

The Ministry of Education, Youth and Sports registered under § 87 para. 1 let. a), § 41 para. 2 in conjunction with § 36 para. 2 and 4 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended, on June 8, 2023, under ref. no. MSMT-9675/2022-6, the Regulation of the Internal Evaluation Board of AMBIS University

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Regulation of the Internal Evaluation Board

AMBIS University

PART ONE

Scope of activity and organization of the Internal Evaluation Board

Art. 1

Internal Evaluation Board

- (1) The Internal Evaluation Board (hereinafter referred to as the "**Board**") is an academic body of AMBIS University (hereinafter referred to as "**AMBIS**"), supporting and developing the provision and internal evaluation of the quality of educational, scientific and research, developmental and innovative, or other creative activities of AMBIS.
- (2) The scope of activity of the Board is determined by Act No. 111/1998 Coll., on higher education institutions and on amendments to other laws (Higher Education Act), as amended (hereinafter referred to as the "**Act**"), the provisions of which, taking into account that AMBIS is not a public university, shall apply accordingly, as well as the regulations of AMBIS, especially the rules of the quality assurance and internal evaluation system, as outlined in the IMS Quality Manual according to ISO 9001:2015 (hereinafter referred to as "**IMS**"). Within the scope of activity specified in paragraphs 1 and 2, the Board in particular:
 - a) monitors the accreditation area and verifies compliance with AMBIS requirements for the quality of educational activities in study programmes and conducts its evaluation,
 - b) discusses and prepares a report on the internal evaluation of AMBIS in accordance with the quality management system according to IMS,
 - c) discusses significant changes in the implementation of accredited study programmes, based on the change implementation rules outlined in IMS,
 - d) monitors the implementation of changes and measures according to IMS in case of identified deficiencies in the implementation of study programmes,
 - e) approves methodological materials related to quality assurance and internal evaluation,
 - f) discusses the intention to submit a request to the National Accreditation Authority for Higher Education for accreditation, accreditation extension, or extension of validity of accreditation of study programmes.
- (3) The Board cooperates with other bodies of AMBIS in the exercise of its jurisdiction.

Art. 2

Composition of the Board

- (1) The Board shall consist of at least five members.
- (2) The rector serves as the Chairman of the Board. The Vice-Chairman of the Board is appointed by the rector from among the academic staff of AMBIS who are professors or associate professors of AMBIS. Other members of the Board are appointed by the rector from among the academic staff, other employees of AMBIS, and one from among the students of AMBIS, as well as potentially from among experts not affiliated with AMBIS.

- (3) Members of the Board perform their functions personally and are independent in the exercise of their functions.
- (4) The term of office for members of the Board (excluding its chairman) is 5 years.

PART TWO

Activities of the Board

Art. 3

Proceedings of the Board

- (1) Proceedings of the Board are convened by the chairman as needed by AMBIS, but at least once per semester.
- (2) Proceedings of the Board are convened at least 10 calendar days before the scheduled date.
- (3) Proceedings of the Board are held in person or by means of remote communication. The chairman decides on the manner of holding the proceedings, and the manner of holding the proceedings of the Board shall be indicated in the convocation of the Board. In the case of holding proceedings of the Board by means of remote communication, the procedure is similar to that of holding proceedings in person. Voting by members of the Board via remote communication is conducted via email sent by the Board member to the email address provided by the chairman during the announcement of the vote during the proceeding, and these expressions of will are annexed to the minutes of the Board proceeding.
- (4) The chairman may also announce voting outside of the Board proceeding ("voting per rollam"). Voting per rollam is announced via email, where the chairman of the Board sends a notification to all other members of the Board about the announcement of voting per rollam and specifies the deadline within which the voting per rollam of Board members will take place. Voting per rollam by a Board member is conducted via email sent by the Board member to the email address from which the chairman sent the notification about the announcement of voting per rollam. The minutes of the voting per rollam are approved at the nearest Board proceeding. Within three working days after the deadline for voting per rollam, the chairman prepares a record of the voting, including the expressions of will of the Board members, and sends this record to the other members of the Board. This record is archived in accordance with the Filing Regulations of AMBIS.

Art. 4

- (1) The proceedings of the Board are chaired by the chairman or, in his absence, by a member of the Board designated by him.
- (2) The proceedings of the Board are non-public.
- (3) Upon invitation by the chairman, the presenter of the agenda item or another person may attend the proceedings of the Board. Members of the Board and other individuals attending the proceedings of the Board are obliged to maintain confidentiality regarding the matters discussed during the proceedings of the Board.

Art. 5

- (1) Members of the Board may submit written or oral proposals to the chairperson of the proceeding. The submission of proposals must be recorded in the minutes of the proceeding.
- (2) A designated staff member takes written minutes of the Board proceeding, which are signed by the chairperson. These minutes are archived according to the Filing Regulations of AMBIS.

Art. 6

Adoption of Resolutions

- (1) Board members have the right to vote.
- (2) The Board is eligible to deliberate if a majority of its members are present at the proceeding.
- (3) Resolutions are adopted if approved by a majority of the present members of the Board; during remote communication proceedings of the Board, resolutions are adopted if approved by a majority of the Board members participating in the remote communication of the proceeding. In the case of voting per rollam, resolutions are adopted if approved by a majority of all Board members. In the event of a tie vote, the deciding vote is cast by the chairperson.
- (4) A Board member who is biased in relation to a particular matter cannot participate in the discussion of that matter. The determination of whether a Board member is biased regarding a specific matter is made by the Board through a vote based on a proposal from any Board member. Such a proposal must include the identification of the member concerned and the facts that may raise doubts about the impartiality of the identified Board member. A Board member whose bias is being decided upon cannot participate in the vote regarding their bias.

PART THREE

Final provisions

Art. 7

Concluding provisions

- (1) This Regulation of the Internal Evaluation Board was approved by the AMBIS University Board on August 17, 2022.
- (2) This regulation repeals the Regulation of the Internal Evaluation Board of AMBIS University dated October 9, 2017, registered by the Ministry of Education, Youth and Sports on October 9, 2017, under ref. no.: MSMT-23840/2017-6.
- (3) This regulation uses gender-neutral masculine terms to refer to individuals involved.

- (4) This regulation shall enter into force according to § 36 para. 4 and § 41 para. 2 of the Law on the day of registration by the Ministry of Education, Youth and Sports, and shall become effective on the day following its registration by the Ministry of Education, Youth and Sports.

Dr. Martina Mannová,
rector and member of the board