

**S t a t u t e**  
**of the National Accreditation Bureau  
for Higher Education**

**Approved by the Resolution of the Government  
of the Czech Republic**

**No. 923 of 17 October 2016**

**Amended by the Resolution of the Government  
of the Czech Republic**

**No. 568 of 4 September 2018**

**and**

**No. 1120 of 6 December 2021**

# **Statute of the National Accreditation Bureau for Higher Education**

## **PART ONE CONSTITUTIVE PROVISIONS**

### **Article 1 Introductory Provisions**

1. The National Accreditation Bureau for Higher Education (hereinafter “Accreditation Bureau”) is an independent body established by the Act No. 111/1998 Coll. (amended and consolidated) on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as resulting from later amendments, with the authority to mainly:
  - a) decide on accreditation of degree programmes, institutional accreditation and accreditation of the habilitation procedure and procedure for appointment of professors,
  - b) perform audit of compliance with legal regulations in carrying out accredited activities and
  - c) carry out external evaluation of educational, scientific, research, development, innovation, artistic and other related activities (hereinafter “creative activities”) of higher education institutions.
2. The Accreditation Bureau is located in Prague.
3. The Accreditation Bureau performs its activities in compliance with the Higher Education Act, Code of Administrative Procedures<sup>1)</sup>, other legal norms<sup>2)</sup> and this Statute of the National Accreditation Bureau for Higher Education (hereinafter “Statute”).
4. The Accreditation Bureau applies the Standards for Accreditation<sup>3)</sup>, on which its activities are based along with administrative consideration, with attention to relevant principles of standards for quality assurance in the European Higher Education Area<sup>4)</sup>.
5. The Accreditation Bureau provides methodical support related to issues of a quality assurance system for educational, creative and other related activities of higher education institutions and internal quality evaluation.
6. In the interest of good public service, the Accreditation Bureau cooperates with the Ministry of Education, Youth and Sports (hereinafter “Ministry”) and possibly other relevant central bodies of public administration and bodies of representation of higher education institutions on issues within its competence that are key for the higher education system in the Czech Republic. The Accreditation Bureau cooperates, in the interest of good public service, also with other bodies of public administration, bodies of regional administration, professional chambers, employer associations and other social dialogue partners on issues related to graduates’ employability.
7. In the interest of good public service, the Accreditation Bureau cooperates with the Ministry, the Council for Research, Development and Innovation, bodies of

representation of higher education institutions and possibly other relevant bodies of administration, institutions and organizations on issues within its competence that are key to the carrying out and evaluation of creative activities at higher education institutions.

8. The activities of the Accreditation Bureau are based on the Standards and Guidelines for Quality Assurance in the European Higher Education Area, unless legal regulations stipulate otherwise.

## Article 2

### **Bodies of the Accreditation Bureau**

1. The executive body of the Accreditation Bureau is the Board of the Accreditation Bureau (hereinafter "Board").
2. The chairperson of the Accreditation Bureau is the Chair of the Board.
3. Two vice-chairpersons of the Accreditation Bureau are the Vice-Chairs of the Board.
4. The operating body of the Accreditation Bureau is the Presidium of the Accreditation Bureau (hereinafter "Presidium").
5. The body that makes decisions on appeals against decisions of the Board in the first instance is the Appeals Committee of the Accreditation Bureau (hereinafter "Appeals Committee").
6. The advisory bodies of the Board are Evaluation Committees.
7. The advisory bodies of the Accreditation Bureau are also committees established by the Chair of the Accreditation Bureau or by the Board; these committees may be permanent or established to solve particular matters.

## Article 3

### **The Board and Members of the Board**

1. Apart from the competences stipulated by the Higher Education Act, in matters that belong to the field of activity of the Accreditation Bureau and in matters of the Accreditation Bureau the Board also
  - a) approves the appointment of the members of the Board as rapporteurs for particular areas of activity; rapporteurs are always appointed for individual fields of study, for institutional environment<sup>5)</sup>, for professionally oriented degree programmes and for representation of students in Evaluation Committees,
  - b) approves the Rules of Procedure for Evaluation Committees (Article 23),
  - c) makes decisions on removal of an Evaluation Committee member in cases under Article 29 par. 10,
  - d) approves the rules for remuneration of the members of committees established under Article 2 par. 7,
  - e) resolves that the Accreditation Bureau instigates administrative proceedings towards a corrective measure under Section 83c (2) b) pt. 2 of the Higher Education Act (Article 13 par. 4),

- f) resolves that the Accreditation Bureau instigates administrative proceedings towards abolition of a corrective measure under Section 83c (2) b) pt. 3 of the Higher Education Act (Article 13 par. 5),
  - g) approves the conducting of an exceptional external evaluation of educational, creative and related activities of a higher education institution (hereinafter “exceptional external evaluation of a higher education institution”) under Article 15 par. 1 and external evaluation of educational, creative and related activities of a higher education institution upon the initiative of the Minister of Education, Youth and Sports (hereinafter “Minister”) under Article 15 par. 2,
  - h) approves principles of conduct of audit of compliance with legal regulations in carrying out accredited activities by higher education institutions (hereinafter “audit of higher education institutions”) under Article 17,
  - i) approves other recommended procedures and methods (Article 19 par. 3),
  - j) approves standpoints on matters submitted by the Minister that relate to higher education,
  - k) approves suggestions of the Accreditation Bureau to amend legal regulations (Article 22 par. 3),
  - l) approves the yearly report of the Accreditation Bureau (Article 24),
  - m) charges members of the Board to manage internal evaluation of the activities of the Accreditation Bureau and approves the report on internal evaluation of the activities of the Accreditation Bureau including its updates (Article 25),
  - n) resolves that the Accreditation Bureau shall undergo external evaluation (Article 26),
  - o) approves the Code of Ethics of the Accreditation Bureau,
  - p) discusses the information provided by higher education institutions to the Accreditation Bureau.
2. A member of the Board methodically coordinates the activities of Evaluation Committees and possible other committees established under Article 2 par. 7 in the area of activity, in which he or she was appointed a rapporteur under provisions of par. 1 a).
  3. A member of the Board or the Board may request supplementary documents to the matter in deliberation, typically through the Office of the Accreditation Bureau (hereinafter “Office”).
  4. A member of the Board is excluded from deliberation and decision-making on a matter under conditions stipulated by the Code of Administrative Procedures<sup>6)</sup>.
  5. The operation of the Board as well as the procedure to exercise the competences of the Accreditation Bureau in certain matters is regulated in Part Two of the Statute.

