

The Ministry of Education, Youth and Sports registered in accordance with the provisions of Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act) on under ref. no. Rules of Procedure of the Internal Evaluation Council of the Silesian University in Opava.

.....
Mgr. Karolina Gondková
Director of the Higher Education Department



Rules of Procedure

Internal Evaluation Council

of the Silesian University in Opava

Rules of Procedure of the Internal Evaluation Council of the Silesian University in Opava

Article 1

Introductory provisions

The Rules of Procedure of the Internal Evaluation Council 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

Convening of the Council

- 1) Regular meetings of the Council shall be held at least twice per academic year.
- 2) Regular meetings of the Council 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 meeting shall include the date, time and place of the Council meeting.
- 3) No later than one week before a regular meeting of the Council, a detailed agenda and the necessary documents for the Council meeting shall be sent to all members of the Council.
- 4) The Chair may convene an extraordinary meeting of the Council if necessary. Extraordinary meetings of the Council are governed by Articles 3 and 4.

Article 3

Conduct of the Council

- 1) The chair shall preside over the Council's proceedings or, in his or her absence, the vice-chair or a member of the Council authorised by the chair.

- 2) The Vice-Chairperson of the Council shall represent the Chairperson to the extent specified by the Chairperson.

Article 4

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) In urgent matters or matters for which it is not possible or practical to convene a Council meeting, voting may also take place by correspondence. In the event of such a vote, the Chair shall send all Council members a draft resolution on the matter, including the relevant supporting documents, and shall specify the deadline for responses. Voting takes place in such a way that individual Council members send their response "I agree", "I disagree" or "I abstain" within the set deadline according to the chosen voting method. Responses received after the deadline shall be disregarded. For a resolution to be adopted, at least two-thirds of all members of the Council must vote "in favour". The chairperson shall communicate the result of the vote to the members of the Council in the same manner as the vote was conducted.
- 4) Voting on council resolutions is either public or secret. The council decides on the voting method.
- 5) The adoption of a resolution requires
 - a) the majority of all council members when voting on matters specified
 1. in Section 12a(4)(a) of the Act,
 2. in Article 36(2)(e) of the Rules for the Quality Assurance System for Educational, Creative and Related Activities and Internal Evaluation of Educational, Creative and Related Activities (hereinafter referred to as the "Rules"),
 3. in Article 36(2)(g) of the Rules,
 4. when proposing the cancellation of measures pursuant to Article 36(2)(g)(1) and (2) of the Rules;
 - b) in other cases, the consent of the majority of the members of the Council present, or the consent of half of the members of the Council present, if the vote is public and the chairperson is included in this half.
- 6) The opinion of a member of the Board who disagrees with the adopted resolution shall be recorded in the minutes if he or she so requests.

Article 5

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 is established by the Council, which appoints its members, one of whom is 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 "university departments") to which the matter under consideration relates may be appointed as rapporteur.
- 5) The result of the working group's deliberations shall be a written opinion on the matter under consideration.
- 6) The working group may request additional materials or consultations on the matter under consideration; the relevant materials and minutes of the consultations shall be attached to the opinion pursuant to paragraph 5.
- 7) Articles 3, 4 and 6 shall apply mutatis mutandis to the working group's meetings.

Article 6

Method of discussion

- 1) The person who submitted the agenda item shall always be invited to discuss it. If the nature of the matter under discussion so requires, the chair shall invite representatives of the university departments or other persons concerned by the matter to discuss the agenda item.
- 2) When discussing matters under Article 5(2), the guarantor of the study programme shall always be invited.

Article 7

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 non-public section of the University's website.

Article 8

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.

doc. Ing. Pavel Tuleja, Ph.D., v. r.

Rector