



Jihočeská univerzita  
v Českých Budějovicích  
University of South Bohemia  
in České Budějovice

*This Statute of the Internal Evaluation Board of the University of South Bohemia in České Budějovice was registered by the Ministry of Education, Youth and Sports, pursuant to Section 36 (2) of Act no. 111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements of Some Other Acts (Higher Education Act), on 10th November 2016 under Ref. MSMT-35322/2016.*

## **STATUTE OF THE INTERNAL EVALUATION BOARD AT THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

### **Article 1 Introductory Provisions**

The legal status and competence of the Internal Evaluation Board of the University of South Bohemia in České Budějovice (hereinafter referred to as the "Board") is governed by Act No.111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter "the Act") and the provisions of this Statute of the Internal Evaluation Board of the University of South Bohemia in České Budějovice (hereinafter "Statute").

### **Article 2 Scope of Authority and Duties of the Board**

- (1) In particular, the Board deals with the following:
  - a) approves the draft of the Rules of Quality Assurance System for Educational, Creative and Related Activities and for Internal Quality Evaluation of Educational, Creative and Related Activities of the University of South Bohemia in České Budějovice (hereinafter referred to as "USB"), which is submitted by the Chair of the Board before the proposal is submitted to the Academic Senate of the USB,
  - b) administers the internal quality evaluation of the educational activities, scientific and research, development and innovation, artistic or other creative activities (hereinafter referred to as "creative activities") and related activities of the USB,
  - c) draws a report on internal evaluation of quality of educational, creative and related activities of the USB and an Appendix to this report,
  - d) monitors and records the internal quality evaluation of educational, creative and related activities of the USB,
  - e) approves the intent to apply for an accreditation, extension of the scope of an accreditation or extension of the validity of an accreditation of degree programmes submitted by the Rector at the proposal of the Scientific Board of the relevant Faculty,
  - f) approves degree programmes submitted by the Rector at the proposal of the Scientific Board of the relevant Faculty,
  - g) expresses its views on implementation of degree programmes carried out at the USB, submitted by the Rector for consideration.
- (2) In fulfilling its tasks, the Board is entitled to request any necessary information, documents and cooperation from the USB Faculties, their academic bodies and USB employees.

**Article 3**  
**Board Composition**

- (1) There are 21 Board members.
- (2) The Chair of the Board is the Rector.
- (3) The Deputy Chair of the Internal Evaluation Board is appointed by the Rector from the ranks of professors or associate professors of the USB. If this condition is met by the Vice-Rector responsible for internal quality evaluation, they are appointed as the Deputy Chair of the Board.
- (4) The Chair of the USB Academic Senate is a member of the Board.
- (5) Other Board members are appointed by the Rector, of which:
  - a) one third at the Rector's own proposal,
  - b) one third at the proposal of the USB Scientific Board,
  - c) one third at the proposal of the USB Academic Senate, of which one member of the Board is appointed from among the USB students.
- (6) The student's representative in the Board must be a student of the USB. Other Board members do not have to be members of the USB, with the exception of the Chair and Deputy Chair of the Board and the Chair of the USB Academic Senate.
- (7) Board members are proposed in such a way so that the Board consists of experts representing various fields of education at the USB.
- (8) Within the given deadline and in the form set out in Annexe 1, the Academic Senate of the USB proposes six candidates to the Rector in such a way so that the expertise of the proposed members covers as broad spectrum of fields of education provided by the USB as possible. In the same way, there are six candidates nominated by the USB Scientific Board. The Rector selects two candidates from the proposal of the USB Academic Senate and two candidates from the USB Scientific Board' proposal and adds two more candidates at their own discretion.
- (9) Only the candidate who has given their written consent in advance may be nominated.
- (10) If the Rector does not appoint a proposed candidate as a member of the Board, they are obliged to justify this to the candidate. This is done by specifying the criteria used for the draft of the final proposal of the six candidates.
- (11) The Rector is obliged to discuss their intention to appoint or dismiss a member of the Board with the USB Scientific Board, and subsequently with the USB Academic Senate, which gives the Rector prior approval for such appointment or revocation.
- (12) The Rector dismisses a member of the Board who, without a serious reason, has not attended three consecutive meetings of the Board. A member of the Board can also be dismissed upon their own request. The Rector dismisses a Board member; whose quality of work is not satisfactory. Reasons for dismissal in such case shall be communicated to the USB Academic Senate as a list of the Rector's specific reservations.
- (13) Material and technical support for the Board's activities is provided by the USB Rectorate. The Board's administration is provided by the Board Secretary. The Rector appoints the Board Secretary from among the USB staff after consultation with the Deputy Chair of the Board. The Secretary is not a member of the Board but has the right to participate in the Board meetings.

**Article 4**  
**Term of Office**

- (1) The term of office of the Chair of the Board is the same as that of the Rector.
- (2) The Deputy Chair of the Board is appointed and dismissed by the Rector at their discretion, usually at the beginning of their term of office.

