

**RULES OF PROCEDURE
OF THE EVALUATION COMMITTEES
OF THE NATIONAL ACCREDITATION BUREAU FOR HIGHER EDUCATION**

dated July 1, 2025

**Article 1
Introductory provisions**

(1) The evaluation committees of the National Accreditation Bureau for Higher Education (hereinafter referred to as "committees") are advisory bodies to the Board of the National Accreditation Bureau for Higher Education (hereinafter referred to as "Board")

- a) for the preparation of supporting documents and opinions for individual administrative proceedings pursuant to Section 83c(2)(b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended,
- b) for the preparation of supporting documents and reports on the external evaluation of the activities of higher education institutions,
- c) for the preparation of opinions on the type of higher education institution,
- d) for the preparation of opinions on the granting of state approval,
- e) for the preparation of opinions on the personnel, financial and material resources for a foreign higher education study program and on the implementation of corresponding related creative activities by an applicant for an approval or authorization to provide foreign higher education in the Czech Republic in a foreign higher education study program or on compliance with the above conditions by the holder of such an approval or authorization (hereinafter referred to as "opinion on the provision of foreign higher education in the Czech Republic"),
- f) for the preparation of other opinions for Board meetings.

(2) The establishment of committees, the appointment and composition of committees are governed by the Higher Education Act and the Statute of the National Accreditation Bureau for Higher Education (hereinafter referred to as the "Accreditation Bureau").

(3) The provisions of Articles 2 and 3 shall apply mutatis mutandis to cases where the chair of the Accreditation Bureau requests the committee to issue a new opinion on the basis of the higher education institution's comments on the supporting documents for the decision.

**Article 2
Activities of the committees**

(1) The activities of the committee shall commence on the date on which the majority of all members of the committee, including its chair, have been appointed.

(2) The activities of the committee shall end on the date on which the Board, with regard to the case for which the committee was established,

- a) adopts a decision pursuant to Section 83c(2)(b) of the Higher Education Act,

- b) the date on which the Board has decided to issue an opinion on the type of higher education institution, an opinion on the granting of state approval, an opinion on the provision of foreign higher education in the Czech Republic, or a report on the external evaluation of the educational, creative, and related activities of the higher education institution, or
 - d) the date on which the relevant proceedings or the relevant procedure of the Board in the matter for which the committee was established were discontinued.
- (3) A member of the committee is irreplaceable in the performance of his or her duties as a member of the committee.
- (4) The provisions of Act No. 500/2004 Coll., the Administrative Procedure Code, as amended, on the obligation to maintain confidentiality and observe the principle of impartiality shall apply to the members of the committee.
- (5) The chair of the committee shall, among other things:
- a) manage the activities of the committee and be accountable to the Chair of the Accreditation Bureau for its activities,
 - b) cooperate on an ongoing basis with the employees of the Accreditation Bureau and members of the Board,
 - c) request, on behalf of the committee, through an employee of the Accreditation Bureau, additional materials for the committee's activities,
 - d) assign committee members to prepare expert opinions and perform other tasks for the preparation of a written report from the work of the committee,
 - e) propose an agenda for meetings to verify conditions on site where the study program is carried out, at the location where educational activities are carried out in the case of institutional accreditation, and as part of the external evaluation of the activities of the higher education institution, if such a meeting takes place on site,
 - f) propose the agenda for the committee's meetings and chair the committee's meetings,
 - g) be responsible for processing the written report from the work of the committee and submit it without delay to the employee of the Accreditation Bureau, who confirms by act of acceptance that the requirements on the written report from the work of the committee have been met,
 - h) confirm the result of the committee's vote with his or her signature in the minutes of the committee's meeting.
- (6) Member of the evaluation committee:
- a) cooperates on an ongoing basis with the chair of the committee and the vice-chair of the committee, if appointed,
 - b) is obliged to familiarize themselves with the training materials of the Accreditation Bureau for evaluators and with all documents relevant to the activities of the committee,
 - c) is obliged to personally and actively participate in training, activities, and meetings of the committee,
 - d) except in exceptional justified cases, participates in meetings on site to verify the conditions for the implementation of the study program, at the location where the educational activity is carried out in the case of institutional accreditation, and as part of the external evaluation of the activities of the higher education institution, if such a meeting takes place on site,
 - e) participates in the activities of the committee, including, among other things, preparing an expert opinion, if entrusted with its preparation by the chair of the committee, and performing other tasks as instructed by the chair of the committee,
 - f) acts independently at committee meetings, on their own behalf, and expresses their personal professional opinion.

Article 3

Committee meetings

(1) Committee members shall participate in committee meetings. Employees of the Accreditation Bureau, members of the Board, and other persons invited by the committee chair may also participate in meetings without voting rights.

