The Ministry of Education, Youth and Sports, pursuant to Section 36, Para 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), registered the Rules of Procedure of the Internal Evaluation Board of the University of Chemistry and Technology, Prague under ref. no. MSMT-11654/2026-3 on the day the registration was signed.

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Mgr. Vojtěch Tomášek
Director of the Higher Education Department

RULES OF PROCEDURE OF THE INTERNAL EVALUATION BOARD OF THE UNIVERSITY OF CHEMISTRY AND TECHNOLOGY, PRAGUE

Part I

Introductory provisions

Article 1

The Rules of Procedure of the Internal Evaluation Board of the University of Chemistry and Technology, Prague (hereinafter referred to as the 'Board') govern the status and internal organisation of the Board, the manner of electing its bodies and the rules for proceedings and voting of the Board.

Article 2

Status of the Board

The Board, in accordance with Section 7, Para 1, letter d) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter referred to as the 'Act'), is a self-governing academic body of the University of Chemistry and Technology, Prague (hereinafter referred to as 'UCT Prague').

Article 3

Establishment of the Board

The Board was established in accordance with Section 12a, Para 1 of the Act by the Statute of the University of Chemistry and Technology, Prague (hereinafter referred to as 'Statute of UCT Prague').

Article 4

Scope of regulation

The Rules of Procedure of the Board summarise the scope of activity and composition of the Board, set out the details of the membership in the Board and regulate its proceedings.

Article 5

Mission of the Board

The Board is responsible for the area of quality assurance of educational, scientific, research, development, innovation, artistic and other creative activities at UCT Prague (hereinafter referred to as 'creative activity') and activities related to them, and for the internal evaluation of the quality of educational, creative and related activities at UCT Prague; this area is an area of self-governing activity of UCT Prague.

Part II

Organisational structure of the Board

Article 6

Composition of the Board

1) The Board has a total of 15 members; one-fifth of the members of the Board are individuals who are not members of the academic community of UCT Prague.
2) The Board consists of the chair of the Board, the vice-chair of the Board, a member of the Board who is the chair of the Academic Senate of the University of Chemistry and Technology, Prague (hereinafter referred to as the 'Academic Senate') and other members of the Board, one of whom is always appointed from among the students of UCT Prague.
3) In accordance with Section 12a, Para 3 of the Higher Education Act, the Rector serves as the chair of the Board. The chair presides over the Board's meetings and activities and acts as its representative externally.
4) The vice-chair of the Board is appointed and dismissed by the rector from among the academic workers at UCT Prague who are professors, associate professors or extraordinary professors at UCT Prague; it is usually the vice-rector responsible for coordinating activities related to quality assurance and internal evaluation of the educational, research and related activities of UCT Prague. The vice-chair deputises for the chair in case they are absent or unavailable.
5) Other members of Board and appointed and dismissed by the rector.
6) Members of the Board are appointed and dismissed by the rector after a proposal has been discussed by the Scientific Board of the University of Chemistry and Technology, Prague (hereinafter referred to as the 'Scientific Board') pursuant to Section 12, Para 1, letter i) of the Act, and after the Academic Senate has given its consent to such a step pursuant to Section 9, Para 1, letter f) of the Act. The discussion of the proposal to appoint or dismiss and the granting of prior consent to the appointment or dismissal will be placed by the Scientific Board and the Academic Senate on the agenda of their next meeting after the proposals have been delivered to them by the chair of the Board.

7) Members of the Board will perform their duties in person and in performing their duties they are independent and cannot be deputised for.

8) The Department of Quality Assessment of UCT Prague (hereinafter referred to as 'DQA') is responsible for handling organisational and administrative matters of the Board.

Article 7

Membership of the Board

1) The membership of the Board commences:
   a) for the rector and the chair of the Academic Senate, on the day they assume their office;
   b) for other members of the Board, on the day of their appointment unless a later date is set out in the appointment.
2) The appointment and dismissal of members of the Board referred to in Para 1, letter b) are conditioned upon deliberation by the Scientific Board and the prior consent of the Academic Senate with the appointment or dismissal.
3) The term of office of the members of the Board whose membership arises from appointment (hereinafter referred to as the 'term of office') is five years, with the exception of the student member of the Board, whose term of office is two years. Members of the Board referred to in Para 1, letter b) of this Article are appointed by the rector in accordance with the provisions of Article 6, Paras 4 through to 6.
4) Members of the Board may be appointed repeatedly.
5) If the membership of a member of the Board ends before their term of office expires, a new member of the Board is appointed for the remainder of their term of office. The appointment of a new member of the Board is conducted in accordance with the provisions of Article 6, Para 6.
6) Membership of the Board terminates:
   a) for members referred to in Para 1, letter a), on the day their office ends
   b) for members referred to in Para 1, letter b)
      - b.i upon resignation,
      - b.ii upon death,
      - b.iii in case of a member appointed from among UCT Prague students, upon the termination of their studies at UCT Prague,
      - b.iv on the date their affiliation with the UCT Prague academic community ends,
      - b.v in case of a member holding the office of vice-chair, at the moment they cease to meet the criteria set out in Article 6, Para 4,
      - b.vi upon dismissal from office.

