

*Ref. No.: NAU-6/2025-18*

**RULES OF PROCEDURE  
APPEALS COMMITTEE  
OF THE NATIONAL ACCREDITATION BUREAU FOR HIGHER EDUCATION**

dated July 23, 2025

**Article 1  
Subject Matter**

The Rules of Procedure of the Appeals Committee of the National Accreditation Bureau for Higher Education (hereinafter referred to as the “Appeals Committee”) establish pursuant to Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, and pursuant to the provisions of Section 134(5) of Act No. 500/2004 Coll., the Administrative Procedure Code, as amended (hereinafter referred to as the “Administrative Procedure Code”), the details of the Appeals Committee’s activities, in particular the preparation, conduct, and minutes of the meetings of this administrative body, the voting of the Appeals Committee, the appointment and status of the members and chairperson of the Appeals Committee, as well as the publication of the Appeals Committee’s decisions in accordance with the Higher Education Act, the Administrative Procedure Code, and the Statutes of the National Accreditation Bureau for Higher Education (hereinafter referred to as the “Accreditation Bureau”).

**Article 2  
Chairperson and Members of the Appeals Committee**

- (1) The Chairperson of the Appeals Committee is appointed on a case-by-case basis. The order for designating the chairperson is based on the alphabetical order of the surnames of the members of the Appeals Committee. A member who has been recused from deliberating on a matter in a given case shall, regardless of alphabetical order, become the Chairperson in the first subsequent case in which he or she is not recused from chairing.
- (2) The Chairperson of the Appeals Committee in a given case coordinates the activities of the Appeals Committee and acts on its behalf.
- (3) If the Chairperson of the Appeals Committee is unable to complete the proceedings on a given case for serious personal reasons, the Appeals Committee shall appoint a new Chairperson; in doing so, it shall generally follow the order set forth in Article 2(1) of these Rules of Procedure. The Appeals Committee shall be supplemented by an alternate member within the meaning of the Higher Education Act.
- (4) A member of the Appeals Committee shall be replaced for the purposes of a specific proceeding by an alternate pursuant to Section 83d of the Higher Education Act if the member is excluded from deliberating on the matter due to bias or for another serious reason. During the proceedings of the Appeals Committee, the alternate shall have the full status of a member of the Appeals Committee. Alternates, unless excluded due to bias or another serious reason, shall rotate after each matter under consideration.

**Article 3**  
**Acting on Behalf of the Appeals Committee**

- (1) The Chairperson of the Appeals Committee independently performs acts that do not constitute a decision and issues resolutions pursuant to Section 76 of the Administrative Procedure Code, with the exception of:
  - a) resolutions on whether a person is or is not a party to the proceedings,
  - b) resolutions on the discontinuation of proceedings,
  - c) rulings on objections of bias.
- (2) In cases of doubt as to whether an act is to be performed by the Chairperson of the Appeals Committee independently or by the Appeals Committee as a whole by vote, the Appeals Committee as a whole shall decide by vote.

**Article 4**  
**Preparation of Appeals Committee Meetings**

- (1) The supporting materials are prepared by the Office of the Accreditation Bureau, which ensures that the electronic versions of the materials are made available to the members of the Appeals Committee no later than 10 days prior to the date of the Appeals Committee's meeting.
- (2) The supporting materials for the Appeals Committee's administrative decision consist primarily of the submission in question, the case file to which the submission relates, and, if required by law, the opinion of the Accreditation Bureau Board (hereinafter referred to as the "Board").
- (3) The Appeals Committee is authorized to request additional supporting materials regarding the matter under consideration, generally through the Office of the Accreditation Bureau.
- (4) The Appeals Committee may request an expert opinion through the Office of the Accreditation Bureau.

