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Article 1

Introductory provisions

- (1) These Rules of Procedure of the International Board of Tomas Bata University in Zlín (hereinafter referred to as "TBU International Board") define the scope of activity, composition and meetings of the TBU International Board.
- (2) The TBU International Board is a Rector's advisory body constituted to consider strategic intents in the sphere of R&D and creative activities, pedagogical activities, development and internationalization of TBU and offering advice during evaluation of the results of activities carried out by TBU in these spheres.

Article 2

Scope of activity of the TBU International Board

The TBU International Board shall particularly:

- a) give recommendations concerning the preparation of TBU strategic intents,
- b) give opinions and recommendations with regard to the sphere of newly introduced degree programmes and new research and educational programmes carried out at TBU, propose procedures leading to possible enhancement of the policy and processes in education and R&D and creative activities carried out at TBU,
- c) propose scientific activities and programmes for TBU research centres,
- d) offer suggestions to the TBU Internal Evaluation Board in connection with the results of the TBU Internal Evaluation Report, particularly with regard to fundamental issues,
- e) carry out assessment of individuals or teams proposed to receive grant funding and TBU awards upon request from the Rector,
- f) give opinions on and recommendations with regard to matters required by the Rector.

Article 3

Appointment and composition of the TBU International Board

- (1) The TBU International Board is made up of internationally acclaimed academic and research experts with an excellent scientific reputation and moral integrity, working outside the Czech Republic for a long time.
- (2) The TBU International Board has a minimum of five members.
- (3) The Chairperson, Deputy Chairperson and other members of the TBU International Board shall be appointed and removed from office by the Rector.
- (4) The term of office of the TBU International Board members is 5 years. Repeated appointment of a Board member is allowed.
- (5) Members of the TBU International Board shall actively participate in the meetings held and the tasks performed by the TBU International Board.
- (6) Membership of the TBU International Board is an honorary office. TBU shall cover the expenses incurred by the members of the TBU International Board in connection with their attendance to the meetings.

Article 4

Meeting of the TBU International Board

- (1) The TBU International Board shall usually hold a meeting once within the period during which the TBU Internal Evaluation Report or its update is prepared, and that in such a manner as to be able to form opinions on the results of the past assessed period.
- (2) The meeting of the TBU International Board shall be convened by the Chairperson or by the Rector upon mutual agreement.
- (3) The agenda for the meeting shall be prepared by the Chairperson of the TBU International Board in cooperation with the Rector or a Vice-Rector authorized by the Rector.
- (4) The agenda for the meeting and the supporting documents shall form part of the invitation. Members of the TBU International Board are entitled to propose additional modifications to the agenda. The invitation including the agenda for the meeting must be delivered to the members of the TBU International Board no later than 14 days before the date of the meeting.
- (5) Meetings of the TBU International Board shall be chaired by its Chairperson, or by the Deputy Chairperson in case of absence of the Chairperson.
- (6) The TBU International Board constitutes a quorum if an absolute majority of its members are present. The TBU International Board shall adopt a resolution, if an absolute majority of all the members present vote in favour of it.
- (7) Meetings of the TBU International Board are closed to the public. The Rector shall attend the meetings of the TBU International Board. Other persons may be invited to attend the meeting, if approved by the Rector and the Chairperson of the TBU International Board.
- (8) Minutes shall be taken from the meeting, which shall be approved by the Chairperson of the TBU International Board and the Rector. The approved minutes shall be sent to the members of the TBU International Board, to the Rector, Chairperson of the TBU Academic Senate, and/or to other attendees to the meeting and to persons or bodies affected by the resolution adopted, statement or recommendation made by the TBU International Board.

- (9) The communication language of the TBU International Board is English. All the supporting documents and materials intended for the meeting shall be written in English.

Article 5

Voting by correspondence in the TBU International Board

- (1) The Chairperson or the Rector may, by mutual agreement, impose voting by correspondence, if an urgent matter needs to be discussed or if calling a meeting of the TBU International Board is impossible or ineffective.
- (2) In case of voting by correspondence, the Rector or the Chairperson shall submit the relevant proposal including supporting documents to all members of the TBU International Board and request comments on the proposal from them within a given deadline. The submission of the documents as well as the voting by correspondence shall take the form of mass e-mail correspondence among the members of the TBU International Board and the Rector, or a Vice-Rector authorized by the Rector, and the Office of Assistant to the TBU International Board.

Article 6

Office of Assistant to the TBU International Board

- (1) Activities of the Office of Assistant to the TBU International Board shall be provided by a member of the TBU Rectorate staff authorized by the Rector.
- (2) The Office of Assistant to the TBU International Board shall be in charge of administrative and organizational support of the activities carried out by the TBU International Board; it shall prepare supporting documents for meetings, take minutes from the meetings and from the voting by correspondence.

Article 7

Final provisions

- (1) Alterations to the Rules of Procedure of the TBU International Board shall be discussed by the Rector at the meeting of the TBU International Board.
- (2) This Rector's Directive was discussed by the TBU Scientific Board in the form of voting by correspondence on 1 October 2019.