

Pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Rules of Procedure of the Internal Evaluation Board of the University of Veterinary and Pharmaceutical Sciences Brno on 19 May 2017, file reference MSMT-12507/2017.

Pursuant to Section 36(2) and (5) of the Act on Higher Education Institutions, the Ministry of Education, Youth and Sports registered the Changes of Rules of Procedure of the Internal Evaluation Board of the University of Veterinary Sciences Brno on 26th April 2021, file reference MSMT-11261/2021-2.

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Director of the Department of
Higher Education

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THE FULL TEXT OF
RULES OF PROCEDURE OF THE INTERNAL EVALUATION
BOARD OF THE UNIVERSITY OF VETERINARY SCIENCES
BRNO

Dated 26th April 2021

Article 1
Establishing the Internal Evaluation Board

The Internal Evaluation Board of the University of Veterinary Sciences Brno (hereinafter only as the “Board”) shall be established by the Statute of the University of Veterinary Sciences Brno (hereinafter only as the “VETUNI”).

Article 2
Board Status

The Board is a body of VETUNI.

Article 3
Mission of the Board

The Board shall act in the field of quality assurance of educational, scientific and research, development and innovation, artistic or other creative activity (hereinafter only as “creative activity”) and the related activities of VETUNI and internal quality evaluation of educational, creative and related activities of VETUNI. This area of activity is an autonomous activity of VETUNI.

Article 4
Board Composition

(1) The Board has 15 members. It consists of the Chairperson of the Board, Vice Chairperson of the Board, the Board Member being the Chairperson of the Academic Senate of VETUNI, and other Board Members. Academic staff of VETUNI shall represent at least two thirds of the Board Members.

- (2) The Rector serves as the Chairperson of the Board.
- (3) The Rector shall propose the Vice-Chairperson of the Board out of the academic staff of VETUNI, who are Associate Professors or Professors of VETUNI, usually the Vice-Rector in charge of the quality of educational, creative and other related activities.
- (4) The Chairperson of the Academic Senate of VETUNI shall serve as the Board Member.
- (5) Other members of the Board in the number of one third of the total number of other Board Members shall be nominated by the Scientific Board of VETUNI.
- (6) Other members of the Board in the number of one third of the total number of other Board Members shall be nominated by the Academic Senate of VETUNI. One of the Board Members nominated by the Academic Senate shall be a student of VETUNI.
- (7) Other members of the Board in the number of one third of the total number of other Board Members shall be nominated by the Rector.
- (8) The Board Members shall be appointed and dismissed by the Rector after prior discussion of the Rector's intention to appoint or dismiss the Board Members at the Scientific Board of VETUNI and with the prior approval of the Academic Senate of VETUNI.
- (9) The first term of office of the Board shall commence on 1 June 2017 and end on 31 May 2018; the Board Members for the first term of office shall be appointed by the Rector by 31 May 2017. The Board Members for the second and any further term of office shall be appointed by the Rector within 1 month prior to the expiry of the previous term of office of the Board. The term of office of the Board shall commence on the date of appointment, but no earlier than the day following the end of the previous term of office. The Board's term of office is four years. The Board Members may be reappointed to the Board.
- (10) In the event that the term of office of a member of the Board expires prior to the end of the term of office of the Board, a new member of the Board shall be proposed by VETUNI body which nominated the member of the Board whose term of office expired prior to the end of the Board's term of office. The Rector shall appoint the new member of the Board within three months after the receipt of the nomination for a new member of the Board. The term of office of the new member of the Board shall expire on the last day of the term of office of the Board.
- (11) Unless the Rector appoints the nominee as the member of the Board, he/she shall provide the proposer with the reasoning.
- (12) The term of office of the member of the Board shall expire:
 - a) Upon the end of the term of office of the Board;
 - b) On the date of dismissal from the post of a Board Member appointed by the Rector after prior discussion of the Rector's intention to dismiss a member of the Board at the Scientific Board of VETUNI and after the prior approval of the Academic Senate of VETUNI;
 - c) On the date of the expiry of the term of office of the Rector in the case of the Rector;
 - d) On the date of terminating the employment at VETUNI in the case of Board Members who are academic staff members of VETUNI;
 - e) On the date of termination of office of the Chairperson of the Academic Senate of VETUNI in the case of the Board Member appointed owing to their post of the Chairperson of the Academic Senate of VETUNI;
 - f) On the day of terminating or suspending the studies in the case of the Board Member appointed as a student of VETUNI;
 - g) Upon the decease of the Board Member.