#### Article 4

#### **The Chair of the Accreditation Bureau**

1. The Chair of the Accreditation Bureau presides over activities of the Accreditation Bureau and represents it externally.

2. Apart from the competences stipulated by the Higher Education Act, in matters of organizing the activities of the Accreditation Bureau the Chair of the Accreditation Bureau mainly
  - a) issues provisions to ensure the activities of the Accreditation Bureau, under which the bodies of the Accreditation Bureau, members of these bodies, evaluators enrolled in the Pool of Evaluators and employees of the Office act,
  - b) submits items on the agenda of a Board meeting unless their submission is reserved for another member or members of the Board by the Statute,
  - c) coordinates international cooperation under Article 26a,
  - d) sets up a system of methodical trainings and other consultations for members of the bodies of the Accreditation Bureau and for evaluators enrolled in the Pool of Evaluators.
3. The Chair of the Accreditation Bureau performs acts towards parties to the proceedings under Section 134 (1) sentence 2 of the Code of Administrative Procedures.
4. The Chair of the Accreditation Bureau approves work-related trips of the members of the Board and members of the Appeals Committee, providing advances on travel expenses and their administrative processing. The rules for sending these persons on work-related trips and specification of covered travel expenses are determined by relevant internal regulations of the Ministry.

#### Article 5

#### **The Vice-Chairs of the Accreditation Bureau**

1. The Vice-Chairs of the Accreditation Bureau act as deputies for the Chair of the Accreditation Bureau in extent determined by the Chair.
2. The specification of competences of the Vice-Chairs of the Accreditation Bureau and information on the order in which they act as deputies for the Chair in full extent during his or her absence is made public.

#### Article 6

#### **The Presidium**

1. The Presidium is composed of the Chair of the Accreditation Bureau and the Vice-Chairs of the Accreditation Bureau.
2. Meetings of the Presidium take place as needed but at the least once a month.
3. Meetings of the Presidium are convened by the Chair of the Accreditation Bureau either on his or her own initiative, on request of a Vice-Chair of the Accreditation Bureau, a member of the Board, or on request of the director of the Office.
4. Meetings of the Presidium are attended without the right to vote by the director of the Office, and as a record-keeper an employee of the Office designated by the director after agreement with the Chair of the Accreditation Bureau. Meetings can be attended by other persons without the right to vote on invitation of the Chair of the Accreditation Bureau or the Presidium, as well as a member of the Board if the meeting is convened on his or her request.

5. The minutes from a meeting of the Presidium are approved by the Chair of the Accreditation Bureau.
6. The minutes from a meeting of the Presidium are sent to the members of the Board.

## **PART TWO THE OPERATION OF THE BOARD**

### Article 7

#### **Due and Non-scheduled Meetings of the Board**

1. A schedule of due meetings of the Board is set by the Chair of the Accreditation Bureau, typically for a period of one year; due meetings of the Board take place at least six times a year. The schedule is made public.
2. Due meetings of the Board are convened by the Chair of the Accreditation Bureau according to the schedule.
3. Non-scheduled meetings of the Board are convened by the Chair of the Accreditation Bureau on his own initiative or on the initiative of members of the Board. The subject of non-scheduled meetings shall typically be matters that cannot be postponed.
4. The date and place of a due meeting is announced to the members of the Board and other persons expected to attend the meeting at least 14 days in advance; the date and place of a non-scheduled meeting is announced at least five days in advance.

### Article 8

#### **Meetings of the Board**

1. A meeting of the Board is attended by members of the Board.
2. Unless the Code of Administrative Procedures stipulates otherwise<sup>7)</sup>, a meeting of the Board is attended without the right to vote by the director of the Office and as record-keepers employees of the Office designated by the director of the Office after agreement with the Chair of the Accreditation Bureau, and other persons invited by the Chair of the Accreditation Bureau or the Board may attend as well.
3. The Chair of the Accreditation Bureau typically invites representatives of the Ministry, bodies of representation of higher education institutions and social dialogue partners to attend those parts of the meeting of the Board that do not relate to administrative proceedings conducted by the Accreditation Bureau or issues of state approval. The Chair of the Accreditation Bureau may invite representatives of a higher education institution or of a legal entity whose matter is the subject of deliberation to a part of the discussion of the Board.
4. The agenda of a meeting of the Board is proposed by the Chair of the Accreditation Bureau; the proposed agenda is announced in the manner stipulated in Article 7 par. 4. In urgent cases, the Chair of the Accreditation Bureau may subsequently change the proposal.

5. After a meeting has begun, the members of the Board may propose amendments or adjustments to the proposed agenda of the meeting. The Board resolves upon the proposed agenda of the meeting as well as any amendments or adjustments.
6. Meetings of the Board are chaired by the Chair of the Accreditation Bureau or a Vice-Chair of the Accreditation Bureau designated by the Chair.
7. The items on the agenda are typically deliberated on the basis of written documents. The documents are sent to the members of the Board at the latest seven days prior to a due meeting of the Board, or together with the announcement of the date and place of a non-scheduled meeting of the Board under Article 7 par. 4. The documents are sent electronically.
8. A vote is taken separately on each motion that has been made to the Board, unless the member of the Board that has made the motion withdraws the motion before the vote is taken. It is possible to vote jointly on motions that are related in their matter or on motions made to one item on the agenda.
9. A vote is taken in the order in which motions were made. If a motion has been made to withdraw an item from the agenda of the meeting, it is voted on first. A vote on proposed amendments and adjustments is taken prior to the vote on the original motion, in reverted order than the order in which they have been proposed. When a motion that includes alternatives is made, a vote is first taken on the individual alternatives and subsequently on the motion that resulted from that vote.
10. A vote is public unless stipulated differently by the Statute.
11. The vote pertaining to motions to remove a member of the Board under Article 27 is always secret.
12. After a vote has been taken or after the votes have been counted, the result is announced by stating the number of votes casted in favour of the proposal, against the proposal and the number of the members of the Board that abstained. If a member of the Board that was present did not participate in the vote, he or she is considered to have abstained.
13. Each member of the Board may raise an objection against the course of a vote immediately after that vote. The Board makes a decision on such objection without discussion. If the Board accepts the objection, the vote is repeated.

