

Palacký University Olomouc

MAIN REGULATIONS OF UP

**B1-17/3**

## **Rules of Procedure of the Internal Assessment Board of UP Olomouc**

- Content: These Rules of Procedure govern the procedure of appointing and removing from office members of the Board, organization of meetings, voting and monitoring activities of the Board.
- Guarantor: Vice-Rector for Study Affairs
- Copy: Rector, Vice-Rectors, Bursar, Head of Rector's Office, Deans of Faculties, Faculty Bursars, managerial staff of CVT UP, KUP, VUP, PSUP, VTP UP, ASC UP, SKM UP, CPSSP, KIUP, managerial staff of EO RUP, ORV UP, PTO UP, OVZ UP, OPDV UP, UP Archive, OPOP, OK, Legal Office, Office of the Internal Audit and Control, Strategy Office

### **RULES OF PROCEDURE OF THE INTERNAL ASSESSMENT BOARD OF UP OLOMOUC**

#### **Article 1 Initial provisions**

- 1) The purpose of the Internal Assessment Board of Palacký University Olomouc (hereinafter referred to as "RVH UP") is to monitor the internal system of quality assurance and assessment at Palacký University Olomouc.
- 2) The system consisting of the set of functionally inter-related and systematically monitored procedures that Palacký University Olomouc (hereinafter referred to as "UP") uses for quality assurance and assessment of all its activities, is governed by Rules for Quality Assurance and Internal Quality Assessment of Educational, Creative and Other Related Activities at UP. The powers of RVH UP are governed by Act No.111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended, (hereinafter referred to as "the Act"), and Article 12 of the Constitution of UP.

#### **Article 2 Rules for appointing and dismissing members of RVH UP**

- 1) Pursuant to Section 9, Article 1 (f), Academic Senate UP (hereinafter the “AS UP”) gives the Rector of UP preceding consent to appoint all members of RVH UP that are not proposed by AS UP itself.
- 2) The background materials for the approval of the proposed members to be appointed to RVH UP, that are prepared by the Rector of UP, must meet the requirements of Article 18 (2) of Rules of Procedure of AS UP.
- 3) RVH UP has a total of 15 members.
- 4) The Chairperson of RVH UP is the Rector of UP.
- 5) Vice-Chair of RVH UP is appointed by the Rector of UP from among the academic staff of UP who are professors or associate professors of UP.
- 6) The Chairperson of the Academic Senate is always a member of RVH UP.
- 7) The remaining 12 members are proposed and appointed as follows:
  - a) First, four members of RVH UP are appointed by the Rector of UP upon proposal of AS UP, one of whom must be a student of UP.
  - b) Then, four members of RVH UP are proposed to the Rector of UP by the Scholarly Board of UP.
  - c) The appointment of the remaining four members of RVH UP is at the discretion of the Rector of UP.
- 8) The Rector of UP may decide not to appoint a proposed person, in such case he or she must provide grounds to the proposing body.
- 9) A member of RVH UP is always dismissed by the Rector of UP after previous consent of AS UP. Sections (1) and (2) apply accordingly.

### **Article 3**

#### **Members and administrative staff**

- 1) When appointing the members of RVH UP, the Rector of UP strives to ensure that all the faculties of UP are represented by at least one member.
- 2) Membership in RVH UP for employees of UP forms part of their job description.
- 3) Administrative support of RVH UP is provided by an administrative assistant who is responsible for organization of meetings of RVH UP, preparing the meetings' agenda and attendance sheets, and taking the minutes of meetings. The administrative assistant is not a member of RVH UP and is accountable to the Chairperson of RVH UP.

### **Article 4**

#### **Organization of meetings**

- 1) Meetings of RVH UP are summoned at a minimum twice in each academic year on dates determined in advance by the Chairperson of RVH UP. Under extraordinary circumstances, a meeting may be convened by the Chairperson of RVH UP at another time. Under extraordinary circumstances, the Chairperson of RVH UP may also determine that voting take place outside the meeting.
- 2) Meetings are convened and presided over by the Chairperson of RVH UP or, in their absence, by the Vice-Chair of RVH UP. Members must receive the invitation to the meeting and the meeting's agenda minimum 14 days prior to the determined date of the meeting.
- 3) RVH UP at the meeting must consider materials submitted no later than 14 days prior to the date of the meeting. Materials submitted after the above deadline may be considered upon the decision of the Chairperson or, in their absence, by the Vice-Chair.

## **Article 5 Meetings**

- 1) The administrative assistant of RVH UP is responsible for distribution of invitations for the meetings of RVH UP and the meetings' agenda.
- 2) RVH UP has a quorum provided it has minimum of 2/3 of all its members present.
- 3) Individual items on the agenda are considered separately. RVH UP votes on each agenda point separately. Each voting result becomes a resolution.
- 4) Before each vote, the Chairperson of RVH UP reminds the members they are going to proceed to voting.
- 5) Voting is open and carried out by raising hands.
- 6) Resolution shall be passed by a simple majority of members of RVH UP present.

## **Article 6 Voting outside of meetings**

- 1) When voting is carried out outside of meetings, Articles of the Rules are applied accordingly.
- 2) Voting is conducted through electronic mail.
- 3) The Chairperson of RVH UP defines the proposal of resolution precisely so that members of RVH UP can reply “Approve”, “Reject”, or “Abstain”.
- 4) Proposal of a resolution on which the vote is to be conducted is presented to all members of RVH UP in the form of an e-mail message by the administrative assistant.
- 5) The deadline for voting is five days from the date the proposal was sent.
- 6) The resolution shall be passed by a simple majority of all members of RVH UP.
- 7) The results of voting, including the votes of individual members, are recorded in the minutes that are delivered to all members of RVH UP and, if need be, to other relevant persons within seven days after the end of voting and also published on RVH UP website on the official web of UP.

## **Article 7 Minutes**

- 1) The administrative assistant takes down the written minutes of each meeting that must include:
  - a) date and place of the meeting of RVH UP,
  - b) names and surnames of members of RVH UP present, other persons present, and name and surname of the minute taker,
  - c) approved agenda of the meeting,
  - d) items considered at the meeting,
  - e) text of all approved and rejected resolutions, including a brief record of the discussion,
  - f) results of each vote, including the votes of individual members.
- 2) The Chairperson of RVH UP approves the minutes after the meeting. The Chairperson of RVH UP may only correct misspellings, miscalculations, and obvious inaccuracies in the text of the minutes taken during the meeting.
- 3) The minutes are distributed to all members of RVH UP within ten days after the meeting by the administrative assistant. The same deadline applies to presenting the minutes in written form to the Chairperson of RVH UP and their publishing on RVH UP website on the official web of UP. The published version of the minutes includes the list of all approved resolutions.

**Article 8**  
**Monitoring activities**

In case any serious issues are disclosed during continuous monitoring of quality assurance of educational activities and related creative activities, RVH UP may establish a targeted specialist team for improvement of the current state and assurance of quality. Members of the team and its chairperson are appointed by the Chairperson of RVH UP from among members of RVH UP. An expert working in the relevant area who is neither an employee of UP, nor a member of RVH UP may be appointed a member of the specialist team.

**Article 9**  
**Joint and final provisions**

- 1) Implementation of resolutions of RVH UP is monitored by AS UP.
- 2) These Rules come into effect and force upon the day of their publishing.

Prof. Mgr. Jaroslav Miller, M.A., Ph.D.  
Rector of UP

doc. Mgr. Jiří Langer, Ph.D.  
Chairperson of the Academic Senate of UP