Article 5

Scope of Authority of the Board

- (1) The Board shall approve the draft Rules on Quality Assurance of Educational, Creative and Related Activities and Internal Quality Assessment of the Educational, Creative and Related

Activities of the UVPS Brno (hereinafter only as the “Rules”) submitted by the Chairperson of the Board prior to submitting the proposal to the Academic Senate of VETUNI. These Rules are an internal regulation of VETUNI.

- (2) The Board shall ensure the quality of educational, creative and other related activities of VETUNI, in particular:
 - a) It shall propose rules for quality assurance of individual activities of VETUNI;
 - b) It shall propose requirements concerning the quality assurance of VETUNI activities, in particular:
 1. It shall propose the mission, strategic plan and the current plan of VETUNI in the field of activities quality;
 2. It shall propose the organisational structure and the management system and the system of authority and responsibilities of the bodies and management of VETUNI in the field of activities quality;
 3. It shall propose any other requirements within the quality assurance of the activities of VETUNI;
 - c) It shall evaluate the results of continuous monitoring feedback processes to identify deficiencies in the quality assurance of VETUNI activities, as submitted by the organisational and management structure of VETUNI;
 - d) It shall evaluate possible corrective measures taken by the organisational and management structure of VETUNI on the basis of findings from the continuous monitoring feedback processes to identify deficiencies in the quality assurance of VETUNI activities.
- (3) As part of the quality assurance of educational, creative and related activities of VETUNI, the Board:
 - a) Shall approve the study programmes and study plans of the Bachelor's and Master's study programmes submitted by the Rector upon the proposal of the Scientific Board of the Faculty;
 - b) Shall approve the study programmes and study plans of the doctoral study programme submitted by the Rector upon the proposal of the Scientific Board of the corresponding Faculty;
 - c) Shall approve the intention to submit an application for an accreditation, extending the accreditation, or renewing the accreditation of the study programmes submitted by the Rector upon the proposal of the Scientific Board of the corresponding Faculty;
 - d) Shall approve the intention to submit an application for the accreditation of the habilitation procedure or the procedure for the appointment of a professor submitted by the Rector upon the proposal of the Scientific Board of the corresponding Faculty;
 - e) Shall approve lifelong learning programmes;
 - f) Shall specify the conditions for the provision of study programmes;
 - g) Shall issue a statement on the focus of the creative activity of VETUNI;
 - h) Shall issue a statement on the focus of the cooperation with the industry and fulfilling the social responsibility of VETUNI;
 - i) Shall issue a statement on the focus of the international cooperation of VETUNI;
 - j) May issue a statement on other activities of VETUNI.
- (4) The Board shall manage the internal quality evaluation of the educational, creative and related activities of VETUNI, in particular:
 - a) It shall propose the Collection of Requirements and Performance Indicators of the Activity of VETUNI, which is an internal regulation of VETUNI;
 - b) It shall evaluate the fulfilment of the requirements and performance indicators of VETUNI;
 - c) It shall evaluate the results achieved in fulfilling the requirements and performance indicators of VETUNI;
 - d) It shall evaluate any possible measures taken by the Rector to increase the degree of

conformity between the achieved status and the requirements for the improvement of the quality of VETUNI activities, adopted on the basis of an internal evaluation of the quality of VETUNI activities.

