

System of quality assurance and internal evaluation of educational, creative and related activities of NEWTON University

INTRODUCTORY PART

Article I Introductory provisions

1. This standard defines the system of quality assurance of educational, creative and related activities and internal evaluation of the quality of educational, creative and related activities (hereinafter referred to as the "quality system") at NEWTON University (Vysoká škola NEWTON, a.s., hereinafter referred to as "NEWTON University" or simply "University"; until 13 May 2021, under the business name NEWTON College and the abbreviation NC).
2. Unless otherwise stated, quality in this document always means the quality of the educational, creative and related activities of the university.

Article II Quality system

1. The quality system at the university includes:
 - a) individual processes, the quality of which is purposefully ensured and internally evaluated,
 - b) bodies and persons with authority, powers and responsibility in the quality system,
 - c) rules and procedures for quality assurance and internal quality assessment,
 - d) Rules of Procedure of the Internal Evaluation Council.
2. The quality system also includes the provision of the necessary public information in accordance with the requirements of the applicable legislation, the Statutes of NEWTON University (hereinafter referred to as the "Statutes"), as well as this and other internal standards of the University.

THE SUBJECT OF THE QUALITY SYSTEM

Article III Processes

1. At the University, the following areas are targeted for quality assurance and regular internal quality assessment:
 - a) educational activities and their results,
 - b) creative activity and their results,
 - c) external relations,
 - d) cooperation with industry,
 - e) student care and learning support activities.
2. External relations are understood as international relations as well as relations with other domestic universities, scientific and research institutions, public administration institutions and relations established and maintained within the framework of fulfilling the so-called social role of universities.
3. Student care and learning support activities include both direct service, care and support activities for students of the University and other activities carried out by University staff to create the appropriate prerequisites and conditions for successful study at the University.

SCOPE, POWERS AND RESPONSIBILITIES IN THE QUALITY SYSTEM

Article IV Definition of scope, powers and responsibilities in the quality system

The following have the scope, powers and responsibilities within the quality system of higher education institutions to the extent stipulated by applicable legislation, the Statutes, as well as this and other internal standards of higher education institutions:

- a) Board of Directors,
- b) Internal Evaluation Council,
- c) Chancellor and Vice-Chancellors,
- d) Bursar,
- e) Heads of Centres of Expertise,
- f) Directors of Institutes,
- g) senior staff according to the current organisational structure,
- h) convenors of study programmes,
- i) convenors of the individual subjects,
- j) vocational convenors.

Article V Board of Directors

1. Board of Directors:
 - a) is responsible for the implementation of the quality system,
 - b) initiates changes and additions to the quality system,
 - c) Appoints the Chairperson and approves the appointment of the members of the Internal Evaluation Council,
 - d) continuously evaluates the activities of the Internal Evaluation Council, the Chancellor, Vice-Chancellors, Heads of Centres of Expertise, study programme convenors and other senior staff within the quality system.
2. The Board of Directors shall determine by decision the responsibility of the Internal Evaluation Council for the coordination of activities within the quality assurance and internal evaluation system.

Article VI Internal Evaluation Council

1. The Internal Evaluation Council of the University (hereinafter referred to as "the Council"):
 - a) manages the quality system as a whole,
 - b) develops draft rules and procedures for quality assurance and internal evaluation,
 - c) submits draft rules and procedures to the Board of Directors for approval,
 - d) manages the internal quality assessment process,
 - e) manages the preparation of the internal quality assessment report including its appendices,
 - f) maintains ongoing records of internal quality assessment,
 - g) perform other activities within the scope determined by the Board of Directors.
2. The Council also initiates and manages the development of educational activities in accordance with the strategic plan of the University, in particular:
 - a) discusses a proposal to obtain, change or terminate the accreditation of a study programme and then submits it to the Board of Directors for approval,
 - b) discusses the proposal for the appointment, change and dismissal of the study programme convenor and subsequently submits it to the Board of Directors for approval,
 - c) discusses the proposal for the appointment, change and dismissal of the convenor of a professional specialisation and subsequently submits it to the Board of Directors for approval,
 - d) evaluates, within the framework of the discussion of individual partial evaluation reports and the preparation of the internal quality evaluation report, the study programmes implemented by the Centres of Expertise in terms of their timeliness and relevance in relation to the requirements of industry, graduates' experiences and students' suggestions, continuously assesses the strengths and weaknesses

