

# **RULES OF PROCEDURE OF THE INTERNAL EVALUATION BOARD OF BUT**

**Heading**

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## **PART ONE GENERAL PROVISIONS**

### **Article 1**

#### **Subject**

1. The Rules of Procedure of the Internal Evaluation Board (hereinafter the “Rules”) of Brno University of Technology (hereinafter the “BUT”) shall regulate the organisation and rules of meetings of the Internal Evaluation Board (hereinafter the “Internal Evaluation Board” or “IEB”) and its bodies.
2. The basic provisions laying down the role of the Internal Evaluation Board of BUT are stipulated in Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended (hereinafter the “Act”), and in the BUT Statute.

## **PART TWO SCOPE OF COMPETENCE**

### **Article 2**

#### **Competence of the BUT Internal Evaluation Board**

1. The Internal Evaluation Board is a body of BUT whose activity supports and develops quality assurance and internal evaluation of the quality of education, scientific, research and development, innovation, artistic and other creative activities of BUT (hereinafter the “creative activities”), as well as other related activities.
2. The Internal Evaluation Board of BUT shall perform activities stipulated by the Act (within the scope defined by the BUT Statute) and activities stipulated by the BUT Statute.
3. In the scope of its competence, the Internal Evaluation Board also:
  - a) approves the application of the Rules of the Quality Assurance System for Education and Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities (hereinafter the “Rules of Quality Assurance System”) into specific rules for evaluation of the quality of educational and creative activities in the individual fields of education at BUT;
  - b) approves the methodological materials related to quality assurance and internal evaluation of quality submitted by the Chairperson of the Internal Evaluation Board of BUT;
  - c) submits proposals for development of the system of quality assurance and internal evaluation of quality at BUT to the BUT bodies for statement;
  - d) directs the course of internal evaluation of the quality of education, creative and related activities of BUT (hereinafter the “internal evaluation of BUT quality”);
  - e) discusses, evaluates and approves the activities related to assurance and internal evaluation of quality which are performed for the purpose of improving BUT activities;
  - f) discusses the draft report on the internal evaluation of BUT quality and its amendments prior to the referral of the report to the Scientific Board of BUT (hereinafter the “BUT Scientific Board” or “BUT SB”) for discussion and to the Academic Senate of BUT (hereinafter the “BUT Academic Senate” or “BUT AS”) for approval;
  - g) verifies that requirements for the quality of education, creative and related activities in BUT programmes are satisfied and performs the evaluation of the programmes;

- h) discusses substantial changes in implementation of a programme as compared to an approved accreditation application;
- i) if material shortcomings are found in the implementation of a programme as compared to an approved accreditation application, it sets remedial measures and supervises compliance with these measures, or decides on the cancellation or change of these measures;
- j) comments on instigations submitted to the IEB by the Rector for discussion or which the IEB itself resolves to discuss.

### **Article 3 Supervision**

1. The Internal Evaluation Board of BUT shall supervise quality evaluation and assurance at BUT within the scope and in accordance with procedures stipulated by the Act, internal regulations and internal standards of BUT.
2. The bodies of BUT and its component parts shall provide the requested co-operation to the Internal Evaluation Board of BUT.

