On 30 September 2019, pursuant to Section 87 (1) (a), Section 36 (2) and (4), and Section 41 (2) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended, the Ministry of Education, Youth and Sports registered the Rules of Procedure of the Academic Council of the University of Creative Communication under Ref. No. MSMT-43032/2018-2.

 Mgr. Karolína Gondková, m. p.

 Director of the Department of Higher Education Institutions

**Rules of Procedure of the Academic Council**

**University of**

**Creative Communication**

**Rules of Procedure of the Academic Council**

**Article 1**

**Position of the Academic Council**

The position, powers and composition of the Academic Council of the University of Creative Communication (hereinafter referred to as the “Council”) are governed by Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended (hereinafter referred to as the “Act), by the Statutes of the University of Creative Communication (hereinafter referred to as the “Statutes”) and by the following Rules of Procedure. At the same time, the Academic Council holds the position of Council for the internal evaluation of the University according to Section 12a of the Act, and is the guarantor of an internal quality evaluation system at the University.

**Article 2**

**Membership of the Academic Council**

1. Members of the Academic Council are appointed and removed by the Chancellor after consultation with the executive officers of the University. One third of its members are appointed from the ranks of prominent representatives of the fields in which the University of Creative Communication (hereinafter referred to as the “University”) carries out educational, research, development, innovation, artistic and other creative activities (hereinafter referred to as “educational and creative activities”), one third of its members are appointed at the proposal of the Council, and at least one third of the Council must consist of persons outside of the academic community of the University. One member of the Council must always be a student of the University.
2. If the Chancellor decides not to appoint a candidate nominated by a member of the Council, then they shall be obliged to justify this decision to the member who nominated the candidate.
3. Membership of the Council is honorary and obliges members to participate in meetings of the Council; members cannot be represented by a substitute.
4. The Council shall have at least 7 members.
5. The chair of the Council is the Chancellor.
6. The vice-chair of the Council is appointed by the Chancellor from academic staff members of the University, who are professors or senior lecturers of the University and, at the same time, members of the Council.
7. A member’s term of office lasts for three years, and members can be appointed repeatedly.

**Article 3**

**Powers**

1. The Council discusses fundamental issues of educational and creative activities of the University and its cooperation with providers of work experience, and performs tasks in accordance with Section 12 of the Act; the Council:
2. expresses opinions on matters presented by the Chancellor, the executive officers or the Vice-Rectors,
3. discusses, at the proposal of the Chancellor, the draft strategic plan of the University,
4. approves study courses proposed by the Chancellor,
5. approves the intention to submit applications for accreditation, expansion of accreditation, or extension of the accreditation period of study courses proposed by the Chancellor,
6. approves, at the proposal of the Chancellor, the intention to cancel study courses,
7. discusses the Chancellor’s draft rules for quality assurance of educational and creative activities and related activities of the University, and draft rules for the internal assessment of these activities of the University,
8. discusses the intentions of the Chancellor to appoint or remove members of the Council pursuant to Article 2 (1) of these Rules,
9. discusses the draft report on the internal assessment of the quality of educational and creative activities and related activities of the University presented by the Chancellor, and proposals for amendments to this report,
10. discusses the draft annual report of the University’s activities,
11. discusses the University’s draft economic report,
12. discusses fundamental conceptual proposals and decisions of the Chancellor or the executive officers that govern the further development of the University,
13. approves members of the examination committees for the final state examinations pursuant to Article 15 (14) of the Study and Examination Rules of the University.

2. Within the scope of its powers as the Council for the internal evaluation of the University, the Council proceeds based on Section 77b of the Act, in particular based on the definition of the mission and strategy of the University, and in accordance with Section 12a (4) of the Act the Council:

1. approves the Chancellor’s draft rules for assuring the quality of educational and creative activities and related activities of the University (hereinafter referred to as the “quality of activities”), and draft rules for the internal assessment of these activities of the University,
2. manages the internal evaluation of the Quality of Activities of the University (hereinafter referred to as “internal evaluation”),
3. prepares a report on the Internal Evaluation of the University for a period of 5 years and annually updates it,
4. keeps continuous records of the Internal Evaluation of the University,
5. submits proposals for measures to improve quality to the University management.