## Article 9 **Resolutions of the Board**

1. The Board has a quorum if more than a half of all members of the Board are present. If, however, less than two thirds of all members of the Board are present, the Chair of the Accreditation Bureau may, in the interest of greater representativeness of the decision and with regard to the basic principles of operation of administrative bodies<sup>8)</sup>, adjourn an item or items on the agenda to the next due meeting of the Board or to a non-scheduled meeting of the Board; the Chair of the Accreditation Bureau may adjourn a given item on the agenda only once.

2. Unless the Higher Education Act or the Statute stipulate otherwise, a resolution of the Board is adopted if more than a half of the members present voted in favour of the resolution.
3. For the purpose of determining a quorum of the Board or counting the votes, it is always considered that the Board has the number of members stipulated by the Higher Education Act.

Article 10  
**The Minutes**

1. The minutes from meetings of the Board are approved by the Chair of the Accreditation Bureau.
2. The Accreditation Bureau makes the resolutions adopted by the Board under Section 83c (2) of the Higher Education Act and their substantiation public in an appropriate form immediately after adopting them.
3. The minutes from the meetings of the Board are sent to the members of the Board, the Ministry and the bodies of representation of higher education institutions and are made public.

Article 11  
**Remote and Hybrid Meeting of the Board and Vote Per Rollam**

1. The Board shall meet in a remote form (by remote videoconferencing or other form of deliberation and voting, using technical means enabling remotely present persons to communicate remotely in real time) or in a hybrid form (combining a remote deliberation and a physical meeting) if the Chair of the Accreditation Bureau so determines. For a remote or hybrid meeting of the Board, any technical tool that allows identification of its members may be used to ensure that a member of the Board is actually participating and voting.
2. Voting is carried out per rollam if the Chair of the Accreditation Bureau if the President so determines. The documents and the motion, including substantiation, are distributed to the members of the Board for deliberation in a closed electronic conference. The resolution includes a deadline for deliberation and casting of the vote no shorter than three days from distribution. A per rollam vote cannot take place if at least one third of all members of the Board rejected the per rollam vote within the deadline for casting of the vote.
3. The per rollam vote is public and to be casted through an electronic ballot.
4. It is not possible to vote per rollam on a proposal of the Statute or an amendment to the Statute.
5. The results of the per rollam vote are announced to the members of the Board without delay; for purposes of counting votes in a per rollam vote it is considered that all members of the Board were present.

## Article 12

### **The Approval Process of the Statute**

1. A proposal of a new Statute is submitted to the Board by the Chair of the Accreditation Bureau either on his own initiative, or on the basis of the resolution of the Board.
2. A proposal for amendment to the Statute may be submitted by a member of the Board.
3. The proposal of a new Statute or the proposal of amendments to the Statute approved by the Board as well as information on the approval process of this proposal by the Government is made public.

## Article 13

### **Administrative Proceedings in the First Instance**

1. The Office is tasked with keeping files for individual administrative proceedings.
2. The relevant member or members of the Board produce a report that includes also a proposal of a resolution of the Board as well as its substantiation, on the basis of a standpoint of the Evaluation Committee, if one has been issued. The relevant member or members of the Board are those members of the Board who are rapporteurs for the fields of study that correspond with the subject under the Evaluation Committee's scrutiny, in the case of professionally oriented degree programmes also the member of the Board designated as the rapporteur for professional degree programmes, in the case of institutional accreditation also the member of the Board designated as the rapporteur for institutional environment, and other members of the Board selected by the Chair of the Accreditation Bureau with respect to the content and nature of the proceeding.
3. Documents for the meeting of the Board include mainly the standpoint of the Evaluation Committee and the report of the relevant member or members of the Board; this member or members of the Board are submitters of the given item on the agenda of a meeting of the Board. Based on a statement of the party to the proceedings related to the assembled documentation for the decision on the matter, the Chair of the Accreditation Bureau may request the appointed Evaluation Committee to deliberate in order to issue a new standpoint.
4. The Board resolves upon instigation of administrative proceedings towards a corrective measure under Section 83c (2) b) pt. 2 of the Higher Education Act; the relevant item of the agenda including the substantiation may be proposed by a member of the Board. If it is a case under Section 81b (3) sentence 2 of the Higher Education Act, the act to instigate administrative proceedings must be performed without delay following the day as of which institutional accreditation for the relevant field or fields of education expired.
5. The Board resolves upon instigation of administrative proceedings towards abolition of a corrective measure under Section 83c (2) b) pt. 3 of the Higher Education Act; the relevant item of the agenda including the substantiation may be proposed by a member of the Board. If a higher education institution applies for abolition of a corrective measure, the Chair of the Accreditation Bureau submits the given item to the agenda of a meeting of the Board.

6. If a new assessment of the matter by an Evaluation Committee is needed after a decision of the Board has been annulled or partially annulled and the matter has been returned by the Appeals Committee, the procedure under par. 1 through 3 applies, otherwise the matter will be submitted to the nearest meeting of the Board. After a decision of the Board is annulled by court, it will be proceeded accordingly.
7. The assessment by an Evaluation Committee may be substituted, in administrative proceedings on corrective measures, by a report on external evaluation or a protocol from audit of higher education institutions in the given matter.