## **PART THREE ORGANISATIONAL STRUCTURE**

### **Article 4 Membership in the Internal Evaluation Board of BUT**

1. The Internal Evaluation Board of BUT has 15 members.
2. The structure of Internal Evaluation Board of BUT is governed by the terms and conditions stipulated by the BUT Statute, where the members are defined as follows:
  - a) the Rector, who is the Chairperson of the Internal Evaluation Board;
  - b) Vice-chairperson of the Internal Evaluation Board appointed by the Rector;
  - c) President of the BUT Academic Senate;
  - d) 4 members on the basis of a proposal of the BUT Academic Senate, where one of the members must be a student of BUT;
  - e) 4 members on the basis of a proposal by the BUT Scientific Board;
  - f) 4 members shall be appointed by the Rector at his/her own discretion.
3. A proposal for appointment of a new member of the Internal Evaluation Board of BUT is submitted to the Rector by the body which nominated the member of the BUT IEB whose membership terminated.
4. A prior consent to the appointment and removal of the members of the Internal Evaluation Board is given to the Rector by the BUT Academic Senate.
5. When proposing and appointing the members of the Internal Evaluation Board, it is necessary to ensure high-quality assessment in the fields of education and science represented at BUT.
6. To be eligible for appointment to the Internal Evaluation Board, a person must be:
  - a) a recognised expert authority,
  - b) an expert in the quality management of higher education institutions; or
  - c) a student of BUT.

7. The members of the Internal Evaluation Board of BUT shall perform their duties in person and be independent in the performance of their duties.

#### **Article 5**

##### **Chairperson and Vice-chairperson of the Internal Evaluation Board of BUT**

1. The Chairperson of the Internal Evaluation Board of BUT shall, in particular:
  - a) prepare and chair the meetings of BUT IEB;
  - b) sign minutes of the meetings of the BUT IEB;
  - c) represent the BUT IEB *vis-à-vis* third parties;
  - d) manage the activities of the Secretary of the BUT IEB;
  - e) co-ordinate the work of Committees of the BUT IEB, consultants and advisory groups of the BUT IEB;
  - f) co-ordinate the co-operation of the BUT IEB with other bodies and component parts of BUT.
2. The Vice-chairperson of the Internal Evaluation Board of BUT shall represent the Chairperson within the scope determined by the Chairperson.

#### **Article 6**

##### **Secretary of the Internal Evaluation Board of BUT**

1. The Secretary of the Internal Evaluation Board of BUT shall perform organisational and administrative tasks related to the activities of the BUT 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 BUT IEB and of Committees, consultants and working groups of the BUT IEB;
  - b) participate in meetings of the BUT 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 BUT IEB;
  - d) keep a list of consultants.
2. The Secretary of the Internal Evaluation Board of BUT shall be appointed and removed by the Rector.
3. The Secretary of the Internal Evaluation Board of BUT shall be an employee of the BUT Rectorate.
4. It is not permissible to perform the duties of the Secretary of the Internal Evaluation Board and the duties of a BUT IEB member at the same time.

#### **Article 7**

##### **The Committees of the BUT Internal Evaluation Board**

1. The Committees of the Internal Evaluation Board are the advisory bodies of the IEB. The following Committees are hereby established:
  - a) the Committee for Educational Activities;
  - b) the Committee for Creative Activities;
  - c) the Committee for External Cooperation, the “third role”,
  - d) the Committee for Management and of Supporting Processes.

2. The Internal Evaluation Board of BUT shall establish the Committees not later than within 30 days after its formation.
3. The Chairperson of the Internal Evaluation Board of BUT shall appoint and remove the Chairpersons and the Vice-chairpersons of the IEB Committees.
4. The Internal Evaluation Board of BUT may also decide on further internal division of the Commission for Educational Activities and the Commission for Creative Activities into individual sub-committees, in particular in relation to the area(s) of education at BUT. In such case, the Internal Evaluation Board shall also appoint the Chairperson and Vice-chairperson of the sub-committee. Art. 7 (6) shall apply *mutatis mutandis* to the competence of the sub-committee. Art. 18 shall apply by analogy, except for Art. 18 (7), to the meetings of the sub-committees. The outputs of the sub-committee shall be approved by the relevant Committee pursuant to paragraph 1 before their submission to the Internal Evaluation Board of BUT.
5. The Internal Evaluation Board of BUT shall appoint the members of the Committees, where:
  - even persons who are not members of the Internal Evaluation Board of BUT may become members of the Committees;
  - the Committees also comprise experts in the given area and at least one BUT student;
  - in the case of the Committee for Educational Activities and the Committee for Creative Activities, the experts shall be appointed from among the recognised authorities in the fields which fall within the area(s) of education at BUT. At the same time, a sufficient number of foreign experts and representatives of the employers and professional associations shall be involved.
6. The Committees of the Internal Evaluation Board of BUT shall:
  - a) deal with matters related to their thematic areas;
  - b) prepare draft resolutions for the Internal Evaluation Board of BUT related to the matters discussed, including their reasoning;
  - c) propose implementation of the Rules of Quality Assurance System into specific rules for evaluation of the quality of educational and creative activities in the fields of education and the corresponding science fields at BUT.