- of study programmes with regard to external opportunities and threats and proposes corrective measures,
- e) approves the regular partial evaluation reports on the implementation of study programmes, the regular partial evaluation reports on the educational, creative and related activities of the Centres of Expertise, and other partial evaluation reports submitted to it,
 - f) expresses its opinion on other materials submitted to it by the Board of Directors, the Chancellor or the President of the Council.
3. The manner of convening and meeting of the Council is set out in its Rules of Procedure, which are part of this standard.

Article VII Chancellor and Vice-Chancellors

The Chancellor, or the Vice-Chancellor authorised by the Chancellor:

- a) supervises the interaction in the quality system,
- b) within the scope and limits set by the applicable legislation, the Statutes and this standard, issues the necessary measures, decisions or methodological instructions to ensure the implementation of the quality system,
- c) initiates changes and additions to the quality system,
- d) with the approval of the Board of Directors, appoints and dismisses convenors of study programmes and professional specialisations.

Article VIII Heads of Centres of Expertise and other senior staff

1. Head of a Centre of Expertise:
- a) is responsible for the provision of teaching and quality assessment of subjects,
 - b) is responsible for the focus and organisation of the creative activities of the Centre,
 - c) conducts assessment interviews with academic staff working within the relevant Centre of Expertise,
 - d) determines the convenors of study subjects and subsequently evaluates their activities,
 - e) submits to the Council a regular evaluation report on the educational, creative and related activities of the Centre of Expertise, with proposals for improvement and solutions to problems in these activities,
 - f) actively creates conditions for the academic staff working within the Centre for their professional growth, qualification development, improvement of educational and creative activities, participation in domestic and international projects and international educational activities,
 - g) addresses student suggestions aimed at the quality of educational activities provided by the Centre of Expertise.

2. The head of the professional centre conducts visits of subjects at his/her discretion. He/she prepares a record of the visit, which includes a statement from the lecturer, if applicable.
3. A Director of an Institute, as well as any other senior staff member:
 - a) is responsible for the quality of the activities that his/her department is responsible for carrying out,
 - b) carries out appraisal interviews with staff working in the department it manages,
 - c) submits proposals to the Council for solving problems and improving activities within the department he/she heads,
 - d) actively creates conditions for the professional growth, qualification development and improvement of the quality of the activities provided by the employees of the department headed by him/her,
 - e) addresses suggestions in relation to the quality of the activities carried out by his/her department.

Article IX Study programme convenor

1. A study programme convenor may only be a full-time academic employee of the university who has been appointed professor or associate professor, or who holds the scientific degree of candidate or doctor of sciences (CSc., DrSc.) or education obtained by completing a doctoral study programme, all in a field of study close or related to the content of the study programme he/she is to convene.
2. The study programme convenor is responsible for the quality and proper implementation of the convened study programme.
3. Study programme convenor:
 - a) is responsible for maintaining the profile of the graduate defined in the accreditation of the study programme in the scope of professional knowledge and skills corresponding to the objectives and focus of the study, for defining the content and scope of the state final examination and its parts so that this examination corresponds to the focus of the study and the profile of the graduate,
 - b) submits to the Council a regular evaluation report on the implementation of the study programme,
 - c) is responsible for the content of the admission procedure to the study programme he/she convenes,
 - d) before each semester, coordinates the convenors of individual subjects especially in terms of achieving the necessary profile of the graduate of the study programme in the form of content coordination between subjects, and provides them with methodological guidance during the semester,

- e) initiates research projects, publication outputs and other creative activities of subject convenors as well as individual lecturers in order to capture the latest state of knowledge in the given study programme,
 - f) is responsible for the comparability of student assessments in a given study programme,
 - g) is responsible for regular evaluation of student evaluations at the degree programme level and for the design and implementation of corrective measures,
 - h) at least once a year, organises a meeting with the students of the study programme to collect their comments on the study programme; reports the results to the Council.
4. The study programme convenor conducts subject visits at his/her discretion. He/she prepares a record of the visits, which includes a possible statement by the lecturer.