#### Article 14

#### **The Standpoint to the Type of Higher Education Institution**

1. The Chair of the Accreditation Bureau appoints an Evaluation Committee from the evaluators enrolled in the Pool of Evaluators to prepare a standpoint to the type of higher education institution.
2. On the basis of the standpoint of the Evaluation Committee, the relevant members of the Board produce a report that includes also a proposal of a resolution of the Board as well as its substantiation.
3. Documents for the meeting of the Board include mainly the standpoint of the Evaluation Committee and the report of the relevant members of the Board. These members of the Board are submitters of the given item on the agenda of a meeting of the Board.
4. The deadline for filing objections to the standpoint is 30 days from the receipt of the standpoint by the higher education institution.
5. Objections of the higher education institution filed within the deadline mentioned in par. 4 are forwarded to the Evaluation Committee if a new assessment of the matter by the Committee is needed. Documents for the meeting of the Board include mainly the objections of the higher education institution, a submission report of the relevant members of the Board and the standpoint of the Committee if relevant. The matter shall be submitted to the nearest meeting of the Board. If the Board finds the objections reasonable, its standpoint will be changed.

#### Article 15

#### **The External Evaluation of a Higher Education Institution**

1. The suggestion to conduct an exceptional external evaluation of a higher education institution may be made by the Chair of the Accreditation Bureau or by a member of the Board.
2. A suggestion of the Minister to conduct external evaluation of a higher education institution or a resolution of the Board to conduct an exceptional external evaluation of a higher education institution is distributed to members of the Evaluation Committee following its establishment under Article 29 without delay.
3. A draft of the report on external evaluation of a higher education institution is also provided to the higher education institution for a statement; the deadline for submission of this statement is 15 days from the receipt of this draft.

4. Documents for the meeting of the Board include mainly the draft of the report on external evaluation and the statement of the higher education institution to this draft if applicable.
5. The Accreditation Bureau will release the report on external evaluation of a higher education institution within 180 days from receipt of the suggestion of the Minister to conduct external evaluation of a higher education institution or from the day when the Board approved the resolution to conduct exceptional external evaluation of a higher education institution.
6. The deadline for filing objections to the report on external evaluation of a higher education institution is 60 days from the receipt of the report by the higher education institution.
7. Objections of the higher education institution filed within the deadline mentioned in par. 6 are distributed to the Evaluation Committee. The Evaluation Committee submits its standpoint to the objections, including possible proposed adjustments to the report on external evaluation of a higher education institution, to the Office. Documents for the meeting of the Board include mainly the objections of the higher education institution and the standpoint of the Evaluation Committee. If the Board finds the objections reasonable, the report on external evaluation of a higher education institution will be changed.
8. The report on external evaluation of a higher education institution is made public after expiration of the deadline mentioned in par. 6 on condition no objections have been filed or following the procedure under par. 7. At the request of the higher education institution, its potential objections will also be made public.

#### Article 16

#### **The Standpoint to Granting State Approval**

1. Article 13 par. 1 through 3 apply accordingly to the procedure of issuing a standpoint to granting state approval and to the procedure under Section 39a (2) sentences 2 and 3 of the Higher Education Act.
2. The Accreditation Bureau issues its standpoint to granting state approval within 90 days from the receipt of a request of the Ministry for the standpoint of the Accreditation Bureau to the application for granting state approval or within 30 days from the receipt of the request of the Ministry under Section 39a (2) sentence 2 of the Higher Education Act or within 60 days from the receipt of a request of the Ministry under Section 39a (2) sentence 3 of the Higher Education Act.

#### Article 17

#### **The Audit of Higher Education Institutions**

1. The procedure of audit of higher education institutions is compliant to the Code of Inspection<sup>9)</sup> and the Principles of Conduct of Audit of Higher Education Institutions.
2. The Code of Inspection and the Principles of Conduct of Audit of Higher Education Institutions also apply in carrying out the competences of the Accreditation Bureau in

audit of the activities of a European foreign higher education institution or a branch of a European foreign higher education institution in the territory of the Czech Republic.

3. The Chair of the Accreditation Bureau submits a proposal of the Principles of Conduct of Audit of Higher Education Institutions to the Board. The Chair of the Accreditation Bureau first consults a draft of the proposal with the bodies of representation of higher education institutions prior to submitting the proposal.
4. The Principles of Conduct of Audit of Higher Education Institutions are made public.

#### Article 18

### **The Standpoint to Non-European Foreign Higher Education Institutions**

1. The Chair of the Accreditation Bureau establishes an Evaluation Committee from evaluators enrolled in the Pool of Evaluators to prepare a standpoint to personnel, financial and material resources of a foreign higher education degree programme and to the fulfilment of conditions enabling due course of instruction and related creative activities by the applicant for a permit or authorization to provide foreign higher education in the territory of the Czech Republic, on request of the Ministry for cooperation of the Accreditation Bureau in assessment of compliance with requirements listed under Section 93f (5) a) or Section 93h (5) a) of the Higher Education Act.
2. The provisions of Article 13 par. 1 through 3 apply similarly to the procedure for issuing a standpoint according to par. 1.

#### Article 19

### **Recommended Procedures and Methods of Evaluation**

1. The Chair of the Accreditation Bureau may establish, after previous consultation in the Board, permanent committees under Article 2 par. 7 to draft recommended procedures and methods of evaluation in processes of accreditation of degree programmes, institutional accreditation and accreditation of the habilitation procedure and the procedure of appointment of professors or to carry out other tasks in the competence of the Accreditation Bureau; these committees are established mainly from the members of the Board and evaluators enrolled in the Pool of Evaluators.
2. A part of the recommended procedures and methods of evaluation is also the recommended structure and format of an application for
  - a) accreditation of a degree programme, its expansion and extension,
  - b) institutional accreditation and its expansion,
  - c) accreditation of the habilitation procedure and the procedure of appointment of professors and
  - d) issuance of standpoint to the type of higher education institution.
3. The recommended procedures and methods of evaluation and of carrying out other tasks in the competence of the Accreditation Bureau are made public.

