

CONSOLIDATED VERSION RULES OF PROCEDURE OF THE INTERNAL EVALUATION BOARD OF THE BUT

Header

Full text as of: 14. 10. 2022
Incorporates: Appendix 1, Appendix 2 and Appendix 3

Registration

Rules of Procedure of the Internal Evaluation Board of the BUT registered: on 16 May 2017 under ref. MSMT-11862/2017

Amendment No. 1 registered: on 4 December 2019 under ref. MSMT-39072/2019-1

Amendment No. 2 registered: on 13 April 2021 under No. MSMT-10219/2021-3

Amendment No. 3 registered: on 14 October 2022 under No. MSMT-28617/2022-2

CONTENTS

PART ONE GENERAL PROVISIONS.....	1
Article 1 Subject matter.....	1
PART TWO SCOPE OF COMPETENCE.....	1
Article 2 Competence of the IEB	1
Article 3 Control activities	2
PART THREE ORGANISATIONAL STRUCTURE.....	2
Article 4 Membership in the BUT IEB	2
Article 5 Chairman and Vice-Chairman of the IEB.....	3
Article 6 Secretary of the IEB.....	3
Article 7 Working Groups of the IEB.....	3
Article 8 External evaluators	3
PART FOUR RULES OF CONDUCT	4
Article 9 Ordinary and extraordinary meetings.....	4
Article 10 Participants in the meeting.....	4
Article 11 Convening of meetings	4
Article 12 Conduct of meetings	5
Article 13 Deliberations and voting.....	5
Article 14 Per rollam voting.....	5
Article 15 Rules and detailed procedures for the consideration of certain matters	6
Article 16 Minutes of meetings	6
PART FIVE RULES OF PROCEDURE WORKING GROUPS OF THE BUT	6
Article 17 Meetings of working groups of the BUT	6
PART SIX SPECIAL PROVISIONS ON DISTANCE MEETINGS OF THE RVH VUT AND RVH VUT WORKING GROUPS.....	7
Article 18 Special provisions on distance negotiations	7
PART SEVEN FINAL PROVISIONS.....	7
Article 19 Final provisions	7

PART ONE GENERAL PROVISIONS

Article 1 Subject

1. The Rules of Procedure of the Internal Evaluation Board (hereinafter referred to as "the Rules") of Brno University of Technology (hereinafter referred to as "BUT") regulate the organisation and rules of procedure of the Internal Evaluation Board (hereinafter referred to as "Internal Evaluation Board" or "IEB") and its bodies.
2. The basic provisions establishing the activities of the IEB are contained in 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 in the BUT Statute.

PART TWO SCOPE OF COMPETENCE

Article 2 Competence of the BUT Internal Evaluation Board

1. The IEB is a BUT body whose activities support and develop the quality assurance and internal evaluation of educational and scientific and research, development and innovation, artistic or other creative activities of the BUT (hereinafter referred to as "creative activities"), as well as activities related to them.
2. The IEB performs the activities stipulated by the Act, the Statute of the BUT and the Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities of the BUT (hereinafter referred to as the "Rules") and these Rules of the IEB.
3. The IEB within its competence:
 - a) approves methodological materials related to quality assurance and internal quality assessment submitted by the chairman of the BUT,
 - b) submits proposals for the development of the system of quality assurance and internal evaluation of the BUT to the BUT authorities for their opinion,
 - c) manages the course of internal quality assessment of the educational, creative and related activities of the BUT (hereinafter referred to as "internal quality assessment of the BUT"),
 - d) prepares a draft report on the internal quality assessment of the BUT and its amendments before they are submitted to the Scientific Council of the BUT (hereinafter referred to as "SC BUT") for discussion and the Academic Senate of the BUT (hereinafter referred to as "AS BUT") for approval,
 - e) verifies whether the requirements of the BUT for the quality of educational, creative and related activities of the BUT in study programmes are met and carries out its evaluation,
 - f) approves study programmes within the field or fields of education for which the BUT has institutional accreditation,
 - g) approves the intention to submit an application for accreditation of study programmes to the National Accreditation Authority for Higher Education,
 - h) conducts internal evaluation of study programmes,
 - i) discusses substantial changes in the implementation of the study programme compared to the approved application for accreditation,

- j) in the event of the discovery of serious deficiencies in the implementation of the study programme, determines remedial measures and monitors the implementation of these measures, or decides to cancel or modify these measures,
- k) expresses its opinion on the proposals submitted to it for consideration by the Rector or on which it decides.