Article 8

Scope of activity of the Board

1) The Board supports and develops the quality assurance and internal evaluation of the educational, creative and related activities of UCT Prague.

2) The scope of activity of the Board is set out in Section 12a of the Act and in Article 10 of the Statute of UCT Prague.
3) In accordance with Section 12a, Para 4 of the Act, the Board performs the following activities:
   a) approves the draft rules of the system of the quality assurance of educational, creative and related activities and the internal evaluation of the quality of educational, creative and related activities at UCT Prague, as submitted by the chair of the Board before the proposal is submitted to the Academic Senate,
   b) supervises the process of internal quality evaluation of educational, creative and related activities at UCT Prague,
   c) prepares the report on the internal evaluation of the quality of educational, creative and related activities at UCT Prague and the supplements to this report,
   d) keeps continuous records of the internal quality evaluation of educational, creative and related activities at UCT Prague,
   e) performs other activities within the scope set out by the Statute of UCT Prague.
4) In accordance with the Statute of UCT Prague, Article 10, Paras 4 and 5, the Board was entrusted with the competences of the Scientific Board in activities defined in Section 12, Para 1, letters b) through to f) as follows:

   The Board:
   a) approves study programmes submitted by the rector upon the proposal of the scientific board of the relevant faculty; or, in case of study programmes that are not implemented by faculties, without such a proposal,
   b) approves the intention to submit an application for accreditation, extension of accreditation or renewal of accreditation of study programmes, submitted by the rector upon the proposal of the scientific board of the relevant faculty; or, in case of study programmes that are not implemented by faculties, without such a proposal,
   c) approves, upon the proposal of the rector, the intention to submit an application for institutional accreditation for an area or areas of education and for the extension of institutional accreditation for an additional area or areas of education,
   d) approves the intention to submit an application for accreditation of habilitation proceedings or proceedings for the appointment of professors submitted by the rector upon the proposal of the scientific board of the relevant faculty; or, in case of proceedings that are not conducted at faculties, without such a proposal,
   e) approves, upon the proposal of the rector, the intention to renounce institutional accreditation, the intention to terminate a study programme and the intention to renounce the accreditation of habilitation proceedings or proceedings for the appointment of professors.

5) In the area of management of internal quality assessment of educational, creative and related activities at UCT Prague and its constituent parts, the Board, in particular, supervises:
   a) meeting the requirements and indicators of quality assessment,
   b) results achieved in meeting the requirements and indicators of quality assessment,
   c) results of ongoing feedback monitoring processes aimed at identifying deficiencies, as submitted to the Board by the organisational and management structure of UCT Prague,

d) possible measures to increase the level of compliance of the current state with the prescribed requirements and indicators of quality assessment.

6) Prior to deciding on an application for the internal accreditation of a study programme, the Board assesses, evaluates and approves the programme in question. The Board will involve in these processes internal and external assessors of the quality of the study programme and individual members of the Board or members of the Scientific Board of UCT Prague acting as rapporteurs.

Article 9

Report on internal evaluation of the quality of educational, creative and related activities

1) The Board prepares the Report on internal evaluation of the quality of educational, creative and related activities at UCT Prague and any supplements to this Report (hereinafter referred to as the 'Report') once every five years. An annual supplement describing changes achieved in quality and management measures (hereinafter referred to as the 'Supplement') is prepared for this Report.
2) The deadline for submitting the Report or Supplement for discussion and approval is determined by the chair of the Board; as a rule, the Report or Supplement is submitted for discussion and approval by the same deadline as the Annual Report on the Activities of UCT Prague for the preceding year– ie by 30 June of the following year.
3) The chair of the Board submits the draft Report or Supplement to the Scientific Board of UCT Prague for discussion. After the Report or Supplement has been discussed by the Scientific Board of UCT Prague, the chair of the Board will submit the Report or Supplement to the Academic Senate for approval. Once approved by the Academic Senate, the Report or Supplement is discussed by the Board of Trustees of the University of Chemistry and Technology, Prague (hereinafter referred to as the 'Board of Trustees').
4) The Report and Supplement are made available to the self-governing bodies of UCT Prague and members of other bodies of UCT Prague and its constituent parts (Section 7 of the Act), the National Accreditation Bureau for Higher Education (hereinafter referred to as the 'Accreditation Bureau') and the Ministry of Education, Youth and Sports of the Czech Republic. The chair of the Board is responsible for making the Report and Supplement available.

Part III

Activity of the Board

Article 10

Proceedings of the Board

1) The Board deliberates at a meeting or outside a meeting (hereinafter referred to as 'by letter').
2) The meetings of the Board are convened by the chair of the Board or the vice-chair of the Board at least twice a year. The schedule of meetings for the academic year is set out by the chair of the Board. In urgent cases, the chair of the Board may schedule a meeting outside of the schedule.
3) Members of the Board cannot be deputised for at the meetings of the Board.

