

The Ministry of Education, Youth and Sports registered in accordance with Section 36(2) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts (the Higher Education Act), on 25 August 2017 under ref. no. MSMT-12380/2017, the Rules of Procedure of the Internal Evaluation Council of the Silesian University in Opava.

Amendments to the Rules of Procedure of the Internal Evaluation Board of the Silesian University in Opava were registered by the Ministry of Education, Youth and Sports pursuant to Section 36(2) of the Higher Education Act on 18 December 2019 under ref. no.: MSMT-40512/2019-2, and on 14 May 2024 under ref. no.: MSMT-7900/2024-2.



II.

Full text

**of the Rules of Procedure of the
Internal Evaluation Council of the
Silesian University in Opava dated
14 May 2024**

II.

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of the Rules of Procedure of the Internal Evaluation Board of the Silesian University in Opava dated 14 May 2024

Article 1

Introductory provisions

The Rules of Procedure of the Internal Evaluation Board of the Silesian University in Opava (hereinafter referred to as the "Council") are internal regulations of the Silesian University in Opava (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 (hereinafter referred to as the "Act") and Article 21(g) of the University Statutes.

Article 2

Activities of the Council

The activities of the Council are governed by Part Four of the Rules for the Quality Assurance System for Educational, Creative and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities (hereinafter referred to as the "Rules") at the University.

Article 3

Council meetings

- 1) Regular Council meetings shall be held at least twice per academic year.
- 2) Regular Council meetings shall be convened by the Chair of the Council (hereinafter referred to as the "Chair") no later than two weeks before the meeting. The information about the Council meeting shall include the date, time and place of the meeting.
- 3) No later than one week before a regular Council meeting, a detailed agenda shall be sent to all Council members and the necessary documents for the Council meeting shall be made available.
- 4) The chairperson may convene an extraordinary meeting of the council if necessary. Extraordinary meetings of the council are governed by Articles 4 and 5.
- 5) The necessary documents for the Council meeting and all correspondence with Council members shall be made available exclusively in electronic form.

Article 4 Management of the Council

- 1) Meetings of the Council shall be chaired by the Chair or, in his absence, by the Vice-Chair or a member of the Council authorised by the Chair.
- 2) The Vice-Chair of the Council shall represent the Chair to the extent specified by the Chair.

Article 5 Voting by the Council

- 1) The Council shall be quorate if at least three-fifths of all its members attend the meeting.
- 2) The Council shall vote on all proposals in the order in which they were submitted.
- 3) Voting on Council resolutions shall be public, unless the Council decides to hold a secret ballot.
- 4) The adoption of a proposal requires the consent of a majority of all Council members voting on the
 - a) the Rules,
 - b) granting consent to implement a study programme within the framework of institutional accreditation, extending such consent and making substantial changes during its implementation,
 - c) corrective measures in the event of deficiencies in the implementation of a study programme for which consent has been granted under point b), as specified in Article 36(2)(g) of the Rules, and in the event of a proposal to revoke such measures.
- 5) In cases not specified in paragraph 4, the consent of the majority of the members of the Council present is required, or the consent of half of the members of the Council present if the vote is public and the chair is included in this half.
- 6) The opinion of a member of the Council who disagrees with the adopted resolution shall be recorded in the minutes if he or she so requests.

Article 6

Correspondence voting

- 1) In urgent matters or matters for which it is not possible or practical to convene a meeting of the board, voting may also take place by correspondence (hereinafter referred to as "per rollam voting").
- 2) Voting per rollam is not possible for matters referred to in Article 4(4)(a).
- 3) In the case of voting per rollam, the chair shall send all members of the council a draft resolution on the matter in question, including the relevant supporting documents, and shall specify a deadline for responses of at least five days. Voting shall take place in such a way that individual members of the council send their response "I agree", "I disagree" or "I abstain" within the specified deadline. Responses received after the deadline shall be disregarded. A council member may refuse to vote per rollam in the same manner and within the same deadline.
- 4) For a proposal to be adopted, at least two-thirds of all council members must vote "agree". This does not apply if at least one-third of all council members have rejected the per rollam vote.
- 5) The chairperson shall communicate the result of the vote to the members of the council in the same manner as the vote was conducted.
- 6) Information about the per rollam vote and its result shall be included in the minutes of the next Council meeting.

Article 7

Working groups

- 1) A working group consisting of at least two members of the Council may be set up to assess matters within the Council's remit.
- 2) A working group shall always be established when the matter under consideration is
 - a) evaluation of a study programme pursuant to Article 6 of the Rules,
 - b) discussion of an application for authorisation to implement a study programme within the framework of institutional accreditation pursuant to Article 24 of the Rules or for the extension of such authorisation pursuant to Article 27 of the Rules.
- 3) The working group shall be established by the Council, which shall appoint its members, one of whom shall be entrusted with its management and reporting on its activities (hereinafter referred to as the "rapporteur"). The appointment of a member of the working group is subject to their consent.
- 4) Only a member of the Council who is not connected by an employment relationship or the performance of a function with the faculty or university institute (hereinafter referred to as "part of the university") to which the matter under consideration relates may be appointed as a member of the working group.

- 5) The result of the working group's deliberations shall be a written opinion on the matter under consideration, prepared no later than two months after the appointment of the working group.
- 6) The working group may request additional materials or consultations on the matter under consideration, including from persons who are not members of the Council but are recognised experts (hereinafter referred to as "external experts"). An external expert may only be a person who provides guarantees of moral quality, credibility and responsibility and who is not in a conflict of interest with regard to the matter under consideration. The relevant materials and minutes of the consultations held shall be attached to the opinion referred to in paragraph 5.

Article 8

Method of discussion

- 1) If the nature of the matter under discussion so requires, the head of the university department or other persons concerned with the matter shall be invited to attend the relevant item on the agenda.
- 2) When discussing matters under Article 7(2), the guarantor of the study programme shall always be invited.

Article 9

Organisational matters

- 1) The administration of the Council and working groups shall be ensured by authorised employees of the Rector's Office.
- 2) The minutes of Council meetings shall be published in the public section of the University's website.

Article 10

Final provisions

- 1) These rules were approved in accordance with Section 9(1)(b)(3) of the Act by the University Academic Senate on 23 August 2017.
- 2) These rules shall enter into force in accordance with Section 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.
- 3) These rules shall take effect on the date of their publication in the public section of the university's website.

Amendments to the Rules of Procedure of the Internal Evaluation Council of the Silesian University in Opava were approved in accordance with Section 9(1)(b) of Act No. 111/1998 Coll., on Higher Education Institutions and on

Amendments and Supplements to Other Acts (Higher Education Act), as amended, by the Academic Senate of Silesian University in Opava on 19 November 2019.

Amendments to the Rules of Procedure of the Internal Evaluation Board of the Silesian University in Opava shall take effect pursuant to Section 36(4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.

Amendments to the Rules of Procedure of the Internal Evaluation Council of the Silesian University in Opava shall take effect on the date of their entry into force.

II. The amendments to the Rules of Procedure of the Internal Evaluation Board of the Silesian University in Opava were approved pursuant to Section 9(1)(b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, by the Academic Senate of the Silesian University in Opava on 7 May 2024.

Amendments to the Rules of Procedure of the Internal Evaluation Council of Silesian University in Opava shall take effect pursuant to Section 36(4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.

Amendments to the Rules of Procedure of the Internal Evaluation Council of Silesian University in Opava shall take effect on the date of their entry into force.

Ing. Lucie Kamrádová, Ph.D.
Chairwoman of the Academic Senate

doc. Mgr. Tomáš Gongol, Ph.D.
Rector