Article 3 Supervision

1. The IEB carries out quality assessment and quality assurance control activities at the BUT within the scope and procedures established by law, internal regulations and internal standards of the BUT.
2. BUT bodies and BUT units are obliged to provide the IEB with the required cooperation.

PART THREE ORGANISATIONAL STRUCTURE

Article 4 Membership in the IEB

1. The IEB has 15 members , who are appointed and dismissed in accordance with the law and the Statute of the BUT .
2. The structure of the IEB is governed by the terms set out in the Statute of the BUT, with members designated as follows:
 - a) Rector, who is the chairman of the BUT,
 - b) Vice-Chairman of the BUT Council appointed by the Rector,
 - c) Chairman of the AS BUT,
 - d) 4 members based on the proposal of the AS BUT, one of whom must be a student of the BUT,
 - e) 4 members based on the proposal of the BUT SC,
 - f) 4 members at the discretion of the Rector.
3. When appointing members of the REC, the Rector ensures that the main fields of creative activity and the main areas of education carried out at the BUT are represented.
4. Membership in the IEB is incompatible with the positions of bursar, chancellor, dean and director of a university institute held at the BUT.
5. A proposal for the appointment of a new member of the IEB shall be submitted to the Rector by the body that nominated the IEB member whose membership has lapsed.
6. Prior approval for the appointment and dismissal of members of the IEB is given to the Rector by the AS BUT.
7. Only a person can be appointed as a member of the IEB:
 - a) who is a recognised professional authority, or
 - b) a student at the BUT.
8. The members of the IEB perform their duties personally and are independent in the performance of their duties.

Article 5
Chairman and Vice-Chairman of the IEB

1. Chairman of the IEB in particular:
 - a) prepares and manages the meetings of the IEB,
 - b) signs the minutes of the IEB meetings,
 - c) represent the BUT IEB vis-à-vis third parties;
 - d) manage the activities of the Secretary of the IEB;
 - e) co-ordinate the work of Committees of the IEB, consultants and advisory groups of the IEB;
 - f) co-ordinate the co-operation of the BUT IEB with other bodies and component parts of BUT.
2. The Vice-Chairman of the IEB represents the Chairman to the extent determined by him.

Article 6
Secretary of the IEB

1. The Secretary of the IEB shall perform organisational and administrative tasks related to the activities of the IEB and is managed by the Chairperson. The Secretary of the Internal Evaluation Board of BUT shall, in particular:
 - a) ensure organisation and material security of the activities of the IEB and of Committees, consultants and working groups of the IEB;
 - b) participate in meetings of the IEB and its Committees and draw up minutes of the meetings;
 - c) keep records of internal evaluation of the quality of education, creative and related activities and activities of the IEB;
 - d) keep a list of consultants;
 - e) performs other activities as instructed by the Chairman of the IEB
2. The Rector appoints and dismisses the Secretary of the IEB.
3. The Secretary of the IEB is an employee of the BUT Rector's Office.

Article 7
The Committees of the BUT Internal Evaluation Board

1. A committee consisting of experts in the given field may be established to consider matters within the competence of the IEB, and the members of the committee may include persons who are not members of the IEB and persons who are not employees or students of the BUT.
2. The chairman and the members of the committee of the IEB are appointed by the chairman of the IEB.
3. A committee shall be established whenever a proposal for a study programme is to be assessed.
4. The committee for the review of the study programme proposal is normally composed of five members
5. The Committee's meeting shall result in a written opinion on the matter under consideration, which is the background material for the IEB. The opinions of the committees are of a recommendatory nature.