*Article 20*  
*Repealed*

Article 21  
**The Pool of Evaluators**

1. The Presidium prepares a proposal of requirements for enrolment in the Pool of Evaluators. The Chair of the Accreditation Bureau consults a draft of the proposal prior to its approval in the Board with the bodies of representation of higher education institutions. The requirements for enrolment in the Pool of Evaluators are made public.
2. In the Pool of Evaluators, the lowest possible proportion of persons in each field of study typically is
  - a) 50 % if persons engaged in higher education are concerned,
  - b) 20 % if persons engaged in the following spheres are concerned:
    - i. the sphere of other research institutions or
    - ii. state administration, regional or other public administration or
    - iii. the sphere of other employers of graduates of higher education institutions, in the corporate sphere that cooperates with higher education institutions or other professional experts
  - c) 5 % if students are concerned,where at least two persons from each of the spheres listed in par. b) pts. i) – iii) are typically enrolled in the Pool of Experts. If the Pool of Experts is not composed in line with this requirement, the Accreditation Bureau will publish a call for additional enrolment in due time.
3. The Pool of Evaluators may contain a maximum of 150 persons in each field of study.
4. An evaluator enrolled in the Pool of Evaluators is obliged to inform the Office without delay of any changes to his or her personal data kept for the purpose of the Pool of Evaluators.
5. A suggestion to exclude an evaluator from the Pool of Evaluators may be presented to the Chair of the Accreditation Bureau by a central body of administration listed in the Higher Education Act or a member of the Board. The suggestion must be substantiated.
6. Grounds for excluding an evaluator from the Pool of Evaluators may be constituted mainly by repeated refusal to participate in a methodical training or to serve as member of an Evaluation Committee, by conduct giving rise to doubts regarding the independence or expertise of carrying out competences of the Accreditation Bureau or due conduct of these competences, by the fact that the evaluator ceased to be a student or ceased to be engaged in higher education or in a sphere mentioned in par. 2 b) or by inability to continue to be a member of an Evaluation Committee, unless it is the evaluator's own request.

Article 22

**Suggestions to Amend Standards for Accreditation and to Amend Other Legal Regulations**

1. A proposal of the Accreditation Bureau to make a suggestion to amend standards for accreditation may be submitted by a member of the Board. The proposal includes a substantiation.
2. Suggestions of the Accreditation Bureau to amend standards for accreditation are made public.
3. The provisions in previous paragraphs apply accordingly to the procedure for suggestions of the Accreditation Bureau to amend other legal regulations.

Article 23

**Rules of Procedure for Evaluation Committees**

1. A proposal of the Rules of Procedure for Evaluation Committees is submitted to the Board by the Chair of the Accreditation Bureau.
2. The Rules of Procedure for Evaluation Committees are made public.

Article 24

**The Yearly Report of the Accreditation Bureau**

1. The Accreditation Bureau prepares a yearly report on its activities every year. The yearly report is prepared for the period of the calendar year preceding the year in which it is prepared.
2. The director of the Office prepares a draft of the yearly report of the Accreditation Bureau according to instructions from the Chair of the Accreditation Bureau.
3. The yearly report of the Accreditation Bureau is made public.

Article 25

**The Internal Evaluation of the Activities of the Accreditation Bureau**

1. The Accreditation Bureau prepares a report on internal evaluation of its activities once every three years. This report is updated every year.
2. A group of persons appointed by the Chair of the Accreditation Bureau is tasked with conducting internal evaluation of the activities of the Accreditation Bureau and preparation of the report on internal evaluation and its updates.
3. The report on internal evaluation of the Accreditation Bureau is made public.

Article 26

**The External Evaluation of the Activities of the Accreditation Bureau**

1. The Accreditation Bureau undergoes external evaluation of its activities as necessary.
2. The external evaluation of the activities of the Accreditation Bureau is conducted in compliance with relevant international standards<sup>4)</sup> and rules<sup>10)</sup>.

3. The report on external evaluation of the Accreditation Bureau is made public.

#### Article 26a

### **The International Cooperation of the Accreditation Bureau**

The Accreditation Bureau cooperates with foreign generally recognized quality assurance agencies and engages in the activities of international organizations in the field of quality assurance of higher education through cooperation or through membership.

#### Article 27

### **The Proposal to Remove a Member of the Board**

A suggestion to propose to remove a member of the Board is submitted to the Board by the Chair of the Accreditation Bureau, a member of the Board or a body of representation of higher education institutions. The proposal must be substantiated.

## **PART THREE EVALUTION COMMITTEES**

#### Article 28

### **Evaluation Committees**

1. Evaluation Committees are advisory bodies of the Board for preparation of standpoints for deliberation of the Board.
2. Evaluation Committees proceed mainly from the Higher Education Act, the Code of Administrative Procedures, the Standards for Accreditation<sup>3)</sup>, the Statute, recommended procedures and methods of evaluation, other recommended procedures and methods under Article 19 par. 3 and provisions of the Chair of the Accreditation Bureau.

#### Article 29

### **Establishment of Evaluation Committees**

1. Evaluation Committees are typically established for expert assessments of individual matters that are subject of resolution of the Board according to the Higher Education Act.
2. A proposal of the composition of an Evaluation Committee is prepared under Article 30 by the Chair of the Accreditation Bureau in cooperation with the members of the Board who are rapporteurs for the fields of study that correspond with the matter under expert scrutiny of the Evaluation Committee, in the case of professionally oriented degree programmes also with the member of the Board designated as rapporteur for professional degree programmes and in the case of institutional accreditation also with the member of the Board designated as rapporteur for institutional environment. If the member of the Board under Article 3 par. 4 is excluded from deliberation of the given

item, the Chair of the Accreditation Bureau designates another member of the Board with whom he or she then prepares the proposal of the composition of an Evaluation Committee; in such case this member of the Board performs other relevant tasks prescribed by the Statute.

