



EUROPEAN RESEARCH
UNIVERSITY

**RULES OF PROCEDURE
OF THE INTERNAL
EVALUATION BOARD**

of the European Research University

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RULES OF PROCEDURE OF THE INTERNAL EVALUATION BOARD of the European Research University

Art. 1

Introductory provisions

1. The European Research University (hereinafter referred to as the 'ERUNI') establishes its Internal Evaluation Board in accordance with the provisions of Art. 1 (7d) of its Statutes. The activities of the Internal Evaluation Board are governed by Art. 9 of the Statutes of the European Research University.
2. The Rules of Procedure of the Internal Evaluation Board of the European Research University are an internal regulation of the ERUNI.
3. The Internal Evaluation Board discusses and approves the matters entrusted to its competence by these Rules of Procedure.

Art. 2

Competence of the Internal Evaluation Board

In accordance with Article 9 (4) of the Statutes of the European Research University and the Standards and Procedures for the Assurance and Internal Evaluation of the Quality of Educational, Creative and Other Related Activities of the European Research University, the Internal Evaluation Board does in particular the following:

- a) governs the process of internal evaluation of educational, creative and other related activities,
- a) discusses the Strategic Plan for Educational and Creative Activities of the European Research University,
- c) approves evaluation reports on study programmes,
- d) approves evaluation reports on creative activities,
- e) approves evaluation reports on related activities, i.e. activities which support educational and creative activities,



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- f) processes the internal evaluation report and its addenda,
- g) approves the intention to submit the request for accreditation, accreditation extension or accreditation revalidation of study programmes to the National Accreditation Office for Higher Education.

Art. 3

Members

1. The Chairman of the Internal Evaluation Board is the Rector of ERUNI or a person appointed by them from among the Members of the Internal Evaluation Board.
2. The Members of the Internal Evaluation Board are appointed and dismissed by the Rector of ERUNI. The Rector appoints the Members of the Internal Evaluation Board for a fixed period. The term of office of a Member of the Internal Evaluation Board is three years. The same person can be a Member of the Internal Evaluation Board repeatedly.
3. The Internal Evaluation Board is composed of at least six Members. The Rector appoints the Members of the Internal Evaluation Board from among the academic staff of the ERUNI, who usually hold the titles of professors or associate professors at the ERUNI. One member of the Internal Evaluation Board is appointed from among the ERUNI students.

Art. 4

Internal Evaluation Board meeting

1. The Internal Evaluation Board gathers at regular as well as unscheduled meetings.
2. A regular meeting of the Internal Evaluation Board is usually held twice a year.
3. A regular meeting of the Internal Evaluation Board is convened by the Chairman of the Internal Evaluation Board, who also specifies the exact date of the meeting.
4. The Members of the Internal Evaluation Board are invited to the regular meeting of the



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Internal Evaluation Board no later than 15 days before the meeting is held.

5. The invitation to the meeting of the Internal Evaluation Board includes the date and place of the meeting, its agenda and any documents the content of which is to be discussed at the meeting.
6. An unscheduled meeting of the Internal Evaluation Board is convened at the request of at least one third of its Members who make a written request to the Chairman of the Internal Evaluation Board. The Members may also request to convene the meeting via an official letter, or they may address the Chairman of the Internal Evaluation Board in writing individually.
7. The Members of the Internal Evaluation Board who are requesting the convening of an unscheduled meeting are obliged to state in their request the reason for the meeting as well as the proposed agenda.
8. The Chairman of the Internal Evaluation Board convenes an unscheduled meeting of the Internal Evaluation Board no later than within 30 days from the day of delivery of the last request for convening the meeting that complies with the minimum number of Members of the Internal Evaluation Board for convening an unscheduled meeting of the Internal Evaluation Board, as stipulated in Art. 3 (6).
9. The invitation to an unscheduled meeting of the Internal Evaluation Board includes the reason for convocation and the agenda, which was proposed by the Members who requested the convocation of the unscheduled meeting.

Art. 5

Proceedings and decision-making of the Internal Evaluation Board

1. The Internal Evaluation Board has a quorum if at least one half of its Members are present.



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2. The meeting of the Internal Evaluation Board is managed by the Chairman of the Internal Evaluation Board or, in justified cases, a person authorised by them; the Chairman appoints the Keeper of Minutes after the meeting has begun.
3. After the meeting has been initiated, the Members of the Internal Evaluation Board discuss the individual items on the agenda, as it was approved in the initial voting based on the invitation and any potential additional proposals.
4. Every Member of the Internal Evaluation Board is entitled to ask questions, make comments, raise objections and propose amendments to voting. Every Member of the Internal Evaluation Board is also entitled to turn to the Chairman of the Internal Evaluation Board with questions.
5. The meetings of the Internal Evaluation Board of the ERUNI are not public. Apart from the Members of the Internal Evaluation Board, any guests invited by the Chairman may attend the meeting as well.
6. The Keeper of Minutes and the Chairman of the Internal Evaluation Board, or a person authorised by the Chairman, sign the meeting minutes of both the regular and the unscheduled meetings of the Internal Evaluation Board. The minutes are then stored at the Rector's Office of the ERUNI and in electronic form in the ERUNI information system.
7. The meeting minutes of the Internal Evaluation Board are sent in writing to all Members of the Internal Evaluation Board within 15 days from the date on which the meeting was held.
8. The Internal Evaluation Board takes decisions with an overall majority of all present Members.
9. The Internal Evaluation Board may also make decisions 'per rollam' – in writing without convening a meeting. When making a decision per rollam, the Chairman of the Internal



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Evaluation Board sends the Members of the Internal Evaluation Board the material to be discussed by post or email. The Members of the Internal Evaluation Board send their decisions to the Chairman of the Internal Evaluation Board in due time. If a Member of the Internal Evaluation Board does not respond within the deadline, the decision per rollam becomes effective on the date of the last vote delivered that gives consent of the overall majority of all Members within the set period. At the next meeting of the Internal Evaluation Board, the Chairman of the Internal Evaluation Board is obliged to inform the Internal Evaluation Board about all the decisions taken per rollam in the meantime between the meetings of the Internal Evaluation Board.

Art. 6

Final provisions

1. These Rules of Procedure of the Internal Evaluation Board were approved by the Board of Directors on 22 September 2023.
2. These Rules of Procedure of the Internal Evaluation Board supersede the Rules of Procedure of the Internal Evaluation Board of the PRIGO University registered by the Ministry of Education, Youth and Sports on 31 August 2021 under File No. MSMT -21630/2021-7.
3. In compliance with Art. 36 (4) and Art. 41 (2) of the Higher Education Act, these Rules of Procedure of the Internal Evaluation Board come into force on the day of registration by the Ministry of Education, Youth and Sports and into effect on the day following the day of registration.

On behalf of the Board of Directors on 22 September 2023

JUDr. Pavel Petr, Ph.D., LL.M.