4) Meetings of the Board are open to the public. If a member of the Board proposes that a meeting should be held as closed to the public before the agenda is approved, the Board shall take a decision on the matter by vote.
5) Meetings of the Board are presided over by the Board chair or vice-chair.
6) The agenda for the meetings of the Board is proposed by the chair or vice-chair of the Board; members of the Board may propose additional topics for the agenda. Agenda for the meeting is approved by the Board. The members of the Board will be informed of the proposed agenda for the meeting at least 7 days prior to the meeting of the Board.
7) For each item on the approved agenda, a discussion among the members of the Board is opened.
8) The Board may invite representatives of faculties, representatives of any organisational unit of UCT Prague or its constituent parts, submitters of materials or other persons in relation to matters on the agenda and request their opinion.
9) Minutes are made of the meetings of the Board that must be verified by the chair of the Board. The minutes shall be distributed to all members of the Board and published on the UCT Prague website. The chair of the Board is responsible for making the minutes and decisions of the Board publicly available. Publication is carried out by DQA.
10) The minutes of the Board meeting are prepared by DQA. The minutes shall be distributed to the members of the Board within 14 days of the meeting of the Board. The minutes of the meeting shall always state by whom and in what manner the meeting was convened, where and when the meeting was held, who attended the meeting and who presided over it, the approved agenda, the results of individual votes, the exact wording of the adopted decisions and the date they were written down. Minutes of a vote by letter will state the questions posed, the votes cast by individual members, the results of individual votes and the date they were written down.
11) The members of the Board who attended the meeting in question may request that their opinions on a given matter be included in the minutes. Further, the members of the Board who attended the meeting have the right to submit comments regarding the wording of the minutes to the chair without undue delay following the dispatch of the minutes. The chair will take justified comments into account; otherwise, they will reject them. The submitted comments and the manner in which they were handled will be included in an annex to the minutes.
12) The final text of the minutes will be sent by DQA to the members of the Board without undue delay. The minutes of the meetings and the texts of resolutions and other documents related to the Board proceedings will be archived at DQA.

Article 11

Decision-making of the Board

1) If it follows from generally binding legal regulations, internal regulations of UCT Prague or the course of a meeting of the Board that the Board is required to adopt a decision, the Board will decide by resolution.
2) The Board has a quorum if an absolute majority of its members are present.
3) If the Board does not have a quorum, the chair will order a new date for the meeting.
4) The Board decides on the text of the resolution by vote.

5) The chair of the Board, or the vice-chair of the Board, organises the voting by the Board. A decision is taken on each proposal separately. Voting may be conducted by secret ballot if a member of the Board so requests. Secret voting takes place using ballot papers listing the prescribed options. The member of the Board votes by circling their chosen option; a ballot paper marked in any other way is invalid. In all other cases, the Board votes in an open ballot.
6) After the voting ends, the chair of the Board will announce results by stating the number of votes cast for the proposal and against the proposal, the number of members of the Board who abstained and the number of members of the Board who did not participate in the vote.
7) To adopt a resolution, the consent of a majority of all members of the Board is required.
8) In the period between meetings of the Board, it is possible to vote on submitted documents individually outside of a meeting (vote by letter) upon the proposal of the chair of the Board, provided the matter is urgent. The chair of the Board decides on organising a vote by letter. A notice announcing the vote, the text of the proposal and the prescribed method for responding to the proposal will be sent to the members of the Board by DQA in an email. The announcement note will include the deadline for review and voting, which must be no less than 8 days from the date of electronic dispatch. The members of the Board will send their votes back to the sender's address by email within the specified deadline. Failure to meet the deadline or an unclear response to the proposal shall be deemed an expression of disagreement with the proposal. A resolution is adopted if approved by a majority of all members of the Board. The record of a vote conducted in this manner (which must include a nominal list of the members of the Board indicating how each of them voted) will be approved at the next regular meeting of the Board.
9) Voting by letter cannot be used for the approval of study programmes, approval of the intention to submit an application for accreditation or extension of accreditation or renewal of accreditation of study programmes, the intention to submit an application for accreditation of habilitation proceedings or proceedings for the appointment of professors and in case of approval of draft rules of the system of the quality assurance and evaluation.

Part IV

Final provisions

Article 12

1) The Rules of Procedure of the Internal Evaluation Board of the University of Chemistry and Technology, Prague registered by the Ministry of Education, Youth and Sports on 6 August 2021 under ref. no. MSMT-21787/2021-3 are cancelled.
2) These Rules were approved pursuant to Section 9, Para 1, letter b), point 3 of the Higher Education Act by the Academic Senate on 24 March 2026.
3) These Rules come to effect pursuant to Section 36, Para 4 of the Higher Education Act on the day they are registered by the Ministry of Education, Youth and Sports.
4) These Rules come to force on the day they are registered by the Ministry of Education, Youth and Sports.

prof. Ing. Radek Cibulka, Ph.D., m. p.	Prof. Ing. Milan Pospíšil, CSc., m. p.
Chair of the Academic Senate	Rector