Article X Subject convenor

Subject convenor:

- a) is responsible for the content, level and development of the subject,
- b) takes care of the development of knowledge and updating of study literature within the convened subject, develops creative activities in the field of the convened subject,
- c) is responsible for the content and development of the subject to the study programme convenor; consults and coordinates the development of the subject with the Head of the Centre of Expertise and the study programme convenor with regard to the development of the study programme,
- d) compiles subject characteristics, learning outcomes, content and teaching methods, and literature recommended for study; ensures completeness of subject information in the university's information system,
- e) regularly updates the content of the subject; the proposal for a significant change is submitted to the Council after discussion with the convenor of the study programme,
- f) discusses with the convenors of other subjects and with the study programme convenor the effective interconnection and continuity of subjects,
- g) before each semester in which the subject is taught, coordinates individual lecturers of the subject, especially in terms of teaching methods, study aids and student requirements, and provides them with methodological guidance during the semester,
- h) initiates research projects, publications and other creative activities of lecturers and practitioners in order to capture the latest state of knowledge in the subject,
- i) is responsible for the comparability of student assessments in a given subject,
- j) is responsible for the periodic evaluation of student subject-level assessments and for the design and implementation of corrective actions.

Article XI Vocational convenor

1. The vocational convenor of a study programme or an individual study plan (specialisation) within a study programme may be a practitioner who has completed education at the level of at least a Master's degree programme and whose professional activity over the last 5 years corresponds to the focus, objectives and profile of the relevant study programme or its specialisation.
2. Vocational convenor:
 - a) is responsible for the compliance of the profile of the graduate of the study programme or its specialisation with the real requirements of industry and the labour market,
 - b) in cooperation with the study programme convenor, coordinates the convenors of individual subjects in terms of achieving the necessary graduate profile and acquiring knowledge and skills corresponding to the requirements of industry and the labour market,
 - c) provides information and methodological guidance to the convenors and lecturers of individual subjects in the conception of teaching in a form corresponding to the requirements of industry and the labour market,
 - d) initiates creative activity and contract research projects based on collaboration between academics and practitioners,
 - e) contributes to the implementation of the latest knowledge from the field in the teaching of individual subjects,
 - f) meets at least once a year with students of the study programme or its specialisation in a lecture or workshop dedicated to the presentation of specific findings from the field.
3. The vocational convenor carries out visits of subjects at his/her discretion. The vocational convenor shall prepare a record of the visit and submit it to the study programme convenor. The record shall also include a statement from the lecturer, if applicable.

**RULES AND PROCEDURES FOR QUALITY ASSURANCE AND
INTERNAL EVALUATION****Article XII Study programme documentation**

1. To ensure the comparability and standardisation of the quality assurance and internal evaluation processes, the documentation of the study programme is maintained; the Council is responsible for its content, maintenance and continuous updating.
2. The documentation of the study programme is stored in the information system of the university and is accessible to all institutions and persons participating in the implementation of the quality system of the university.

3. The documentation of the study programme includes:
 - a) the application for accreditation, the decision to grant, amend or withdraw it,
 - b) documentation of compulsory and optional subjects of the study programme,
 - c) sample curricula,
 - d) regular evaluation reports on the implementation of the study programme,
 - e) other parts of the study programme as defined in Section 44(2) of the Act which are not part of the documentation referred to in (a) to (d).