## **Article 8 Consultants**

1. For the purposes of assessing matters falling within the competence of the Internal Evaluation Board of BUT, the Chairperson of the IEB may appoint consultants at the proposal of the IEB or on his/her own initiative.
2. The person suggesting a candidate for the appointment as the consultant shall specify candidate's area of expertise.
3. The Chairperson of the BUT IEB or the BUT IEB may request other bodies of BUT and its component parts or members of bodies representing higher education institutions pursuant to Section 92 of the Act to submit suggestions for a candidate to be appointed as a consultant.
4. The candidate must express his/her consent with the inclusion among the consultants before a vote on his/her appointment takes place. He/she may do so by a declaration at the meeting of the Internal Evaluation Board of BUT, which shall be included in the minutes, or by a signed written declaration.
5. The Chairperson of the Internal Evaluation Board of BUT shall remove the consultant based on a proposal of the IEB or on the basis of the consultant's request.

6. A consultant appointed from among the students ceases to be a consultant 3 month after graduation. This does not apply if during this period he/she immediately commences subsequent studies at BUT.
7. The following persons may be appointed as consultants:
  - an employee of other higher education institutions or research institutions, including foreign institutions, or a practising expert which is a recognised professional authority;
  - an expert in the area of quality assurance systems;
  - a representative of employers or professional associations;
  - a student, or
  - a BUT employee.
8. The result of the consultant's activities is an opinion usually made in writing. The Chairperson of the Internal Evaluation Board of BUT or the IEB may request the consultant's opinion. The consultant's opinion serve only as a recommendation. The consultant shall not be authorised to prepare an expert opinion if the matter in question is related, in particular, to the faculty or other component part of BUT connected to the consultant through a labour-law relationship or a discharge of office, or if there exists any other conflict of interests in relation to the relevant matter.
9. The consultant shall respect the confidentiality of all information obtained in course of preparation of the opinion.

#### **Article 9**

##### **The Working Groups of the Internal Evaluation Board of BUT**

1. A working group composed of members of the Internal Evaluation Board of BUT, members of a Committee, consultants and other persons, who are assigned to the working group on the basis of a decision of the IEB or its Chairperson, may be established for assessment of matters within the competence of the IEB. The Chairperson of the IEB shall appoint the Chair of the working group and its other members.
2. The workgroup shall always be established if:
  - a) the matter under scrutiny falls within the competence of several Committees; members of all Committees concerned shall be evenly represented in such working group;
  - b) the matter under scrutiny concerns institutional accreditation;
  - c) the working group is to prepare a report on internal evaluation of the quality of BUT and the amendments to this report.
3. Only a person who is not in a labour-law relationship or holds an office at the faculty or other component part of BUT, which the matter in question relates to, can become the Chair of the working group. If no member fulfils these requirements, the working group shall be chaired by the Chairperson of the Internal Evaluation Board of BUT or a person authorised by the Chairperson.
4. The member of the Internal Evaluation Board of BUT who is proposed to join the working group shall express his/her consent with the appointment; otherwise, he/she may not be appointed to the working group.
5. The result of a working group meeting is a written opinion on the matter in question. The Chairperson of the Internal Evaluation Board of BUT or the IEB may request the working group's opinion. The opinions of the working groups serve only as recommendations.