- (3) The term of office of the other Board members is six years. A third of the Board members are appointed every two years.
- (4) If a member of the Board ceases their membership before the expiry of their term of office, the newly appointed member of the Board shall be appointed only for the remainder of the respective term of office, at the proposal of the body which proposed the member whose membership has ceased.

#### **Article 5**

##### **Scope of Authority and Duties of the Chair, Deputy Chair and Board Members**

- (1) Chair of the Board
  - a) is responsible for the work of the Board,
  - b) is responsible for implementation of the activities necessary for smooth operation of the Board in between its meetings,
  - c) proposes the Board agenda, prepares resolutions,
  - d) convenes and chairs the meetings of the Board,
  - e) signs the Board documents and approves the meeting minutes,
  - f) is entitled to request the documents and opinions necessary for the work of the Board,
  - g) based on a mandate from the Board, is authorized to act on its behalf,
  - h) is entitled to invite guests to the Board meetings,
  - i) governs the activities of the Board Secretary,
  - j) acts as a member of the Board.
- (2) Deputy Chair of the Board
  - a) represents the Chair of the Board at the time of their absence or from their mandate,
  - b) manages preparation and processing of briefing documents for the Board's work,
  - c) manages the work of Leaders of Working Groups set up by the Board,
  - d) acts as a member of the Board,
  - e) carries out other activities as directed by the Chair of the Board or by the Board.
- (3) Member of the Board
  - a) attends Board meetings and has the right to vote,
  - b) actively participate in the activities of the Board and in fulfilling its tasks and responsibilities,
  - c) may propose an establishment of a Working Group to the Board,
  - d) if appointed as a Leader of the Working Group, reports to the Deputy Chair of the Board for the group's activities,
  - e) participates in other activities related to the tasks of the Board,
  - f) carries out other activities as directed by the Chair of the Board or by the Board.

#### **Article 6**

##### **Board Meetings**

- (1) Board meetings are convened by the Chair or by the Deputy Chair if authorized by the Chair, as appropriate, but at least twice a year.
- (2) The Chair of the Board is obliged to convene an extraordinary meeting of the Board within two weeks of receipt of its proposal, if it has been requested by at least one third of the Board members, stating the subject matter.
- (3) A member's presence at the Board meeting is irreplaceable.
- (4) The Board shall obtain a quorum if at least two thirds of all Board members are present.
- (5) Board members are informed of the agenda of the meeting in advance, at the latest within the invitation to the Board meeting. The invitation to the meeting must be delivered to the Board members at least seven

- calendar days before the meeting. It is the responsibility of the invited members to confirm their attendance or to excuse themselves in advance. Only excuses regarding serious reasons are acceptable.
- (6) Agenda for the Board meeting is approved at the start of the meeting, after discussing any proposals for changes. Proposals for changes to the agenda may be submitted by all Board members; the Board Secretary and invited guests may also recommend amendments or supplements to the agenda.
  - (7) Briefing documents for the Board meeting shall be sent to all members, or made available by the Board Secretary no later than seven calendar days before the meeting. This period may be reduced by the Chair of the Board if necessary. If Board members are required to prepare documents for the meeting, they shall forward them to the Board secretary no later than 10 calendar days before the meeting. Documents for an extraordinary meeting may be submitted to the Board at the time of the meeting.
  - (8) Distribution of briefing documents for Board meetings and all correspondence with Board members is carried out by electronic means for reasons of operability and effectiveness.
  - (9) Board meetings are chaired by the Chair of the Board or by the Deputy Chair of the Board or by another member of the Board as authorized by the Chair of the Board.
  - (10) The Chair gives the Board members floor in the order in which they have entered the debate. If time is constraint, the speaker might be set a time limit.
  - (11) Board meetings are not public. Some parts or the whole of the meeting may be made public if the Board agrees on it by a vote. Whether or not the meeting is public shall be decided by the Board when approving the agenda at the latest. When discussing documents or questions of a confidential nature, all participants of the Board meetings are bound by confidentiality according to generally binding legal regulations.
  - (12) The Board, with the consent of the Chair of the Board, has the right to request expert opinions to assist its decision. Experts providing the opinion may not be in any employment relationship with the entity under review or be involved in the matter. The cost of these expert opinions is covered by the USB Rectorate budget.
  - (13) The Board decides on the outcome of individual items by a public vote - raising their hands. Voting by ballot is implemented if the Board has agreed on it for a single vote. Approval of the submitted proposals requires the consent of an absolute majority of all Board members.
  - (14) The Chair of the Board may propose a postal vote to the Board members to adopt a resolution. This vote shall be implemented unless at least three Board members convene for oral proceedings and direct decision on the matter within the prescribed deadline. Postal votes shall be delivered to the hands of the Board Secretary. A postal vote is valid if at least two-thirds of the Board members express their views on the motion for a resolution within the deadline. To approve a resolution adopted by a postal vote, it is necessary for the motion for a resolution to be approved by an absolute majority of the Board members within the prescribed deadline.
  - (15) A non-public written record shall be kept on postal voting of the Board, which, after verification by the Board Chair, shall be forwarded to each member of the Board, no later than seven days after the Board meeting or issuance of a resolution. It is also possible to make a recording of the Board meetings.
  - (16) Meeting minutes must include the date and time of the meeting, the items of the agenda and adopted resolutions (including statements and recommendations). The minutes contain only the ratio of the votes (for, against, abstention), not information on how the individual Board members voted. An opposing opinion of the member (s) of the Board shall be entered in the minutes only at their request. In addition, the minutes usually contain tasks for Board members, indicating the date of completion and the name of the person responsible for the task. An attendance list is attached to the Minutes. If a member leaves the Board meeting before the end of the meeting, this must be noted in the minutes.
  - (17) A summary of the main agenda points of the meeting and postal vote of the Board and the adopted resolutions are published on the USB website within seven days after the Board meeting or vote.

