

# **Rules of Procedure of the Evaluation Committees of the National Accreditation Bureau for Higher Education**

## **Art. 1**

### **Introductory provisions**

1. The Evaluation Committees of the National Accreditation Bureau for Higher Education (hereinafter referred to as "Committees") are advisory bodies of the Board of the National Accreditation Bureau for Higher Education (hereinafter referred to as "Board")<sup>1</sup>
  - a) for the preparation of documents and standpoints for individual administrative proceedings under Section 83c(2) b) and g) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act").
  - b) for the preparation of external evaluation reports on HEIs<sup>2</sup>,
  - c) for the preparation of a standpoint on the determination on the type of HEI,
  - d) for the preparation of a standpoint on non-European foreign higher education institutions,
  - e) for the preparation of further standpoints for the Board's deliberation.
2. Issues related to the establishment of Committees<sup>3</sup>, the number of members and composition of Committees<sup>4</sup> and the activities of Committees<sup>5</sup> are regulated by the Statute of the National Accreditation Bureau for Higher Education approved by the Resolution of the Government of the Czech Republic dated 17 October 2016 under No. 923 (hereinafter referred to as the "Statute") as amended.
3. These Rules of Procedure of the Committees, as mandated by Article 31(8) of the Statute, contain further details on the work and proceedings of the Committees, including per rollam deliberations and voting and details on the work and proceedings of the sub-committees as referred to in Article 30(2) of the Statute.
4. The provisions of Article 2 and Article 3 shall apply accordingly to the case where the Chair of the Accreditation Bureau or the relevant member of the Board<sup>14</sup> requests the Committee to supplement its standpoint, usually based on a statement of the HEI on the documents that form the basis for the decision<sup>6</sup>.
5. The activities of the members of the Committees are acts in the public interest<sup>7</sup>.

## **Art. 2**

### **Activities and meetings of Committees**

1. The Committee's activities are based in particular on the Higher Education Act, the Code of Administrative Procedures, the Standards for Accreditation<sup>8</sup>, the Statute, the recommended

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<sup>1</sup> Section 83e(1) of Act No.111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act").

<sup>2</sup> Section 84 of the Act.

<sup>3</sup> Article 29 of the Statute of the National Accreditation Bureau for Higher Education.

<sup>4</sup> Article 30 of the Statute of the National Accreditation Bureau for Higher Education.

<sup>5</sup> Article 31 of the Statute of the National Accreditation Bureau for Higher Education.

<sup>6</sup> Section 36(3) of Act No. 500/2004 Coll., Code of Administrative Procedures.

<sup>7</sup> Section 203(1) of the Labour Code.

procedures and methods for evaluation activities, other recommended procedures and methods pursuant to Article 19(3) of the Statute and the measures of the Chair of the National Accreditation Bureau for Higher Education (hereinafter referred to as the "Accreditation Bureau")<sup>9</sup>.

2. The Chair of the Accreditation Bureau shall establish the Committee, including its Chair and any Vice-Chair or Vice-Chairs<sup>10</sup>, normally from the appropriate section of the Pool of Evaluators<sup>11</sup>. The Chair of the Accreditation Bureau shall seek approval for the appointment of the proposed person<sup>12</sup>.
3. The work of the Committee shall commence on the date on which a majority of all the members of the Committee, including its Chair, have been appointed. The Committee's activity is terminated on the date on which the Board makes a decision pursuant to Section 83c(2)(b) of the Act on the discontinuation of the relevant administrative proceedings, on the issuance of a standpoint on the determination of the type of higher education institution, on the issuance of a standpoint in connection with the fulfilment of the conditions referred to in Section 93f(5)(a) or Section 93h(5)(a) of the Act, or on the report on the external evaluation of the higher education institution, or on the date on which the deadline for filing objections to the report expires.
4. The activities of the Committee are managed by the Chair of the Committee<sup>13</sup>.
5. The provisions of Article 31 of the Statute and these Rules of Procedure of the Committees shall apply to the meetings of the Committee.
6. The provisions of Article 8, paragraphs 5, 7 (first sentence), 8 to 9 and 12 to 13 and Article 11, paragraph 1 of the Statute shall apply accordingly to the conduct of the meeting in-person, in remote or hybrid form and to voting at such a meeting.
7. The Chair of the Committee, among others:
  - a) manages the activities of the Committee and is responsible to the Chair of the Accreditation Bureau for its activities,
  - b) cooperates with the relevant member of the Board<sup>14</sup> who, in accordance with Article 3(2) of the Statute, methodically coordinates the activities of the Committee,
  - c) proposes the agenda of the Committee, chairs the Committee meeting and signs the minutes of the meeting,
  - d) is responsible for the preparation of the standpoint of the Committee and sends the standpoint of the Committee, including the minutes, without delay to the Office of the Accreditation Bureau (hereinafter referred to as the "Office"),
  - e) on behalf of the Committee, usually through the Office, requests supplementary documents for the preparation of the standpoint,
  - f) proceeds in accordance with Article 32 of the Statute when arranging for an expert report,
  - g) provides additional comments on the Committee's standpoint if requested to do so by the Chair of the Accreditation Bureau or the relevant member of the Board<sup>14</sup>.
8. A member of the Committee:

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<sup>8</sup> Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education.

<sup>9</sup> Article 28(2) of the Statute of the National Accreditation Bureau for Higher Education.

<sup>10</sup> Article 29(5) of the Statute of the National Accreditation Bureau for Higher Education.

<sup>11</sup> Article 30 of the Statute of the National Accreditation Bureau for Higher Education.

<sup>12</sup> Article 29(5) of the Statute of the National Accreditation Bureau for Higher Education.

<sup>13</sup> Article 31(1) of the Statute of the National Accreditation Bureau for Higher Education.

<sup>14</sup> Article 29(2) of the Statute of the National Accreditation Bureau for Higher Education.

- a) is obliged to acquaint him/herself with all the documents for the assessment,
  - b) is obliged to personally and actively participate in the meetings of the Committee (membership in the Committee cannot be delegated),
  - c) acts independently, on his/her own behalf, and expresses his/her personal expert opinion during the Committee's deliberations,
  - d) adheres to the terms of the non-bias and to the information handling policy<sup>15</sup>.
9. The minutes of the Committee meeting are taken<sup>16</sup>, and usually include:
- a) the name of the Chair and members of the Committee and, if relevant, other persons present at the meeting,
  - b) a description of the discussion of the agenda items,
  - c) the Committee's resolution,
  - d) any minority opinion of a member or members of the Committee on the resolution,
  - e) an approved standpoint or draft report on the external evaluation of the higher education institution is part of the minutes of the Committee meeting,
  - f) the place and time of the meeting,
  - g) confirmation of the minutes by the signature of the Chair of the Committee.

### **Art. 3**

#### **Deliberations and per rollam voting**

1. The Committee may also adopt resolutions by per rollam (outside the meeting) vote by correspondence (in writing) if the Chair of the Committee so determines.
2. A motion for a per rollam vote must include at least:
  - a) a draft resolution,
  - b) the documents necessary for its assessment or an indication of where they are published, and
  - c) an indication of the deadline within which the member of the Committee is to respond.
3. Voting is public and is ensured by the Office via an electronic voting form.
4. A proposal for a vote within the meaning of Article 3(2) of these Rules of Procedure shall be circulated to the members of the Committee in a closed electronic conference. The proposal for a vote shall state the deadline for deliberation and voting, which shall be no less than three days from the date of circulation.
5. A written statement of the vote (whether the vote is for or against the motion or an abstention) shall be submitted by the Committee member to the Office for filing.
6. The result of the per rollam voting, including an indication of how the individual members voted, shall be communicated to the members of the Committee without delay. In determining the result of a per rollam voting, all members of the Committee shall be deemed to have been present.
7. No vote may be taken in this way if at least one-third of all members of the Committee have rejected per rollam voting within the voting period.

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<sup>15</sup> Article 31(9) of the Statute of the National Accreditation Bureau for Higher Education.

<sup>16</sup> Article 31(6) of the Statute of the National Accreditation Bureau for Higher Education.

#### **Art. 4**

##### **Activities and meetings of subcommittees**

1. The members of the sub-committee of the Evaluation Committees (hereinafter referred to as the "sub-committee") shall be appointed to prepare a standpoint in the administrative procedure for institutional accreditation in accordance with the procedure described in Article 30(2) of the Statute.
2. The provisions of Articles 2 and 3 of these Rules of Procedure shall apply accordingly to the work, deliberations and voting of the sub-committees.

#### **Art. 5**

##### **Final provisions**

The Rules of Procedure of the Committees were approved by the Board on 17 January 2017 in accordance with Article 3(1)(b) of the Statute.<sup>17</sup>

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<sup>17</sup> The amendments to the Rules of Procedure of the Evaluation Committees of the National Accreditation Bureau for Higher Education were approved on 18 January 2018 and 24 February 2022.