## **PART FOUR RULES OF PROCEDURE**

### **Article 10 Regular and Extraordinary Meetings**

1. Regular meetings of the Internal Evaluation Board of BUT are usually held four times per the academic year. The Chairperson of the IEB shall set the time schedule of the IEB for the academic year. This schedule shall be published in the public section of the BUT website.
2. An extraordinary meeting of the Internal Evaluation Board of BUT is held outside the dates specified in paragraph 1 hereof, on the basis of the following:
  - a) decision of the Chairperson of the Internal Evaluation Board of BUT; or
  - b) request of at least one third of the members of the Internal Evaluation Board delivered in writing (including by e-mail) with a justification to the Chairperson of the BUT 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 Internal Evaluation Board of BUT shall act, both during and outside the meetings, in the interest of BUT as a whole, conceptually, systematically and adhering to its principles.

### **Article 11 Participants in Sessions**

1. All members of the Internal Evaluation Board of BUT have the right to take the floor in the debate on the matters being discussed.
2. In accordance with the BUT Statute, the other participants in the meetings include the permanent guests appointed by the Chairperson of the Internal Evaluation Board of BUT, who shall participate with an advisory vote. The participation of the permanent guests at meetings of the Internal Evaluation Board of BUT depends on their interest and need. Permanent guests:
  - a) shall not participate in voting of the Internal Evaluation Board of BUT;
  - b) cannot be authorised to chair the IEB meetings;
  - c) are not obliged to confirm their participation at the IEB meetings.
3. The Chairperson of the Internal Evaluation Board of BUT may invite other persons to actively participate in the meetings of the IEB, especially to provide information or briefing regarding a specific item on the agenda.

### **Article 12 Convening Meetings**

1. Meetings of the Internal Evaluation Board of BUT shall be convened by the Chairperson of the BUT IEB. The Chairperson of the IEB shall convene an extraordinary meeting under Art. 10 (2)(b) not later than within 30 days of the date of delivery of the request for convening such meeting.

2. The invitation may be sent to the members of the BUT Internal Evaluation Board by electronic means (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 of the meeting. The invitation shall include the underlying documents that the members of the Internal Evaluation Board need to prepare for the meeting. In exceptional cases, in particular due to time constraints or urgency, the underlying documents may be delivered to the members of the Internal Evaluation Board at a later date or, where applicable, at the beginning of the meeting.
4. Members of the Internal Evaluation Board who cannot participate in a meeting are obliged to excuse their absence at the convened meeting to the Chairperson of the IEB without undue delay, in case of absence due to predictable reasons, not later than five days before the date of the meeting (the excuse may be submitted electronically, e.g. via e-mail).

### **Article 13** **Course of the Meeting**

1. The meetings of the Internal Evaluation Board of BUT shall be chaired by the Chairperson or Vice-chairperson of the BUT IEB or a member authorised by them (hereinafter the “Chair of the Meeting”).
2. During the meeting, the Internal Evaluation Board shall debate, without limitation, the following items:
  - a) the meeting agenda;
  - b) the minutes of the previous meeting;
  - c) the individual items according to the agenda;
  - d) the date and the preliminary agenda of the next meeting.
3. Proposals for amending or changing the meeting agenda may be submitted by all members of the Internal Evaluation Board of BUT. Proposals for the amendment of the agenda shall be discussed at the beginning of the meeting. The agenda shall be amended or changed if the IEB resolves to adopt the amendments or changes.

### **Article 14** **Quorum and Voting**

1. The Internal Evaluation Board of BUT decides by vote. The result of voting is adopted as a resolution of the Internal Evaluation Board of BUT.
2. The Internal Evaluation Board of BUT has a quorum if a majority of all its members are present at the meeting, except for cases stipulated in Section 12a (4)(a) of the Act, where at least two thirds of all members of the BUT IEB must be present.
3. Unless the law or an internal regulation of BUT stipulates otherwise, resolutions of the Internal Evaluation Board of BUT shall be valid:
  - a) if a majority of all the members of the Internal Evaluation Board votes in favour of the resolution in matters specified in Section 12a (4)(a) of the Act and in cases where the BUT IEB is passing a plan to submit an application for accreditation, extension of accreditation or extension of the term of accreditation of programmes and in cases where it imposes, amends or cancels a remedial measure due to material deficiency of such measure;
  - b) if a majority of the members of the IEB present votes in favour of the resolution in other cases.

