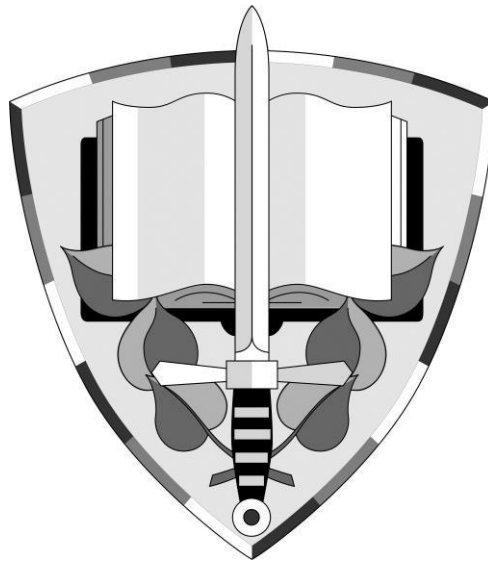


University of Defence

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REGISTERED INTERNAL REGULATION



RULES OF PROCEDURE OF THE INTERNAL EVALUATION BOARD OF THE UNIVERSITY OF DEFENCE

as amended by the 1st amendment

Article 1
Introductory Provisions

- (1) The Rules of Procedure of the Internal Evaluation Board of the University of Defence (hereinafter referred to as the “Rules”) is an internal regulation of the University of Defence (hereinafter referred to as the “University”) pursuant to Section 17(1)(k) of Act No. 111/1998 Coll., 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.
- (2) These Rules defines the bodies of the Internal Evaluation Board of the University of Defence (hereinafter referred to as the “Board”), the procedure for their establishment, and the details regarding the Board’s proceedings.

Article 2
Bodies of the Board

- (1) The bodies of the Board are the Chair of the Board (hereinafter referred to as the “Chair”), the Vice-Chair of the Board (hereinafter referred to as the “Vice-Chair”), the Presidium of the Board (hereinafter referred to as the “Presidium”), and the specialised bodies.
- (2) The Board’s executive body is a three-member Presidium. The members of the Presidium are, by virtue of their office, the Chair, the Vice-Chair, and the Chair of the Academic Senate of the University of Defence.
- (3) The Board establishes specialised bodies upon the proposal of the Chair. Specialised bodies are advisory bodies to the Board and may be established on a permanent or temporary basis. Persons who are not members of the Board may also be appointed to the specialised bodies. The composition of the specialised bodies is approved by the Board upon the recommendation of the Chair. The primary focus of the Board’s specialised bodies is to discuss issues submitted by the Chair and to prepare well-founded and thoroughly evaluated opinions on them for the Board.
- (4) In particular, the Chair convenes Board meetings and presides over them.
- (5) The Vice-Chair, in particular:
 - a) performs the duties of the Chair in their absence or at their request,
 - b) prepares a draft plan of the Board's activities,
 - c) is responsible for preparing materials for Board meetings,
 - d) is responsible for preparing supporting materials for decisions taken by written procedure,
 - e) oversees the preparation of written versions of the Board’s resolutions on the various matters under consideration,
 - f) regularly monitors the implementation of the Board’s resolutions and reports on this to the Chair and other Board members.
- (6) The Presidium, in particular, prepares the draft agenda for Board meetings and carries out tasks in accordance with Board resolutions.

- (7) The Board members are required, in particular, to:
 - a) attend board meetings, prepare for them, review materials on items on the Board's agenda, evaluate them responsibly, express their own opinions, and actively contribute to resolving these matters,
 - b) help implement the Board's resolutions,
 - c) properly notify the Chair or the Secretary of the Board (hereinafter referred to as the "Secretary") if they are unable to attend a board meeting,
 - d) immediately notify the Chair of any conflict of interest regarding the matter under discussion or an item on the agenda.
- (8) Regular guests of the Board are entitled, in particular, to:
 - a) attend Board meetings, prepare for them, and review background materials on items on the Board's agenda,
 - b) speak at Board meetings.

Article 3 Board Secretary

- (1) The Secretary handles the organisational and administrative matters of the Board's bodies. The Secretary is not a member of the Board. The Secretary attends Board meetings.
- (2) The Secretary, in particular:
 - a) compiles background materials for Board meetings in cooperation with designated members of the Board and the Board's expert body, and, where appropriate, relevant university staff,
 - b) handles the administrative and organisational preparation, ensuring that invitations and supporting materials for meetings are sent out in a timely manner to Board members and regular guests for each meeting,
 - c) provides administrative support for Board meetings,
 - d) takes minutes of the Board meetings and, in accordance with the Vice-Chair's instructions, drafts in writing the Board resolutions adopted at each meeting,
 - e) performs other tasks related to the Board's activities as directed by the Chair.

Article 4 Board Meetings

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

Article 5 Convening a Board Meeting

- (1) The Chair convenes Board meetings according to the schedule or as needed.

- (2) The Chair is required to convene an extraordinary meeting of the Board within 30 days if at least one-third of the Board members submit a written request to that effect, specifying the proposed agenda.
- (3) The date, location, and proposed agenda of the Board meeting are published in the public section of the University's website.
- (4) An invitation to a Board meeting, whether in paper or electronic form, must include the date, time, and location of the meeting, as well as the proposed agenda, and must be delivered to a Board member or permanent guest at least 7 days before the meeting. Background materials on matters to be discussed at the Board meeting shall, provided this does not conflict with generally binding legal regulations on the protection of classified information¹, generally be distributed to Board members in electronic form or published in the University's electronic information system within the time frame specified in the first sentence.
- (5) If a Board member is unable to attend a meeting, he or she shall notify the Chair or the Secretary at least two business days before the meeting. If a Board member is unable to attend a meeting, he or she has the right to submit a written statement regarding the items on the agenda and to provide this statement to the Chair prior to the meeting; the Chair shall inform the Board members present of this statement and ensure that it is recorded in the minutes of the meeting.
- (6) If the Chair determines that the Board will not have a quorum at the scheduled meeting, the Chair shall cancel the meeting and set a new date with the same agenda. The Secretary will notify the Board members of the new meeting date.
- (7) The Chair may invite other individuals to participate in the discussion of specific issues at the Board meeting.
- (8) An attendance sheet is kept to record attendance at the meeting, and it is attached to the minutes of the Board meeting.