3. The Chair of the Accreditation Bureau continuously cooperates
  - a) with the member of the Board that is a rapporteur for professionally oriented degree programmes in the matters of inclusion of persons nominated to the Pool of Evaluators by professional associations or other legal entities listed in Section 77b (2) e) of the Higher Education Act or engaged in the sphere listed in Article 21 par. 2 par. b) pt. iii) in Evaluation Committees and
  - b) with the member of the Board that is a rapporteur for inclusion of students in Evaluation Committees in the matters of inclusion of students in Evaluation Committees.
4. An employee of a higher education institution or another legal entity with an employment or service contract or a student of a higher education institution may not be appointed a member of the Evaluation Committee if this higher education institution or this other legal entity is a party to the concerned administrative proceedings or if external evaluation of this higher education institution is concerned. Furthermore, a person that holds a remunerated position at the concerned higher education institution or another legal entity, is a remunerated member of its body or participates in business activities of the concerned higher education institution or another legal entity may not be appointed a member of the Evaluation Committee.
5. The Chair of the Accreditation Bureau establishes the Evaluation Committee including its chair and vice-chair or vice-chairs, if applicable, without unnecessary delay. A precondition for appointment of a member of an Evaluation Committee is consent of the nominated person.
6. A request for a standpoint to the composition of the Evaluation Committee is sent to the concerned higher education institution without delay following the establishment of the Evaluation Committee.
7. The deadline for submission of the standpoint by the higher education institution is seven days from the receipt of the request under par. 6.
8. If the standpoint of the higher education institution submitted within the deadline under par. 7 is disapproving, the Chair of the Accreditation Bureau establishes an Evaluation Committee with a changed composition; the provisions of par. 2 and 5 apply proportionately.
9. The Chair of the Accreditation Bureau removes a member of an Evaluation Committee mainly if the member of an Evaluation Committee ceased to comply with requirements for membership in an Evaluation Committee, ceased to be a student or has not participated in the activities of the Evaluation Committee or if his or her conduct rises doubts about the independence and expertise of carrying out competences of the Accreditation Bureau or due conduct of these competences.
10. If an objection of bias of a member of an Evaluation Committee is filed or if, following the establishment of an Evaluation Committee, a fact becomes known that constitutes grounds for removal of a member of the Evaluation Committee, the Chair of the

Accreditation Bureau makes a decision regarding his or her removal from the Evaluation Committee; if the Chair of the Accreditation Bureau does not remove the member of the Evaluation Committee, he or she submits the matter to the Board.

11. If a member of an Evaluation Committee gives up the membership or if he or she is removed, the Chair of the Accreditation Bureau may appoint a new member in his or her stead.

### Article 30

#### **The Composition of Evaluation Committees**

1. An Evaluation Committee for preparation of standpoints to matters other than institutional accreditation and external evaluation covered separately by the following paragraphs of this article is composed of a chair and typically four other members. They are appointed from the Pool of Evaluators in such manner that their expertise and qualifications correspond to the nature of the degree programme or field of the habilitation procedure or procedure for appointment of professors or another matter for which the Committee has been established. If a professionally oriented degree programme is concerned, at least one member of the Evaluation Committee is a person that has been nominated for enrolment in the Pool of Evaluators by professional organizations or other legal entities listed in Section 77b (2) e) of the Higher Education Act or are engaged in a sphere listed in Article 21 par. 2 b) pt. iii).

Members of the Evaluation Committee are typically appointed from the section of the Pool of Evaluators that corresponds to the field of study, to which the concerned degree programme belongs, or to this field of study or a closely related field of study if a student is concerned; in the case of a combined degree programme, members of the Evaluation Committee are typically appointed from the sections of the Pool of Evaluators that correspond to the fields of study, to which the concerned degree programme belongs, or to these fields of study or a closely related field of study if a student is concerned.

2. An Evaluation Committee for preparation of a standpoint in administrative proceedings of institutional accreditation is composed of
  - a) a chair, a vice-chair and two other members, and in addition to that
  - b) a vice-chair and three other members for each field of study in which the higher education institution intends to engage,
  - c) members who are students.

The vice-chair and three members for the concerned field of study mentioned in par. b) will be typically appointed from the section of the Pool of Evaluators that corresponds to this field of study and they form another subcommittee or, if the higher education institution intends to engage in multiple fields of study, subcommittees of the Evaluation Committee; the conditions related to the type or types of degree programmes under par. 1 apply proportionately.

3. If joint proceedings of an application for institutional accreditation and an application for accreditation of the habilitation procedure or the procedure for appointment of professors are conducted, the number of members of the Evaluation Committee

stipulated in par. 2 b) increases by one member that has been appointed professor for each field of study to which the fields of the habilitation procedure or the procedure for appointment of professors applied for correspond; this member is appointed from the section of the Pool of Evaluators that corresponds to the concerned field of study and becomes a part of the subcommittee for the concerned field of study.

4. An Evaluation Committee for preparation of a report on external evaluation of a higher education institution is composed of a chair, a vice-chair and members, whose number is determined by the Chair of the Accreditation Bureau with respect to the extent and nature of the evaluation; the conditions listed in par. 1 apply proportionately to the selection of these persons in relation to the degree programmes that constitute the majority of educational activities of the higher education institution.
5. If suitable for preparation of a standpoint in the given matter or a report on external evaluation due to its extent, nature or complexity, it is possible to increase the number of the Committee's members accordingly.