Article XIII Subject documentation

1. To ensure comparability and standardization of quality assurance and internal evaluation processes, subject documentation is maintained; the subject convenor is responsible for its content, maintenance and continuous updating.
2. The subject documentation is stored in the information system of the university and is accessible to all institutions and persons participating in the implementation of the quality system of the university.
3. The subject documentation consists of the subject card and the subject syllabus; if the subject is taught in the combined and/or distance form of study, the documentation also includes the subject syllabus.

Article XIV Subject evaluation

1. Subject evaluation is carried out by the study programme convenor, the vocational convenor and the subject convenor.
2. Students evaluate the subjects in a student survey conducted each semester through the University's information system. The Chancellor or the Vice-Chancellor designated by the Chancellor is responsible for the implementation of the student survey.
3. The evaluation of the student survey is carried out by the person or department of the university who has been entrusted with this activity as part of their job description. The results of the evaluation shall be made available to the bodies and persons referred to in Article 4.

Article XV Evaluation of graduate employment

1. Sources of information on graduate employment include:
 - a) surveys of alumni,
 - b) regular surveys of graduates and employers,
 - c) additional information from external sources.

2. The collection and evaluation of information on the employment of graduates is carried out by the person or department of the university who has been entrusted with this activity as part of their job description.
3. The evaluation of the information referred to in paragraph 1 is the responsibility of the programme convenor at the level of the study programme, together with the vocational convenor.
4. The result of the evaluation is submitted to the Council in the form of a partial evaluation report, which is then reflected in the internal quality assessment report.

Article XVI Evaluation of employees' professional competences

1. Academic staff actively pursue continuous personal development and career growth in their educational and creative activities. At the same time, they systematically contribute to building the reputation of the university, use opportunities to present their expertise to the public, as well as contribute to fulfilling the so-called social role of universities.
2. The comprehensive evaluation of the academic staff member shall be carried out by the Head of the Centre of Expertise according to the criteria set out in Article 17(1) to (3).
3. The comprehensive evaluation of a non-academic staff member shall be carried out by the senior member of staff immediately above him/her in accordance with the criteria set out in Article 17(4).
4. The comprehensive evaluation of a senior staff member shall be carried out by the senior staff member they directly report to in accordance with the criteria set out in Article 17(5).
5. The frequency of the above-mentioned comprehensive evaluations shall be at least once every one year.

Article XVII Evaluation of employee activities

1. The basic criteria for evaluating the quality of an academic staff member's educational and creative activities are:
 - a) the scope and quality of educational activities, including how students' knowledge is tested and assessed,
 - b) participation in the management of students' final qualification theses,
 - c) participation in other activities according to the needs of the university (admissions, development of courses and programmes, etc.),
 - d) the scope and quality of the results of creative activity,
 - e) activity and success in grant competitions both inside and outside the university, as well as the implementation of the plan for solving the obtained grant projects and the results of the evaluation of completed grant projects.

2. The criteria for academic engagement are then mainly:
 - a) the extent and results of involvement in international training activities,
 - b) the extent and quality of participation in domestic and international conferences,
 - c) the extent and quality of other activities of interest (ensuring the agendas of the university, its Centres of Expertise or Institutes, work in grant agencies, editorial, editorial, executive boards of journals, on disciplinary, scientific and academic councils, etc.),
 - d) the extent and quality of collaboration with practice,
 - e) the extent and quality of media coverage.

3. Other criteria for a comprehensive evaluation of an academic staff member are:
 - a) implementation of the skills development plan,
 - b) the academic staff member's contribution to the educational, creative and related activities of the university,
 - c) the accuracy and quality of performance of tasks continuously assigned by the Head of the Centre or other designated organisational units of the university (Board of Directors, convenors, project management, etc.),
 - d) adherence to the University's Code of Ethics and shared values.

4. The criteria for evaluating the quality of the activities of a non-academic staff member are in particular:
 - a) the scope and quality of their agenda,
 - b) professional growth, increasing knowledge and skills,
 - c) adherence to the values and ethics of the University,
 - d) evaluation by project and knowledge managers, if available,
 - e) student evaluations, if available.