Article 6

Proceedings of the Board Meeting

- (1) Before the meeting begins, the Secretary shall verify that the Board has a quorum and report the result to the Chair. If the Board is unable to reach a quorum, the Chair shall, with the consent of the Board members present, set a new date for the meeting with the same agenda. The Secretary will notify absent Board members of the new meeting date.
- (2) The meeting is chaired by the Chair or Vice-Chair (hereinafter referred to as the "Chair") in accordance with the approved agenda.
- (3) The Board discusses individual items on the agenda in accordance with the approved agenda, with the proposer typically delivering an opening statement on the relevant agenda item; this opening statement usually includes a draft resolution.
- (4) After an introductory statement on the item under discussion, the Chair will open the floor for debate; Board members may request to speak by raising their hand. The Chair grants the floor in the order in which Board members have requested to speak. A Board member may submit proposals regarding the matter under discussion during the debate.

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

- (5) The Chair may also give the floor to someone who is not a member of the Board.
- (6) If no other Board members have requested to speak, the Chair shall close the debate on the matter under discussion and announce the order in which the submitted motions will be voted on. Each proposal is usually voted on separately.
- (7) The Secretary shall prepare minutes of the meeting, which shall be signed by the Chair and the Secretary. At the request of a Board member, the minutes of the meeting must include a dissenting opinion or, where applicable, the member's objection to the adopted resolution, along with a brief explanation.
- (8) The minutes of the meeting are filed in the Board meeting records. Board members have the right to inspect the minutes of Board meetings.

Article 7 Voting

- (1) The Board may vote in public at its meetings or, outside its meetings, by written procedure (hereinafter referred to as "voting by written procedure"). Unless otherwise specified, the Board votes publicly at its meetings.
- (2) The Board shall decide by written procedure, unless the nature of the matter precludes such a decision:
 - a) if necessary due to time constraints,
 - b) if the matters to be decided are simple and unambiguous, or
 - c) if the proposal in question cannot or should not be discussed at a Board meeting.
- (3) The Chair initiates a written vote outside of a Board meeting by submitting a draft resolution to be adopted to the other Board members in writing. The draft resolution must specify a deadline by which Board members must express their approval or disapproval in writing. If any member of the Board fails to submit a written response to the draft resolution within the specified time limit, they shall be deemed to disagree with the draft resolution. Minutes of the voting by written procedure shall be taken and signed by the Chair and the Secretary.

Article 8 Proposal Adoption

- (1) A proposal voted on by the Board at a Board meeting is approved if a majority of the Board members present vote in favour of it; however, in the case of a vote on a proposal for rules governing the quality assurance and internal quality assessment system and its amendments, or on a proposal for a report on internal quality assessment and its appendices, the proposal is approved if a majority of all Board members vote in favour of it. Once the voting has concluded, the Chair shall announce the results by stating the number of Board members present, the number of votes cast in favour of and against the motion, the number of Board members who abstained, and, if applicable, the number of invalid votes, and shall declare whether the motion was adopted or rejected.
- (2) The proposal, which was voted on by written procedure, requires the approval of a majority of all Board members. The Chair shall announce the results of decisions taken by written procedure to all members of the Board no later than at the next meeting. Voting by written procedure on the same motion is permitted 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 the conclusion of the voting by written procedure.

Article 10
Repeal and Final Provisions

- (1) These Rules were approved by the Academic Senate of the University on 13 June 2017.
- (2) These Rules shall enter into force and take effect on the date of its registration by the Ministry of Defence².

m.p.

Prof. MUDr. Jiří Kassa, CSc.
Chair of the Academic Senate of the
University of Defence

m.p.

Brigadier General Prof. Ing. Bohuslav Prikryl, Ph.D.
Rector of the University of Defence

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

Pursuant to Section 95(8)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Certain Acts (the Higher Education Act), the Ministry of Education, Youth and Sports granted approval for the registration of the Rules 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.

m.p.

*Mgr. Karolína Gondková
Director of the Higher Education Department*

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

m.p.

*Ing. Petr Vančura
State Secretary at the Ministry of Defence*

Amendment No. 1 to the Rules of Procedure of the Internal Evaluation Board of the University of Defence in Brno was approved by the Academic Senate of the University of Defence on 27 November 2025. The first amendment to the Rules of Procedure of the Internal Evaluation Board of the University of Defence in Brno took effect on 8 January 2026.

Pursuant to Section 95(10)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, the Ministry of Education, Youth and Sports granted approval for the registration of the Rules of Procedure of the Internal Evaluation Board of the University of Defence in Brno, as amended by Amendment No. 1, as of the date of signature of this approval.

signed electronically on 5 January 2026

*Mgr. Vojtěch Tomášek
Director of the Higher Education Department*

The Ministry of Defence registered, pursuant to Section 36(2) and Section 95(10)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, Amendment No. 1 to the Rules of Procedure of the Internal Evaluation Board of the University of Defence in Brno under Ref. No. 1082594/2025-7542, with effect from the date of signature of the registration.

signed electronically on 8 January 2026

*Ing. Petr Vančura
State Secretary at the Ministry of Defence*