(2) Committee meetings may be held in person, remotely, or in a hybrid form. The provisions of Article 6(1) of the Rules of Procedure of the Board shall apply mutatis mutandis to the conduct of remote or hybrid meetings and voting at such meetings.

(3) The committee shall be competent to take decisions if a majority of all its members are present. Presence means physical presence at in-person or hybrid meetings of the committee, as well as remote presence at hybrid or remote meetings of the committee via means of remote communication. The committee shall decide by a majority of the members present, but at least one-third of all its members.

(4) During the first meeting of the committee, the members of the committee shall be trained by an employee of the Accreditation Bureau who coordinates the activities of the committee. If the verification of conditions includes a on-site visit to the location where the study program is carried out, the location where educational activities are carried out in the case of institutional accreditation, or as part of an external evaluation of the activities of a higher education institution, one committee meeting shall generally be held before the verification of conditions on site and one after the verification of conditions on site.

(5) The written report from the work of the committee is a document, which usually contains:

- a) specification of the matter in question and which entity it concerns,
- b) a list of all members of the committee and any other persons present at the meeting,
- c) an expert assessment of the matter for which the committee was established,
- d) any minority opinion of a member or members of the committee,
- e) the date of the meeting; in the case of a per rollam vote, the date on which the vote was concluded,
- f) the signature of the chair of the committee.

The recommended form of the written report from the work of the committee shall be determined by the Chair of the Accreditation Bureau.

(6) The employee of the Accreditation Bureau who coordinates the activities of the committee shall confirm to the chair of the committee by an act of acceptance that the requirements for the written report from the work of the committee have been met. If the written report from the work of the committee is not accepted by the relevant employee of the Accreditation Bureau, the committee shall amend the written report. The employee of the Accreditation Bureau shall refuse acceptance if the written report from the work of the committee contains statements by the committee that are contrary to the facts, the law or government regulation on standards for accreditation in higher education, does not contain a sufficient expert assessment of the matter for which the committee was established, or does not formally correspond to the recommended form of the written report specified by the chair of the Accreditation Bureau.

(7) The Accreditation Bureau shall send the written report from the work of the committee to the participant in the proceedings, together with other documents relevant to the decision in the matter, if the Accreditation Bureau is conducting administrative proceedings. If the participant in the proceedings comments on the facts stated in the report, the committee shall take the participant's comments into account when preparing the revised written report from the work of the committee at the request of the Chair of the Accreditation Bureau.

(8) The Accreditation Bureau shall publish the written report from the work of the committee.

Article 4

Deliberation and voting per rollam

(1) The committee may also approve written report from the work of the committee by voting per rollam via electronic communication outside of meetings, if so determined by the committee chair.

(2) A proposal for voting per rollam must contain at least:

- a) a draft written report from the work of the committee,
- b) the documents necessary for its issuance or information on where they are available to committee members, and
- c) information on the deadline by which committee members must vote.

(3) The chair of the committee or an employee of the Accreditation Bureau authorized by him or her shall send the proposal for voting to the members of the committee by electronic communication. The proposal for voting shall specify the deadline for discussion and voting, which shall not be less than three days from the date of circulation.

(4) Written statements on the vote (whether the member votes for or against the proposal or abstains from voting) shall be sent by the committee member to the chair of the committee and to the employee of the Accreditation Bureau from the email address previously reported to the Accreditation Bureau.

(5) When determining the result of a per rollam vote, all members of the committee shall be deemed to have been present at the vote.

(6) Voting in accordance with paragraph 1 shall not be possible if at least one-third of all members of the committee have rejected per rollam voting within the voting period.

Article 5

On-site visits to verify the conditions for the implementation of a study program, at the place of educational activity in the case of institutional accreditation, and as part of the external evaluation of a higher education institution's activities

(1) Verification of the conditions for implementation on site shall always take place in the case of proceedings for the granting of institutional accreditation or in the case of external evaluation of the activities of a higher education institution. In other cases, it shall take place in particular if the subject of the proceedings is the granting of accreditation to a new study program or if so determined by the chair of the Accreditation Bureau.

(2) Members of the committee, employees of the Accreditation Bureau, and, depending on the nature of the matter, members of the Board shall participate in the on-site visit. The on-site visit cannot take place if less than half of the members of the committee participate, with a minimum of three members of the committee required to be present at the on-site visit.

(3) The date of the on-site visit shall be communicated to the higher education institution by the employees of the Accreditation Bureau at least 10 working days in advance.

Article 6

Final Provisions

These Rules of Procedure were approved by the Board of the Accreditation Bureau on July 1, 2025, and shall enter into force on the same day.

In Prague on July 1, 2025

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prof. Mgr. Jaroslav Miller, M.A., Ph.D.
Chair of the National Accreditation
Bureau for Higher Education