5. In particular, the quality criteria for a senior employee are:
 - a) meeting the objectives set by the Board of Directors or executive management,
 - b) ensuring the necessary knowledge and skills for the activities (activities) entrusted to his/her responsibility and management,
 - c) conducting comprehensive evaluations of subordinate staff at least once a year,
 - d) professional development of direct management staff and their mutual interchangeability,
 - e) ability to set goals for the overall development of the managed department and their successful implementation.

Article XVIII Cooperation with industry

1. The Chancellor, Vice-Chancellors, Heads of Centres of Expertise, convenors of study programmes, subject convenors and vocational convenors actively create conditions for cooperation with industry, especially in the form of:
 - a) student internships,
 - b) conducting qualification theses in collaboration with and for industry,
 - c) hosting experts from the field in the teaching of subjects,
 - d) development and application of case studies in teaching,
 - e) contract research,
 - f) professional events held at the university.
2. Within the framework of cooperation with industry, special attention is paid to cooperation with graduates.
3. Individual activities within the framework of cooperation with industry are organised and administered by the person, persons or department of the university who have been entrusted with this activity within their job description.

Article XIX Regular evaluation reports

1. As part of the internal quality evaluation, the following regular partial evaluation reports are prepared once a year at the level of the university as a whole:
 - a) report on the admission procedure,
 - b) report on the implemented study programmes, study results and study success rate,
 - c) report on the results of student surveys,
 - d) report on graduate employment,
 - e) report on creative activities and their results,
 - f) report on external relations,
 - g) report on cooperation with industry,
 - h) report on student care and support.
2. As part of the internal quality assessment, regular partial evaluation reports on the educational, creative and related activities of the Centre are prepared at the level of the Centre of Expertise once every five years.
3. As part of the internal quality evaluation, regular partial evaluation reports on the implementation of study programmes are prepared at the level of study programmes once every five years.
4. The preparation of the periodic partial evaluation reports referred to in paragraph 1 shall be the responsibility of the persons entrusted with this activity in the context of their job description.

5. The periodic sub-evaluation reports defined in this Article shall contain the sections 'Main conclusions' and 'Proposed actions'. These sections shall be published in the public section of the University's website.
6. The Council, when considering the periodic evaluation report, shall decide in one of the following ways:
 - a) approve the regular evaluation report without reservations,
 - b) approve the regular evaluation report with reservations,
 - c) disapproves the periodic evaluation report if it finds serious deficiencies.
7. The Council shall inform the statutory body of the outcome of the discussion of the periodic evaluation report.

Article XX Regular evaluation report on the implementation of the study programme

1. The regular partial evaluation report on the implementation of the study programme is prepared by the study programme convenor and submitted to the Council for approval.
2. The regular evaluation report on the implementation of the study programme shall contain at least the following sections:
 - a) a summary of the development of the study programme over the last five years,
 - b) a summary of measures taken over the last five years based on the results of student surveys, including an evaluation of the effectiveness of these measures,
 - c) a summary of the results of all parts of the state final examination over the last five years,
 - d) proposals for changes to the curriculum design and learning outcomes for the next period.
3. The Council may request the submission of an extraordinary partial evaluation report on the implementation of the study programme.

Article XXI Regular evaluation report on the educational, creative and related activities of the Centre of Expertise

1. A regular partial evaluation report on the educational, creative and related activities of the Centre shall be submitted by the Head of the Centre to the Council for approval.
2. The regular evaluation report on the educational, creative and related activities of the Centre of Expertise shall include at least the following sections:
 - a) a summary of the development of the Centre of Expertise and its achievements over the last five years,

- b) a summary of measures taken over the last five years based on the results of student surveys, including an evaluation of the effectiveness of these measures,
 - c) proposals for changes in the concept of the Centre of Expertise for the next period.
3. The Council may request additional information from the head of the Centre of Expertise on the submitted report.
4. The Council may request the submission of an extraordinary evaluation report by the Centre of Expertise.