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 BUT 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. In case of voting by secret ballot, the Chair of the Meeting declares the result of the voting by announcing the number of votes in favour of the proposal, the number of votes against the proposal and the number of invalid votes.
6. Resolutions adopted by the Internal Evaluation Board of BUT shall be published in the public section of the BUT website.

### **Article 15** **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 Internal Evaluation Board of BUT.
2. Any and all steps in voting *per rollam* shall take the form of electronic communication (e.g. by e-mail). At the beginning of their term of office, the members of the BUT IEB shall inform the Secretary of the IEB of their e-mail addresses. The members of the BUT IEB are responsible for the validity of their e-mail addresses throughout their term of office in the BUT IEB.
3. The members of the Internal Evaluation Board of BUT shall first state to the question of the Secretary of the BUT IEB whether they agree or disagree with voting on the given matter *per rollam*. The Secretary of the BUT IEB shall set a time limit for this statement, which may not be shorter than 72 hours from the time of sending the request. It shall hold that the members of the BUT IEB who do not respond to the question within the set time limit agree with voting *per rollam*. If at least one third of all the members of the BUT IEB rejected voting *per rollam*, it shall not take place.
4. If voting *per rollam* is approved, the Secretary of the Internal Evaluation Board of BUT shall send the following documents:
  - the underlying documents concerning the proposal that is to be voted on,
  - together with the draft resolution which is to be voted on,and he/she shall invite the members of the BUT IEB to submit their votes within the set time limit, which may not be shorter than 72 hours from the time of sending the request.
5. The members of the Internal Evaluation Board then express their consent or disagreement. If a member fails to provide his/her vote within the time limit, it shall be deemed that such member abstained from voting.
6. A resolution shall be adopted if the majority of all members of the BUT IEB votes in favour of it.
7. A record of voting *per rollam* shall be included in the minutes of the next meeting of the Internal Evaluation Board of BUT.

### **Article 16** **Requisites of Discussing Certain Matters**

1. The rules and detailed procedures for discussion of proposals of applications for accreditation of a programme or institutional accreditation of an area of education, as well as rules for the internal

approval of programmes and any significant changes during implementation of these programmes shall be stipulated by internal regulations of BUT and the internal standards of BUT which shall be discussed by the Internal Evaluation Board of BUT in order to be approved.

2. Proposals relating to programmes shall be discussed on the basis of the standpoints of the programme guarantor and the component parts of BUT implementing the relevant programme.
3. If the Internal Evaluation Board ascertains any shortcomings in implementation of a programme, the following shall apply:
  - a) if the programme is authorised under an institutional accreditation, the BUT IEB shall adopt measures in accordance with the applicable BUT internal standard;
  - b) if the programme is subject to accreditation by the National Accreditation Bureau for Higher Education or by the Ministry of Education, Youth and Sports, the Chairperson of the BUT IEB shall forward recommendations for removal of the shortcomings together with an appropriate resolution of the BUT IEB to the head of the component part of BUT which is implementing the programme. The head of the component part of BUT is obliged to send a statement to the Chairperson of the BUT IEB within the deadline set out in the resolution; the BUT IEB shall discuss the statement of the head of the component part of BUT at its next meeting and decide on the next steps.
4. Discussion on the evaluation report concerning the component parts of BUT shall be based on the opinion of the head of the relevant component part of BUT and, in case of evaluation of educational and creative activities, the opinion on this proposal provided by the Scientific Board of the relevant faculty or university institute. The details of the discussion shall be stipulated by internal standards of BUT.