Article 8
Consultants

1. The Chair of the IEB may appoint consultants to assess the study programme

2. The result of the consultants' work is a written report.

PART FOUR RULES OF PROCEDURE

Article 9

Ordinary and extraordinary meetings

1. Ordinary meetings of the IEB are held four times during the academic year. The Chairperson of the IEB shall set the time schedule of the IEB for the academic year.
2. An extraordinary meeting of the Internal Evaluation Board of BUT is held outside the dates specified in paragraph 1 hereof, based on the decision of the President of the IEB.
3. Meetings of the BUT Internal Evaluation Board shall be closed to the public. The persons attending the IEB meetings shall keep the meetings confidential.
4. Attending the meetings of the Internal Evaluation Board of BUT is the basic obligation of the IEB members.
5. Every member of the IEB shall act during the meetings, in the interest of BUT.

Article 10

Participants in the meeting

1. All members of the IEB have the right to speak in the debate on the matters under discussion.
2. The Chairperson of the IEB may invite other persons to actively participate in the IEB meetings, in particular for the purpose of providing information or interpretation on a particular item of the meeting.
3. Discussions of study programme proposals at the IEB are attended by a representative of the faculty (usually the dean, vice-dean or guarantor of the study programme) and usually also by a representative of the Committee for the Assessment of Study Programme Proposals.

Article 11

Convening of meetings

1. Meetings of the IEB shall be convened by the Chairperson of IEB.
2. The invitation to the meeting can be sent to the members of the IEB electronically (e.g. to their e-mail addresses). The invitation must be sent not later than 7 days before the meeting takes place.
3. The invitation to the meeting shall include, in addition to the place, date and time of the meeting, a draft agenda. The invitation shall be accompanied by the documents necessary for the preparation of the members of the IEB for the meeting. In exceptional cases, in particular due to time pressure or urgency, the documents may be handed over to the members of the IEB at a later date or distributed at the opening of the meeting.
4. Members of the IEB who are unable to attend the meeting are obliged to apologise to the Chairperson of the IEB without undue delay for their absence from the convened meeting (the apology can be made electronically, e.g. by e-mail).

Article 12

Conduct of meetings

1. Meetings of the IEB shall be chaired by the Chairperson or Vice-Chairperson of the IEB or a member authorised by them (hereinafter referred to as the "Chairperson").
2. At the meeting, the IEB shall discuss in particular:
 - a) agenda,
 - b) the minutes of the previous meeting,
 - c) individual items according to the agenda,
 - d) the date and provisional agenda of the next meeting.
3. Proposals for amending or changing the meeting agenda may be submitted by all members of the IEB. The agenda shall be supplemented or amended if the IEB so decides.

Article 13

Quorum and voting

1. The IEB decides by vote. The result of voting is adopted as a resolution of the IEB.
2. The IEB has a quorum if an absolute majority of all its members are present at the meeting.
3. A resolution of the IEB shall be valid if a majority of all members of the IEB vote in favour of it.
4. In cases stipulated by the law or the internal regulation of BUT the voting shall be by secret ballot. Voting by secret ballot can be initiated upon a request of a member of the IEB, if at least one third of the members present support such request.
5. A public vote is carried out by a show of hands. In a secret ballot, the ballots are inserted into the ballot box.
6. If a member of the IEB is the guarantor of the study programme under discussion, he/she does not participate in the vote on the programme in question.
7. Resolutions adopted by the Internal Evaluation Board of BUT shall be published in the public section of the BUT website.