**Article 7**  
**Working Groups, the Rapporteur**

- (1) The Board may, if necessary, establish Working Groups in order to carry out its tasks.
- (2) The Leader and Deputy Leader of the Working Group must be a member of the Board. The leader of the Working Group is proposed and approved by the Board.
- (3) Other members of the Working Group may also be persons from outside the Board, including those who are not employees or students of the USB.
- (4) The proposal for the composition of the Working Group and its changes are submitted to the Board for approval by the Leader of the relevant Working Group.
- (5) The meeting and voting rules of the Board shall be proportionately applied to within the Working Group meeting and voting regulations.
- (6) Written opinions from the Working Group, possibly accompanied by a comment by the Leader and Deputy Leader of the Working Group, provide briefing documents for the Board's meetings. The Leader of the Working Group reports on the outcome of the Working Group's activities at the Board meeting.
- (7) The work of the Working Group ends with the accomplishment of the assigned task, the expiry of the term of office of the Leader of the Working Group or dismissal of the leader of the Working Group. The Working Group activities may also be terminated by the Board for other reasons.
- (8) The Board may instruct a member or a group of members of the Board to draw up a draft Board resolution on the issue or material under discussion. An authorized member (hereinafter referred to as the "Rapporteur") may, if necessary, request further cooperation from USB students and staff as well as from relevant experts outside the USB. These persons are bound by confidentiality in accordance with generally binding legal regulations in connection with these matters.
- (9) The rapporteur submits the draft opinion to the Board, which subsequently negotiates and amends the opinion if necessary and takes a decision by an absolute majority of its members.
- (10) The Rapporteur's work is temporary and ends with the completion of the task to which the Rapporteur was appointed.

**Article 8**  
**Internal Quality Evaluation Report**

- (1) The Board elaborates a report on internal evaluation of quality of educational, creative and related activities, describing qualitative outputs attained by the USB in the field of educational and creative activities together with measures accepted for removing potential deficiencies. This report is undertaken every five years, by the 30<sup>th</sup> June following the end of the five-year period.
- (2) The Board also prepares an annual Appendix to the Report on Internal Evaluation of Quality of Educational, Creative and Related Activities of the USB describing changes made in terms of quality and control provisions no later than the 30<sup>th</sup> June of the year following the end of the previous calendar year.

**Article 9**  
**Temporary Provisions**

- (1) When the Board is established for the first time, the provisions of Articles 3 and 4 shall apply in such a way that the full number of Board members is achieved. The Academic Senate of the USB therefore proposes to the Rector 18 candidates in accordance with Annex 1 in such a way that the expertise of the proposed members covers as broad spectrum of fields of education provided by the USB as possible. Likewise, 18 candidates will be nominated by the USB Scientific Board. The Rector then selects six candidates from the

proposal of the USB Academic Senate and six candidates from the USB Scientific Board' proposal and adds six more candidates at their own discretion.

- (2) At the first appointment of the Board members, a lot shall designate a third of the members whose term of office will be two years and a third of the members whose term of office will be four years. The lot shall be carried out the USB Academic Senate meeting immediately after agreeing to the proposal, separately for candidates nominated by the Rector, the USB Academic Senate and the USB Scientific Board.
- (3) The first report on internal evaluation of quality of educational, creative and related activities shall be processed no later than 30th June 2019.
- (4) The first Appendix to the report on internal evaluation of quality of educational, creative and related activities of the USB shall be for the year 2019 elaborated no later than 30th June 2020.

**Article 10**  
**Final Provisions**

- (1) This Statute was approved by the Academic Senate of the USB on 18th October 2016.
- (2) This Statute shall enter into force on the date of its registration by the Ministry of Education, Youth and Sports.
- (3) Amendments and supplements to this Statute are subject to approval of the Board.

Assoc.Prof. Tomáš Machula, PhD, ThD, m.p.  
Rector

Appendix 1

**PROPOSAL OF A MEMBER OF THE INTERNAL EVALUATION BOARD  
OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

Name:

Surname:

Academic Degrees:

Workplace address, telephone, e-mail:

Current employment:

Scientific Field / Field of Education:

An overview of the five most significant outcomes of creative activities over the last five years:

Experience with internal evaluation of university or academic workplaces or with the grant agencies activities:

The nominee agrees with the nomination:

DATE: .....

Signature .....