#### Article 31

#### **The Activity of Evaluation Committees**

1. Activities of an Evaluation Committee are directed by the chair of the Evaluation Committee.
2. The chair of the Evaluation Committee sets a schedule for the activities of the Evaluation Committee, enabling the Evaluation Committee to reach its standpoint within the deadline stipulated by the Statute or by the Chair of the Accreditation Bureau.
3. A meeting of the Evaluation Committee is attended by members of the Evaluation Committee. The meeting and individual proceedings may be attended without the right to vote also by the Chair of the Accreditation Bureau, a Vice-Chair of the Accreditation Bureau, a relevant member or members of the Board listed in Article 29 par. 2, the director of the Office or another employee of the Office and other persons invited by the chair of the Evaluation Committee or by the Evaluation Committee. Should it be necessary for deliberation of the matter, the chair of the Evaluation Committee will invite a representative of the concerned higher education institution via its rector to the meeting of the Evaluation Committee, alternatively the meeting of the Evaluation Committee or proceedings of the Evaluation Committee's members will take place on the premises of the concerned higher education institution upon agreement of the rector; the meeting of the Evaluation Committee or proceedings of the Evaluation Committee's members will always take place on the premises of the concerned higher education institution in the case of Evaluation Committee for preparation of a standpoint in administrative proceedings of institutional accreditation or its expansion.
4. An Evaluation Committee has a quorum if more than a half of all its members are present. "Presence" means physical presence at a physical or hybrid meeting as well as remote presence at a hybrid or remote meeting of the Committee through means of remote communication. An Evaluation Committee adopts a standpoint or a draft of

a report on external evaluation of a higher education institution by more than a half of all members present, but at least by a third of all its members.

5. An Evaluation Committee may request additional documents, typically through the Office.
6. The minutes are taken from a meeting of the Evaluation Committee and approved by the chair of the Evaluation Committee.
7. The chair of the Evaluation Committee will send the standpoint of the Evaluation Committee or the draft of a report on external evaluation of a higher education institution as well as the minutes from the meeting of the Evaluation Committee without delay to the Office.
8. Further details on the activities and meetings of Evaluation Committees, including deliberation and vote per rollam and details on activities and meetings of subcommittees under Article 30 par. 2, are stipulated in the Rules of Procedure for Evaluation Committees.
9. Provisions of the Code of Administrative Procedures on the duty to maintain confidentiality apply to the members of Evaluation Committees.

#### Article 32

#### **The Expert Report**

1. An expert report is a working document for deliberation of an Evaluation Committee that is produced mainly on the basis of documents submitted by the higher education institution and documents at the disposal of the Accreditation Bureau, including publicly available information. An expert report contains mainly an expert assessment of compliance with requirements determined by the Higher Education Act and Standards for Accreditation<sup>3</sup>). If the expert report states that these requirements are not met, this statement must be particularly substantiated.
2. The chair of an Evaluation Committee for preparation of a standpoint in administrative proceedings will charge a member of this committee with producing the expert report or with respect to the nature of the matter multiple expert reports. If necessary, the Evaluation Committee or the chair of the Evaluation Committee may charge other members of the Evaluation Committee to produce additional expert reports. The Chair of the Evaluation Committee may also charge several members of the Evaluation Committee to produce the expert report in collaboration.
3. In the case of Evaluation Committee for preparation of a standpoint in administrative proceedings of institutional accreditation, separate expert reports will be produced for assessment of requirements under Section 78a (2) a) pt. 1 of the Higher Education Act and further of requirements under Section 78a (2) a) pt. 2 of the Higher Education Act for each field of study in which the higher education institution intends to engage. If joint proceedings are conducted of an application for institutional accreditation and an application for accreditation of the habilitation procedure or the procedure for appointment of professors, separate expert reports will be also produced for assessment of requirements under Section 78a (2) c) of the Higher Education Act for the

fields of habilitation procedure or procedure for appointment of professors that are applied for.

*Article 33*

*Repealed*

Article 34

**Remuneration of Members of Evaluation Committees**

1. The base for determining remuneration of members of Evaluation Committees is
  - a) 800 CZK for a member of an Evaluation Committee,
  - b) 4 000 CZK for the member of an Evaluation Committee who has produced an expert report,
  - c) 4 000 CZK for a vice-chair of an Evaluation Committee,
  - d) 4 800 CZK for a chair of an Evaluation Committee.For members that have produced an expert report in collaboration, the base is 800 CZK supplemented by the share of 3 200 CZK, which is determined proportionately according to the number of these members.
2. Members of Evaluation Committees are entitled to remuneration according to par. 1. In the case of Evaluation Committees for the preparation of a standpoint in administrative proceedings on an application for institutional accreditation or its expansion, Evaluation Committees for the preparation of a draft report on external evaluation of a higher education institution's activities and Evaluation Committees tasked with carrying out an audit, the remuneration is determined as the product of the base under par. 1 and the following coefficient:
  - a) 1.75 in the case of an Evaluation Committee for the preparation of a standpoint in administrative proceedings on an application for institutional accreditation or its expansion,
  - b) 2.5 in the case of an Evaluation Committee for the preparation of a draft report on external evaluation of a higher education institution's activities or an Evaluation Committee tasked with carrying out an audit.

**PART FOUR  
THE APPEALS COMMITTEE**

Article 35

**The Activity of the Appeals Committee**

The Appeals Committee makes decisions on appeals against decisions of the Board and against decisions of the Chair of the Accreditation Bureau (Article 4 par. 3) issued in the first instance and carries out other tasks of a superior body to the Board outlined in the Code of Administrative Procedures.

Article 36  
**Meetings of the Appeals Committee**

1. Meetings of the Appeals Committee are attended by members of the Appeals Committee.
2. Unless the Code of Administrative Procedures stipulates otherwise<sup>7)</sup>, meetings of the Appeals Committee are attended without the right to vote by an employee of the Office that has not participated in the previous administrative proceedings in the matter to be deliberated by the Appeals Committee, designated by the director of the Office as a record-keeper after agreement with the Appeals Committee; other persons invited by the Appeals Committee may attend as well.
3. A meeting of the Appeals Committee to each individual matter is chaired by a chairperson on whom the Appeals Committee has resolved in compliance with the Rules of Procedure for the Appeals Committee; the chairperson carries out the tasks under Section 134 (1) sentence 2 of the Code of Administrative Procedures.
4. The Appeals Committee may request additional documents to a deliberated matter, typically through the Office.
5. For the purpose of determining a quorum of the Appeals Committee or counting votes, it is always considered that the Appeals Committee has the number of members stipulated by the Higher Education Act.
6. The record-keeper takes minutes from a meeting of the Appeals Committee that are subject to approval by the chairperson in the parts related to individual deliberated matters. The minutes are sent to members of the Appeals Committee and the Chair of the Accreditation Bureau.
7. Details on deliberation of the Appeals Committee are stipulated by the Rules of Procedure for the Appeals Committee that are subject to approval by the Appeals Committee<sup>11)</sup>. The Rules of Procedure for the Appeals Committee are made public.