Article XXII Extraordinary evaluation report

1. If the Council approves the regular partial evaluation report on the implementation of the study programme or the report on the activities of the Centre of Expertise with reservations or does not approve the regular partial evaluation report, it shall recommend that the convenor of the study programme or the Head of the Centre of Expertise take corrective measures and set a reasonable deadline for their implementation and for the submission of an extraordinary partial evaluation report.
2. The Council verifies the implementation of corrective measures on the basis of the submission of an extraordinary partial evaluation report on the implementation of the study programme or a report on the activities of the Centre of Expertise.

Article XXIII Internal quality assessment report

1. The internal quality assessment report is prepared once every five years, based, among other things, on regular partial assessment reports on the implementation of study programmes and regular partial assessment reports on the educational, creative and related activities of the Centres of Expertise.
2. The annual supplement to the internal quality assessment report is prepared on the basis of the documents in the form of regular partial assessment reports produced annually, describing the results achieved over the past year as well as changes in the internal quality assessment system.
3. The internal evaluation report and its annual supplements must contain sections on 'Main conclusions' and 'Proposed actions'. These sections shall be published in the public section of the University's website.
4. The Council is responsible for the preparation of the internal quality assessment report and its annual supplements. The process of discussing and approving the internal quality assessment report and its annual amendments is defined by applicable legislation, the Statutes, this standard and other internal standards of the University.

RULES OF PROCEDURE OF THE INTERNAL EVALUATION COUNCIL

Article XXIV General provisions

1. The President of the Council shall direct its activities, chair its meetings and represent it externally.
2. On the proposal of the President, the Council shall elect a Vice-President from among its members by a majority of all members. The Vice-President of the Council shall represent the President of the Council to the extent determined by him.
3. In the event that neither the President nor the Vice-President of the Council is able to attend a meeting of the Council, the meeting of the Council shall be chaired by a member of the Council authorised by the President or Vice-President of the Council.
4. Meetings of the Council and its working groups shall not be public unless otherwise agreed by the Council or the working group. Members of the Council, consultants and invited guests shall maintain confidentiality in relation to matters discussed in the Council or its working groups.
5. The Secretary of the Council, appointed and dismissed by the Council, ensures the administrative and organisational work of the Council. The Secretary attends Council meetings, takes minutes of Council meetings, records minutes of meetings of the Council and its working groups and maintains a list of consultants. In the absence of the Secretary from a Council meeting, minutes shall be taken by a person delegated by the President of the Council.

Article XXV Council working groups

1. The Council establishes and dissolves working groups and appoints and dismisses their chairpeople and other members. Working groups may be established as permanent or temporary.
2. The establishment of the working group, its composition and scope of activities shall be proposed by the President of the Council and approved by the Council by a majority of all its members.
3. The chairperson of the working group shall always be a member of the Council. Members of the working group may be members of the Council and consultants to the Council.
4. The meetings of the working group shall be convened and chaired by the chairperson of the working group; in justified cases, the chairperson of the working group may delegate another member of the working group to represent him or her.

5. Resolutions of the working groups are usually adopted at a meeting of the working group by an absolute majority of the members present. A quorum of a working party shall be constituted if more than half of its members are present. A member of the working group who participates in the working group meeting by means of an appropriate means of remote electronic communication (e.g. Zoom video conferencing systems, Google Meet, etc.) shall be deemed to be present.
6. In justified cases, the chairperson of the working group may decide to vote outside the working group meeting (hereinafter referred to as "per rollam voting").
7. Article 24(4) and (5) shall apply mutatis mutandis to the activities of the members of the working group.
8. The chairperson of the working group may invite guests to the working group meeting.
9. A permanent working group may be established by the Council for the internal quality assessment and for the preparation of the internal quality assessment report, including its amendments. Similarly, the Council may establish a permanent working group for the development of the educational activities and study programmes of the University.

