

Rules of Procedure for PEF Curriculum Panels

Article 1

Introductory provisions

(1) This dean's regulation (referred to as "ND") specifies selected provisions of CZU internal regulations relating to the system of internal quality assessment, in particular:

- a) Rector's Directive No. 8/2020 "Procedure of ensuring and internal evaluation of the quality of study programs at CZU,"
- b) Rector's Directive No. 8/2019 "The procedure of evaluation and provision of feedback mechanisms in internal evaluation of the quality of educational activities at CZU,"
- c) Rector's Directive No. 3/2018 "Definition of competencies for evaluation and quality assurance of study programs at CZU in Prague,"

(2) The aim of this ND, in particular, is to specify and unify the processes related to the functioning of the PEF study program panels (referred to as "Panels") in creating evaluation reports of study programs, which are defined in the above CZU internal regulations.

Article 2

Building and updating panels

(1) The guarantor of the study program (referred to as the "Guarantor") proceeds primarily following paragraphs 6 and 7 of Article 3 of the Rector's Directive No. 8/2020 when compiling and updating the Panels.

(2) Panels are usually created before the start of activities related to the creation of the first partial evaluation report of the study program. Then you decide once a year to change them, again usually on the date of commencement of work on the next partial evaluation reports of the study program.

(3) The Guarantor submits a proposal for the Panel (or an update of the Panel) to the Dean of the FBE within 2 months after the evaluated academic year.

(4) If the proposal includes the inclusion of a PEF academic staff member of the Panel, the Guarantor must discuss this nomination in advance with both this academic staff member and the relevant head of the department.

(5) If the proposal includes the inclusion of a student of the doctoral study program PEF in the Panel, the Guarantor must discuss this nomination in advance with this DSP student, and with his / her supervisor as well as the relevant head of the department.

(6) After the approval of the Panel by the Dean of PEF, the members of the Panel will receive the authorization to take part in the Panel's work. They issue the authorization for an indefinite period.

(7) Panel membership expires:

- a) performing an update of the Panel, if the member concerned is not among the members of the updated panel; in such a case, they inform him of this by writing to the Dean of PEF;
- b) expiration of the accreditation period of the relevant study program;
- c) delivery of the written resignation of a member of the Panel to the Dean of PEF;

d) the death of a member of the Panel.

Article 3

Activities and meetings of the Panels

(1) The Panels and their activities are primarily based on the relevant provisions of the internal regulations specified in Article 1 of this ND.

(2) The activity of the Panels is managed by the Guarantor. Guarantor in particular:

- a) manages the activities of the Panel and handles it for the Dean of PEF;
- b) proposes the agenda of the Panel, conducts the deliberations of the Panel, from which it draws up and signs the record;
- c) handles the creation of the Panel's outputs, which are specified in the above-mentioned internal regulations, in proper quality and on time; ensures that the output is properly discussed by all panel members before submission;
- d) if necessary, the Panel requests the addition of documents for preparing the specified outputs, usually the Vice-Dean of PEF, who handles the area of internal quality assessment.

(3) A Panel member:

- a) must get acquainted with all documents for the creation of panel outputs according to the Guarantor's instructions;
- b) is obliged to personally and actively participate in the proceedings of the Panel (membership in the Panel is irreplaceable);
- c) acts independently on their own behalf in the deliberations of the Panel and express their personal professional opinion;
- d) complies with the conditions of impartiality and, unless otherwise stated, treats all information obtained because of their membership in the Panel as confidential and treats it accordingly.

(4) The guarantor can organize meetings in full-time, distance or hybrid form. All these forms are considered equivalent if they fulfill the set goal of the meeting and allow the full participation of all members of the Panel in the meeting.

(5) The SP panel can pass a resolution if more than half of its members participate in the meeting. A simple majority of those present shall pass resolutions. In the event of a tie, the Guarantor's vote shall prevail.

(6) The records of the Panel meetings are prepared and archived electronically. The registration shall contain at least:

- a) the name of the chairman and members of the Panel, the recorder and the persons present at the meeting;
- b) a description of the discussion of individual items on the agenda, including the resolutions adopted;
- c) any minority opinion of the member or members of the Panel on the resolutions;
- d) place and time of the meeting, name of the recorder;
- e) verification of the records by the signature of the chairman of the commission.

Article 4

Negotiations and voting per rollam

(1) The panel may also pass resolutions per rollam (outside the meeting) by correspondence (in writing) or electronically, if so provided by the Guarantor.

(2) The proposal for per rollam vote must include at least:

- a) motion for a resolution
- b) the documents needed for its assessment or an indication of where they are published
- c) an indication of the period within which the member of the commission is to give an opinion.

(3) The vote is public and is provided by the Guarantor. Background material and the wording of the proposal will be distributed to the members of the Panel for discussion in a closed electronic conference. The resolution shall specify a time limit for discussion and voting, which may not be less than three calendar days from the distribution of background material.

(4) The result of per rollam vote, including an indication of how each member voted, shall be communicated to the members of the Panel without delay. When determining the result of a roll-call vote, they shall deem all members of the Panel to have been present.

Article 5

Technical and administrative support

(1) Technical and administrative support for the activities and meetings of the Panels is provided by the PEF Vice-Dean's Department, which handles the area of internal quality assessment (hereafter "PEF Department").

(2) For the purposes of the Panel activities and meetings, the PEF Department provides in particular:

- a) providing and assisting in the administration of the relevant part of the CZU information system or a similar tool for negotiations, communication, sharing of data necessary for the activities of the Panel;
- b) archiving the outputs of the Panel's meetings and making them available to all panel members and other interested persons;
- c) within its capacity, the organizational provision of meetings, preparing records of meetings and the preparation and distribution of documents for meetings;
- d) assisting the Chairman of the Panel and its members in carrying out their activities under these Rules of Procedure.

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In Prague on February 15, 2021