.
- (8) Minutes of the proceedings of the meeting are filed in the Board's documentation. Members of the Board have the right to inspect the minutes of the Board meeting.

Article 7

Voting

- (1) The Board may vote publicly at its meeting or publicly outside its meeting ("written vote"). Unless otherwise provided below, the Board votes publicly at its meeting.
- (2) The Board decides by written vote (unless the nature of the action precludes it):
 - a) if necessary for reasons of time,
 - b) where there are simple and straightforward matters to decide, or
 - c) if it is a proposal for the discussion of which it is not possible or efficient to convene a meeting of the Board.
- (3) The chair initiates the written vote outside the Board meeting by submitting in writing to the other members of the board the draft resolution to be adopted. The draft resolution includes a time within which the members of the Board are to express their approval or disapproval in writing. If a member fails to comment in writing on the draft resolution within the time limit set, he or she is deemed to disagree with the draft resolution. Minutes of the written vote are taken and signed by the chair and the secretary.

Article 8

Adoption of the Proposal

- (1) A proposal voted on by the Board at a meeting of the Board is approved if a majority of the Board members present vote in favour of it and, in the case of a vote on the draft rules of the quality assurance and internal quality evaluation system and amendments thereto, or on the draft internal quality evaluation report and amendments thereto, if a majority of all Board members vote in favour of it. After the end of the voting, the chairman announces the results of the vote by stating the number of Board members present, the number of votes cast in favour of and against the proposal, the number of Board members who abstained, or the number of invalid votes, and whether or not the proposal was adopted.
- (2) A proposal voted on written vote requires the consent of a simple majority of all Board members. The result of the written vote is communicated by the chair to all members of the Board at the next meeting at the latest. A written vote on the same motion is allowed only once.

Article 9
Publication of Resolutions

Resolutions are published in the University's electronic information system within two weeks of the relevant meeting or after the end of the written vote.

Article 10
Final Provisions

- (1) This internal regulation was approved by the Academic Senate of the University on 13 June, 2017.
- (2) This internal regulation comes into force and effect on the date of registration by the Ministry of Defence.²

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Prof. MUDr. Jiří KASSA, CSc.
Chairperson
of the University Academic Senate

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BG Prof. Ing. Bohuslav PŘIKRYL, Ph.D.
Rector

² § 95 (8)(a) of the Higher Education Act.

Pursuant to § 95 (8)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Additions to Other Acts (Act on Higher Education Institutions), the Ministry of Education, Youth and Sports approved the registration of the Code of Procedure of the Internal Evaluation Board of the University of Defence in Brno on 31 August 2017 under Ref. No. MSMT-21548/2017-2.

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Mgr. Karolína GONDKOVÁ
Director
of the Higher Education Department

On 6 September 2017, the Ministry of Defence registered the Code of Procedure of the Internal Evaluation Board of the University of Defence in Brno under Ref. No. MO 179860/2017-7542 pursuant to § 36(2) and § 95 (8)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions).

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Ing. Petr VANČURA
State Secretary at the Ministry of Defence