Article XXVI Council consultants

1. The Council may appoint and dismiss consultants to carry out its work. The Council shall always remove a consultant at his/her own request.
2. An employee of the university, an employee of another university or a public research institution, an eminent practitioner or a student of the university may be appointed as a consultant on the proposal of the bodies or persons referred to in Article 4 or on the proposal of a member of the Council.
3. The consultant is appointed for a maximum period of 3 years. A consultant appointed from among the students of the university shall cease to be a consultant on the day following the date of graduation.

Article XXVII Submission of material for Council meetings

1. A proposal for a meeting of the Council may be submitted by a member of the Council, an institution or person referred to in Article 4, the Supervisory Board or a member of the Supervisory Board.
2. A motion for a Council meeting must include a definition of the matter to be discussed by the Council. It may include factually relevant supporting documents as well as a possible proposal for a Council resolution.
3. The proposal for the Council meeting shall be submitted in electronic form to the Secretary of the Council.

4. The Secretary of the Council shall, without undue delay, make the proposal submitted pursuant to paragraph 3 available to the members of the Council.

Article XXVIII Principles of Council action

1. The Council meets at least four times a year.
2. The President of the Council shall convene a meeting if a legislative provision, the Statutes, this standard or at least one third of all members of the Council so request.
3. The invitation to the Council meeting, including the draft agenda, must be sent by the President of the Council to the members at least 14 days before the date of the meeting; in justified cases, this period may be reduced to 7 days. The Council shall decide on the agenda.
4. Council meetings shall be held in the personal presence of its members; personal presence at a Council meeting shall be deemed to include presence via a suitable means of remote electronic communication (e.g. Zoom video conferencing systems, Google Meet, etc.).
5. The minutes of the Council meeting contain the adopted resolutions and decisions on which a vote was taken, verbatim in the text of the proposal and with the result of the vote (number of votes in favour, against, abstentions).
6. The Secretary of the Council, or the person who took the minutes, shall send the minutes in electronic form to all members of the Council without undue delay; they may then send any comments to the President of the Council within 3 calendar days. The President of the Council, in cooperation with the Secretary of the Council, shall deal with the comments and inform the commenting Council members of the outcome. The final version of the Council minutes shall be published within 7 calendar days of the circulation of the minutes.

Article XXIX Voting provisions

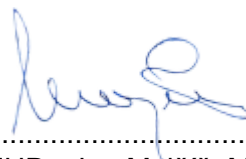
1. A quorum of the Council shall be present if an absolute majority of all members of the Council is present at a meeting.
2. Council voting is conducted in public, including per-rollam voting.
3. The motions shall be voted on in the order in which they are submitted.
4. Unless otherwise provided for in legislation, statute or this standard, a motion shall be approved if a majority of the members of the Council present at the meeting are in favour of the motion.

5. In justified cases, the President of the Council may decide to vote per rollam. A roll call vote shall be conducted electronically and under the following conditions:
- a) The President of the Council shall send all members of the Council a draft resolution on the matter, including the relevant documents, and shall give them a deadline for responding, which shall be at least 3 working days from the date of sending the draft.
 - b) The individual members of the Council shall, within a specified time limit, send a reply "for the motion", "against the motion" or "abstain" to the member of the Council designated by the President and to the Secretary of the Council. A vote cast shall be valid if it is sent in identical form to both persons referred to in this point.
 - c) A resolution shall be approved if a majority of those voting in favour of the proposal and a majority of all members of the Council are present.
 - d) The President of the Council shall announce the result of the per rollam vote at the next Council meeting or shall announce it electronically to all members of the Council.
 - e) The Secretary of the Council or a person authorised by the President shall make a record of the per rollam vote.

FINAL PROVISIONS

Article XXX Final provisions

1. This standard shall enter into force and effect on 1 September 2021.
2. Upon the entry into force of this standard, the previous internal standard regulating the system of quality assurance of educational, creative and related activities and internal evaluation of the quality of educational, creative and related activities of NEWTON University valid and effective from 21 November 2017, is repealed.



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MUDr. Jan Mojžíš, MBA

Chancellor and Chairperson of the Board of Directors
NEWTON University