Article 14

Voting *Per rollam*

1. The Chairperson of the Internal Evaluation Board of BUT may announce a vote taking place outside a meeting (hereinafter "*voting per rollam*") if the voting concerns an urgent matter or a proposal for which it is not possible or purposeful to convene a meeting of the IEB.
2. A voting per rollam cannot be called for proposals on which the IEB adopts a resolution by secret ballot.
3. All steps in the voting per rollam shall be carried out by electronic communication (e.g. email).
4. The Chairperson shall send the IEB members the documents and the draft resolution on the proposal to be voted on and invite the IEB members to vote on or comment on the proposal within a specified time limit, which shall not be less than 72 hours from the time of sending the invitation.
5. The members of the IEB then express their consent or disagreement, or add their comments. A member who has not expressed his/her opinion within the statutory deadline shall be deemed to have abstained from voting.
6. A resolution is adopted if it is approved by an absolute majority of all members of the IEB.
7. The minutes of the per rollam vote are part of the minutes of the next IEB meeting.

Article 15
Requisites of Discussing Certain Matters

1. The rules and detailed procedures for the discussion of study programme proposals and for the evaluation of the quality of study programmes are laid down in the internal standards of the BUT, which require prior discussion in the BUT Council for their adoption.

Article 16
Minutes of meetings

1. Written minutes shall be drawn up of meetings of IEB.
2. The Secretary shall submit the minutes of the meeting of the IEB to the members. The IEB shall subsequently approve the minutes and the Chairperson of the BUT IEB shall verify them.
3. The minutes of the meeting of the Internal Evaluation Board of BUT shall include, without limitation, the following:
 - a) the place, date and time of the meeting;
 - b) the number of members of the BUT IEB present;
 - c) the list of members of the BUT IEB not attending the meeting indicating excused absences;
 - d) the list of visitors attending the meeting;
 - e) the meeting agenda;
 - f) a description of the course of the meeting indicating in particular the opinions of members participating in the debate on the individual items discussed;
 - g) the resolutions of the BUT IEB on individual proposals submitted or matters discussed, including the manner of voting and its results;
 - h) a note of the place, date, time and a preliminary agenda of the next meeting.
4. Minutes, underlying documents and other documents related to the activities of the IEB are stored. The archiving of such documents is governed by special regulations.

PART FIVE
RULES OF PROCEDURE OF COMMITTEES OF THE BUT

Article 17
Meetings of committees of the BUT

1. The meetings of the Working Party shall be convened and chaired by its Chairperson.
2. Meetings are closed to the public. The following may attend:
 - a) member of the BUT,
 - b) persons invited to the meeting by the chair of the working group.
3. Voting shall take place either at the meeting or may take place outside the meeting in the form of per rollam.
4. Further, Part Four of these Rules shall apply mutatis mutandis to the regulation of the proceedings.

5. The opinions and resolutions of the BUT BOT committee are of a recommendatory nature and are submitted to the BUT BOT by the chair of the committee in writing through the secretary of the BUT BOT.

PART SIX

SPECIAL PROVISIONS ON DISTANCE MEETINGS OF THE IEB AND COMMITTEES

Article 18

Special provisions on distance meetings

1. The IEB or a committee of the IEB may conduct meetings by means of distance communication (hereinafter referred to as "distance meetings") at times when the personal presence of members of the academic community at the university is restricted by a measure adopted pursuant to another law.
2. Distance meetings can also be held if the chair of the IEB or the IEB committee decides to do so.
3. If a distancing meeting is to be held, the chair of the IEB or the IEB committee shall announce it in advance and state under what conditions the distancing meeting will take place. The conditions must be such that no member of the BUT ECC or BUT ECC committee is deprived of his or her rights arising from his or her membership.
4. Voting at a distance meeting may be conducted in public and, if technically secure, by secret ballot.
5. Any meeting of the IEB or a committee of the IEB in which at least one member participates by means of remote communication shall be considered a remote meeting under this Article.

PART SEVEN

FINAL PROVISIONS

Article 19

Final provisions

1. The Rules of Procedure of the Internal Evaluation Board of Brno University of Technology were approved by the Academic Senate of Brno University of Technology on 4 April 2017 pursuant to Section 9(1)(b)(3) of the Higher Education Act.
2. These Regulations shall enter into force on the date of registration under Section 36(4) of the Act by the Ministry of Education, Youth and Sports.
3. These Regulations shall come into force on the date of their entry into force.