- (5) The Board shall keep continuous records of the internal quality assessment of the educational, creative and related activities of VETUNI.
- (6) The Board shall draft the Report on Internal Quality Assessment of Educational, Creative and Related Activities (hereinafter only as the “Report”) and the Annexes to this Report. The Report describes the qualitative outputs achieved in the field of educational, creative and related activities and measures taken to address the deficiencies involved. The Report shall usually be drawn up every four years, with an annex to the Report describing changes in quality and management measures being drafted every year. The deadline for the submission of the Report to be discussed and approved is determined by the Chairperson of the Board; in principle, the Report or Annex to the Report is submitted for discussion and approval on the same date as the date of discussion and approval of other documents containing information on VETUNI’s activities for the past year.
- (7) The Report shall be made available to VETUNI bodies and members of VETUNI bodies and its constituent parts, the National Accreditation Authority for Higher Education and the Ministry of Education, Youth and Sports (hereinafter referred to as “the Ministry”). The Chairperson of the Board shall bear the responsibility for making the Report accessible.

Article 6 Activity of the Board

- (1) The Chairperson of the Board or, where applicable, the Vice-Chairperson of the Board shall convene the Board, at least twice a year.
- (2) The participation of the Board members in sessions of the Board is irreplaceable.
- (3) The sessions of the Board shall be public, and in the event that a member of the Board proposes a private session, the Board shall decide whether the session will be public or private.
- (4) The Board session shall be chaired by the Chairperson or by the Vice-Chairperson of the Board.
- (5) The Chairperson or the Vice-Chairperson of the Board shall propose the agenda of the session, with individual points for approval, discussion, and information. The agenda of the session shall be published at least 7 calendar days prior to the session on the official board of VETUNI. In the course of the session, the Board Members may propose further items on the agenda of the Board session. The agenda shall be approved by the Board.
- (6) Discussion of the Board Members shall be opened for each item of the approved agenda of the session of the Board.
- (7) In the event that the generally binding legal regulations, internal regulations, or the course of the session of the Board indicate the need to adopt a decision of the Board, the Chairperson or the Vice-Chairperson shall organise voting of the Board.
- (8) The Board shall reach a quorum if the session is attended by a majority of all its members. The Chairperson or the Vice-Chairperson of the Board shall always be present at a session.
- (9) The Board shall take decisions by voting. Voting shall be secret in the case of approving Report on Internal Quality Assessment of Educational, Creative and Related Activities of VETUNI and the Annexes to the Report, as well as in the cases where secret voting is requested by a Board Member. In other cases, voting of the Board is public.
- (10) Adopting a resolution of the Board shall require the approval of an absolute majority of all the Board Members.
- (11) Minutes of the Board meeting shall be taken and verified by the Board Member authorised by the Chairperson of the Board. Upon its verification, the Board resolution shall be published in a manner allowing for remote access to the members of VETUNI academic

- community. The Chairperson of the Board shall be responsible for publishing the resolution.
- (12) The Board may meet and take decisions using videoconferencing or other remote communication tools. In the case of secret ballot, voting takes place in person.
- (13) The Board may, on the basis of a decision of the Chairperson, take decisions in the form of resolution even outside the deliberations (per rollam). In this case, the Chairperson of the Board shall send the draft resolution to its members, announcing the time period within which they can express their agreement, disagreement or abstention with the draft to the Chairperson. The statement can be submitted using remote communication tools (e.g. e-mail). If a member does not respond within the set time period, it is considered to be an abstention. The Chairperson of the Board shall then announce the results of the vote in the minutes.

Article 7

Final Provisions

- (1) These Rules of Procedure were adopted pursuant to Section 9(1), letter b), point 3 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended, by the Academic Senate of VETUNI on 27 April 2017.
- (2) Pursuant to § 36, para. 4 of the Act, these Rules of Procedure of the Board shall come into effect on the date of registration by the Ministry.
- (3) These Rules of Procedure of the Board shall enter into effect on the date of entry into force.

Amendments to the Rules of Procedure of the Internal Evaluation Board of the University of Veterinary Sciences Brno were approved pursuant to Section 9(1) b) point 3 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), as amended, by the Academic Senate of the University of Veterinary Sciences Brno on

Amendments to the Rules of Procedure of the Internal Evaluation Board of the University of Veterinary Sciences Brno shall enter into force pursuant to Section 36(4) of the Act on Higher Education Institutions on the day of registration by the Ministry of Education, Youth and Sports.

Amendments to the Rules of Procedure of the Internal Evaluation Board of the University of Veterinary Sciences Brno shall become effective on the date of their entry into force.

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Rector