Article 37  
**The Remuneration of Members of the Appeals Committee**

Members of the Appeals Committee are entitled to remuneration of 10,000 CZK monthly.

**PART FIVE  
COMMON, TRANSITORY AND CLOSING PROVISIONS**

Article 38  
**The Office**

1. The Office carries out tasks related to material, administrative and technical support of the activities of the Accreditation Bureau and to expert support for the activities of the Accreditation Bureau.
2. The Office carries out tasks stipulated by the law on archiving and records management<sup>12)</sup>.

3. The Director of the Office carries out tasks as obligatory subject under the law on free access to information<sup>13)</sup>.
4. The Director of the Office approves work-related trips of evaluators enrolled in the Pool of Evaluators and members of advisory bodies of the Accreditation Bureau, providing advances on travel expenses and their administrative processing; provisions of Article 4 par. 4 sentence 2 apply accordingly.
5. The Office secures fulfilment of other obligations assigned to the Accreditation Bureau by legal regulations under directions of the Chair of the Accreditation Bureau.

#### Article 39

#### **Common Provisions**

1. In the public part of the Accreditation Bureau's website, the following information is made public without unnecessary delay:
  - a) information that the Higher Education Act requires the Accreditation Bureau to make public on the website of the Ministry,
  - b) information that the Statute requires to be made public, or
  - c) information that the Code of Administrative Procedures requires to be made public on the official notice board.

The web address of the Accreditation Bureau's website is made public on the website of the Ministry along with information that the information under par. 1 a) is made public there.

2. The Accreditation Bureau makes information listed in par. 1 c) public on its official notice board. The official notice board is accessible at Karmelitská 529/5, Malá Strana, 118 12 Praha 1.
3. The address of the Accreditation Bureau to be used for delivery of hard-copy documents is "Národní akreditační úřad pro vysoké školství, Karmelitská 529/5, Malá Strana, 118 12 Praha 1".
4. The ID of the Accreditation Bureau's data box for electronic delivery can be found in the public part of the Accreditation Bureau's website.
5. The Accreditation Bureau uses an official round seal with the state coat of arms of the Czech Republic<sup>14)</sup> and writing "Národní akreditační úřad pro vysoké školství" in the cases stipulated by legal regulations. The design and rules of use of other seals are determined by the Chair of the Accreditation Bureau in a provision.

#### Article 40

#### **Transitory Provisions**

1. Resolutions of the Board adopted by the Board prior to the date when the Statute takes effect are deemed adopted according to the Statute.
2. Provisions issued by the Chair of the Accreditation Bureau prior to the date when the Statute takes effect are deemed adopted according to Article 4 par. 2 a).

Article 41  
**Closing Provisions**

1. A proposal of the Statute was approved by the Board on 20 September 2016.
2. The Statute takes effect on the fifth day following its approval by the Government.

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- 1) Act No. 500/2004 Coll., Code of Administrative Procedures, as amended.
  - 2) For example, Act No. 110/2019 Coll., on Personal Data Processing, as amended.
  - 3) Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education.
  - 4) Mainly the Standards and Guidelines for Quality Assurance in the European Higher Education Area.
  - 5) Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education.
  - 6) Section 14 of the Act No. 500/2004 Coll., as resulting from the Act No. 250/2014 Coll.
  - 7) Section 134 (1) sentence 4 of the Act No. 500/2004 Coll.
  - 8) Part one Chapter II of the Act No. 500/2004 Coll.
  - 9) Act No. 255/2012 Coll., on Inspection (Code of Inspection), as amended.
  - 10) Mainly rules set by the bodies of the European Association for Quality Assurance in Higher Education (ENQA).
  - 11) Section 134 (5) of the Act No. 500/2004 Coll.
  - 12) Act No. 494/2004 Coll., on Archiving and Records Management and on the Amendment to Selected Acts, as amended.
  - 13) Act No. 106/1999 Coll., on Free Access to Information, as amended.
  - 14) Section 6 of the Act No. 352/2001 Coll., on the Use of National Symbols of the Czech Republic and on the Amendments to Selected Acts.

## **Selected provisions of the Amendments**

Articles 2 and 3 Revisions approved by Government Resolution No. 568 of 4 September 2018

### **Article 2 Transitory Provision**

The composition of Evaluation Committees established prior to the effective day of this Amendment to the Statute of the Accreditation Bureau and the remuneration of their members are subject to the Statute of the Accreditation Bureau in its version valid prior to the effective day of this Amendment to the Statute.

### **Article 3 Closing Provisions**

1. Proposal of the Amendment to the Statute of the Accreditation Bureau was approved by the Board of the Accreditation Bureau on 24 May 2018.
2. The Amendment to the Statute of the Accreditation Bureau takes effect on the fifth day following its approval by the Government.

Articles 2 and 3 Revisions approved by Government Resolution No. 1120 of 6 December 2021

### **Article 2 Transitory Provision**

The composition of Evaluation Committees established prior to the effective day of this Amendment to the Statute of the Accreditation Bureau and the remuneration of their members are subject to the Statute of the Accreditation Bureau in its version valid prior to the effective day of this Amendment to the Statute.

### **Article 3 Entry into effect**

This Amendment to the Statute of the Accreditation Bureau takes effect on the fifth day following its approval by the Government.