**Article 5**  
**Meetings of the Appeals Committee**

- (1) Meetings of the Appeals Committee are held in response to an appeal filed against a decision of the Board, or at the initiative of a member of the Appeals Committee, or at the initiative of the Chairperson of the Accreditation Office. Meetings of the Appeals Committee are convened by the Chairperson of the Accreditation Bureau through the Office of the Accreditation Bureau.
- (2) Appeals Committee meetings may be in-person, remote, or hybrid. Appeals Committee meetings shall take place remotely (via videoconference or other forms of remote meeting and voting utilizing technical means enabling real-time communication among remotely present participants) or in a hybrid format (a format combining remote and in-person sessions) upon agreement among the members of the Appeals Committee prior to each meeting. For remote or hybrid meetings of the Appeals Committee, any technical tool that allows for the identification of Appeals Committee members may be used to ensure that the person participating in the meeting and voting is indeed a member of the Appeals Committee. Each member shall confirm the electronic vote with their signature no later than at the next in-person meeting of the Appeals Committee.
- (3) Appeals Committee members shall attend Appeals Committee meetings. A member is required to excuse their absence in advance through the Accreditation Bureau.
- (4) Other persons invited by the Appeals Committee may also attend the meeting, unless prohibited by law.
- (5) An employee of the Accreditation Office participates in the Appeals Committee meeting as the recording secretary.
- (6) If there are multiple cases on the agenda, the Appeals Committee meeting is opened by the Chairperson of the Appeals Committee whose case is to be discussed first. The Chairperson of the Appeals Committee whose case is discussed last closes the given meeting of the Appeals Committee. This Chairperson also presides over any discussions regarding other matters of the Appeals Committee outside of administrative proceedings.
- (7) If the Chairperson of the Appeals Committee who is to open or close the meeting fails to appear, or if this Chairperson is unable for any reason to open or close the meeting, the opening or closing

shall be performed by the present member of the Appeals Committee whose surname follows in alphabetical order after the member who failed to appear.

### **Article 6 Conduct of the Meeting**

- (1) The proceedings shall be governed by the agenda approved by the Appeals Committee. The Appeals Committee shall approve the agenda as the first item on the meeting's agenda.
- (2) The Chairperson of the Appeals Committee shall present the case in question along with a proposed decision. The case may also be presented by a person designated by the Chairperson of the Appeals Committee, provided that no member of the Appeals Committee objects to such a procedure.
- (3) The Chairperson's presentation of the case is followed by a discussion among the members of the Appeals Committee, during which all members of the Appeals Committee are entitled to submit alternative proposals or make further comments on the procedure proposed by the Chairperson.
- (4) Following the discussion, a vote is taken on the individual proposals and comments, with voting conducted in the order in which they were submitted.

### **Article 7 Voting by the Appeals Committee**

- (1) Voting is presided over by the Chairperson of the Appeals Committee. Members vote individually; the Chairperson votes last.
- (2) The Appeals Committee has a quorum if a majority of all members of the Appeals Committee are present at the meeting. A resolution is adopted by a majority of the votes of all members.
- (3) Minutes of the vote shall be drawn up and signed by all members of the Appeals Committee present and by the person authorized to take the minutes; when a party to the proceedings accesses the file, access to these minutes is prohibited.
- (4) The voting record shall include, in particular:
  - a) the date and place of the Appeals Committee's vote,
  - b) the subject of the vote,
  - c) a list of the members of the Appeals Committee present, indicating their votes,
  - d) any comments, objections, and remarks by the voting members of the Appeals Committee,
  - e) the name of the person authorized to draft the minutes.

### **Article 8 Minutes of the Meeting**

- (1) Minutes shall be taken of the Appeals Committee's meeting.
- (2) The minutes of the meeting shall include, in particular:
  - a) the date and place of the Appeals Committee meeting,
  - b) a list of persons present at the Appeals Committee meeting, the name of the Chairperson for each individual case,
  - c) a list of the cases discussed and the decisions reached by the Appeals Committee,
  - d) if a resolution of the Appeals Committee is adopted, the text of the resolution,
  - e) a brief record of the discussion,
  - f) summary information on the voting,
  - g) the name of the recording secretary.
- (3) The minutes of the meeting are approved electronically by all members of the Appeals Committee. The approved minutes of the Appeals Committee meeting are then sent to the Chair of the Accreditation Bureau.
- (4) The final version of the approved minutes is signed by at least one Chairperson present and the secretary.

**Article 9**  
**Final Provision**

These Rules of Procedure were approved by the Appeals Committee on July 23, 2025, and take effect on the same day.

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JUDr. Ivan Barančík, PhD.

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JUDr. Jana Janderová, Ph.D.

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Zdenka Papoušková, J.D., Ph.D.

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JUDr. Veronika Smutná, Ph.D.

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Mgr. Damir Solak