3. If the Council deems it useful, it may set up working groups composed of members of the Council and academic staff members of the University, both permanent and temporary, to assist the Council in ensuring the Internal Evaluation of the Quality of Activities of the University. Individual working groups are set up with regard to the subject matter of internal evaluations and are accountable to the chair of the Council.

**Article 4**

**Quality evaluation system**

1. Evaluation of the quality of the University primarily takes place on two interconnected levels:

1. evaluation of quality assurance during the teaching process,
2. evaluation of the achieved quality of the results of the learning process, i.e., the achieved level of theoretical knowledge, creative skills and practical competences of artistic development of students and graduates in relation to continuous study results and results of final state exams.

2. The internal evaluation system is based on:

1. setting criteria for quality assessment,
2. creation of appropriate processes and tools leading to flexibility in increasing quality and eliminating possible shortcomings,
3. administrative assurance of the functionality and efficiency of university activities.

**Article 5**

**Convening meetings**

1. Regular meetings of the Council are not open to the public and must be convened by the Chancellor at least once per semester.
2. In case of need, or at the request of the executive officers, the Chancellor may convene extraordinary meetings.
3. Council meetings may also be convened if at least one third of all members of the Council request so in writing, stating the subject matter of the requested meeting.
4. The members, invited guests and the executive officers shall be informed of the date of a Council meeting at least 14 days in advance, where they will receive an invitation together with the agenda of the meeting and written documents for items on the agenda. Written information may be delivered by e-mail if Council members, the executive officers or invited guests agree.
5. Council members or invited guests can address proposals for the agenda of a meeting to the chair of the Council.

**Article 6**

**Meetings**

1. Council meetings are chaired by the chair or vice-chair.
2. The executive officers of the University are entitled to attend Council meetings, and must be given the floor if they request it.
3. Guests may be invited to attend a Council meeting if an item of the agenda so requires.
4. After the meeting is commenced, the agenda will be approved and possibly supplemented with further items.
5. The individual items of the agenda will be discussed by the present members of the Council and, if present, the executive officers and invited persons.
6. The Council shall constitute a quorum if an absolute majority of its members are present at the meeting. When discussing strategic and conceptual matters of the University, the Council shall constitute a quorum if two thirds of all its members are present at the meeting.
7. When approving the agenda, the Council shall decide if the meeting or a part thereof is public.

**Article 7**

**Voting**

1. Only members of the Council have the right to vote at meetings of the Council.
2. Resolutions of the council shall be adopted by an absolute majority of votes in favour by the members present in accordance with Article 6 (6) of these Rules.
3. In the case of equality of votes, the matter shall be decided by the vote of the chair or, if the chair is absent, the vote of the vice-chair.

**Article 8**

**Minutes**

1. Minutes shall be taken at Council meetings. The minutes shall state the date of the meeting, members of the Council present and absent, other persons present, the agenda of the meeting, the result of votes and resolutions adopted. An attendance sheet is an integral part of the minutes.
2. The accuracy of the minutes shall be verified by the chair.

**Article 9**

**Final provisions**

1. The Rules of Procedure of the Academic Council of the University of Creative Communication registered by the Ministry of Education, Youth and Sports on 12 May 2016 under Ref. No. MSMT-27284/2015-6 are hereby repealed.

2. These Rules of Procedure of the Academic Council shall enter into force pursuant to Section 36 (4) and Section 41 (2) of the Act on the date they are registered by the Ministry.

3. These Rules of Procedure of the Academic Council shall enter into effect pursuant to Section 36 (4) and Section 41 (2) of the Act on the day following the date of registration by the Ministry.