#### **Article 17** **Minutes of Meetings**

1. Written minutes shall be drawn up of meetings of the Internal Evaluation Board of BUT.
2. The Secretary shall submit the minutes of the meeting of the BUT IEB to the members of the BUT IEB. The BUT 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 Internal Evaluation Board of BUT are stored. The archiving of such documents is governed by special regulations.

## **PART FIVE**

### **RULES OF PROCEDURE OF COMMITTEES AND WORKING GROUPS OF BUT EIB**

#### **Article 18**

##### **Meetings of the Committees of the Internal Evaluation Board of BUT**

1. The Committees shall hold meetings as required on the basis of the requirements of the Internal Evaluation Board of BUT or on the initiative of their members.
2. A meeting of the Committee is convened and chaired by its Chairperson or Vice-chairperson. The Chairperson of the Internal Evaluation Board of BUT shall always have the right to convene a Committee meeting.
3. The Committee of the Internal Evaluation Board of BUT shall have a quorum when a majority of its members are present at its meeting.
4. Meetings of the Committees of the Internal Evaluation Board of BUT shall be closed to the public. The following persons may attend meetings of the Committees of the BUT IEB:
  - a) members of the BUT IEB;
  - b) persons invited to a meeting by the Chairperson of the Committee or on his behalf by the Vice-chairperson of the Committee.
5. The Committees shall adopt resolutions by a majority of votes of all the members present. Voting takes place either at the meeting of the Committee, or it may take place outside the Committee meeting in the form of voting *per rollam*.
6. Furthermore, part four of these Rules shall apply *mutatis mutandis* to the rules of procedure of the Committees. However, minutes of the meetings of the Committee shall only include the persons present, the Committee's resolution, information on voting on these resolutions and the date of the next meeting, if set.
7. The opinions and resolutions of the Committees of the Internal Evaluation Board of BUT have the nature of recommendations and shall be submitted to the BUT IEB by the Committee Chairperson in writing (in printed or electronic form, e.g. by e-mail), specifically to the Chairperson of the BUT IEB (and in copy to the Secretary of the BUT IEB), who must receive the opinions and resolutions not later than 48 hours after the end of the Committee meeting.

#### **Article 19**

##### **Meetings of the Working Groups of the Internal Evaluation Board of BUT**

1. The working groups shall hold meetings as required on the basis of the requirements of the Internal Evaluation Board of BUT or on the initiative of their members.
2. The meetings of the working group shall be convened and chaired by its chairperson or by a member of the working group authorised by the chairperson. The Chairperson of the Internal Evaluation Board of BUT shall always have the right to convene a working group meeting.
3. A working group of the Internal Evaluation Board of BUT shall have a quorum when a majority of its members are present at its meeting.
4. Meetings of the working groups of the Internal Evaluation Board of BUT shall be closed to the public. The following persons may attend meetings of the working groups of the BUT IEB:
  - a) members of the BUT IEB;
  - b) persons invited to the meeting by the chairperson of the working group.

5. The working groups shall adopt opinions by a majority of votes of all members present. Voting takes place either at the meeting of the working group, or it may take place outside a working group meeting in the form of voting *per rollam*.
6. Furthermore, part four of these Rules shall apply *mutatis mutandis* to the rules of procedure of the working groups. However, the minutes of the meetings of the working groups shall only include the persons present, the opinions adopted, information on voting on the opinions and the date of the next meeting, if set.
7. The opinions of the working groups shall be submitted to the Internal Evaluation Board of BUT by the chairperson of the working group (in paper or electronic form, e.g. through e-mail), specifically to the Chairperson of the BUT IEB (and in copy to the Secretary of the BUT IEB), who must receive the opinions and resolutions not later than 48 hours after the end of the **Committee (Working Group? – trans.)** meeting.

## **PART SIX FINAL PROVISIONS**

### **Article 20 Final Provisions**

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

Doc. Dr. Ing. Petr Hanáček  
President of the BUT Academic Senate

Prof. RNDr. Ing. Petr Štěpánek, CSc.  
Rector