

Ministry of Education, Youth and Sports registered pursuant to § 36 paragraph 4, § 41 paragraph 2 and § 87 paragraph 111/1998 Coll., on Universities and on Amendments to Other Acts (Higher Education Act), as amended on 9th

October 2017 under file number MSMT-23840 / 2017- Order of the Internal Evaluation Board of the The College of Regional Development and Banking Institute – AMBIS, a.s.

Mgr. Karolína Gondková
University department director

**Order of the Internal Evaluation Board
The College of Regional Development and
Banking Institute – AMBIS, a.s.**

PART ONE

Scope and organization of the Internal Evaluation Board

Article I

Internal Evaluation Board

- 1) The Internal Evaluation Board (hereinafter referred to as the “Board”) is an advisory body to the Rector of the The College of Regional Development and the Banking Institute - AMBIS, a.s. (hereinafter referred to as “the School”), supports and develops the assurance and internal evaluation of the quality of the educational, scientific, research, development and innovation or other creative activities of the School.
- 2) The competence of the Board is determined by Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended (hereinafter referred to as the “Act”) and the school regulations, in particular the quality assessment referred to in the quality manual (hereinafter referred to as "IMS"). The Board shall, in particular, within the scope set out in paragraphs 1 and 2:
 - a) monitors the area of accreditation and verifies whether they meet the requirements of schools on the quality of education in study programs and conducts its review,
 - b) discusses the draft internal audit report of the School in accordance with the IMS quality management system and submit it to the School management,
 - c) discusses significant changes in the implementation of the study program compared to the approved application for accreditation, based on the rules for implementation of the change in the IMS Quality Manual,
 - d) monitors the implementation of changes and measures according to the IMS manual in case of detected shortcomings in the implementation of the study program,
 - e) approves methodological materials related to quality assurance and internal quality assessment.
- 3) In the exercise of its powers, the Board shall cooperate with the other bodies of the School.

Article II

Composition of the Board

- 1) The Board is chaired by the Rector.
- 2) The number of members of the Board shall be at least five. The members of the Board are academics or school managers.
- 3) Members of the Board shall perform their functions personally and shall be independent in the performance of their duties.

PART TWO
Activities of the Board

Article III
Board meetings

1. Board meetings are held at least once a semester.
2. An invitation with the agenda is sent to the Board members for each meeting.
3. The agenda for a Board meeting is proposed by the President of the Board.
4. The meetings of the Board are not public. Persons attending Board meetings shall ensure its confidentiality.
5. The submitter of an agenda item may be invited to discuss it.
6. When negotiations begin, the chairperson shall allow the members of the Board to table amendments or amendments to the agenda. The quorum is valid if an absolute majority of its members is present. The approval of a majority of the members present shall be required for the adoption of a resolution. The Chairperson may declare a vote outside the Board meeting ("per rollam voting"), in the case of urgent matters, the method and term of voting shall be determined by the Chairperson of the Board. The resolution is adopted if it is approved by an absolute majority of all members of the Board. The minutes of voting per rollam shall be approved at the next Board meeting.
7. Minutes are taken from the Board meetings. The minutes shall indicate the date of the meeting, who of the members of the Board was present, who was excused or absent, who was invited to the meeting, who was the chairman, what was the agenda, what resolutions were adopted, and what were the numerical results of voting.
8. The Chair shall verify the accuracy of the minutes.

PART THREE
Final Provisions

Article IV
Final Provisions

1. This regulation was approved by the Board of Directors on 14 August 2017.
2. This Decree shall enter into force pursuant to Section 36 (4) and Section 41 (2) of the Act and shall become effective on the date of registration by the Ministry of Education, Youth and Sports.

doc. Ing. František Pavelka, CSc.

rektor