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# Rector's Directive No. 1/2016

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Date of effect:

**1 February 2016**

With the aim of supporting the quality of educational activities, the Rector of Charles University issues

## **The Constitution of the Arnošt z Pardubic Prize awarded to excellent teachers and for an outstanding initiative in educational activities at Charles University**

### **Article 1**

1. The Arnošt z Pardubic (Ernst of Pardubitz) Prize (the Prize) is a prestigious prize of Charles University (CU, or the University) awarded to academic staff for their outstanding pedagogical activities and to groups of pedagogical or supporting staff for their contribution to the enhancement of the quality of educational activities. The Prize is usually awarded every year in two categories:
  - The Prize for an excellent teacher;
  - The Prize for an outstanding initiative – for an outstanding innovation in education which may be awarded not only to academic staff but to any collective at the University.
2. The criteria for the awarding of the Prizes are announced by the Rector of CU in a letter and on the CU websites every year, usually in November of the preceding year. The Rector may announce a priority focus for the Prizes.

### **Article 2**

1. A nomination form for the Prize is provided in the appendix to this Rector's Directive.
2. Nominations may be made by Deans, Research Boards, or Academic Senates of CU faculties, directors of CU units, Research Board, Academic Senate or Vice-Rectors of CU. Nominations are sent in paper and electronic form to the Student Affairs Department Head by the end of May of the given calendar year.

### **Article 3**

1. The Rector's advisory board for considering the nominations and the Prize awarding is the Awarding Board (the Board).
2. The Board has nine members which are appointed and removed, along with its Chair, by the Rector. The Chair of the Board is usually the Vice-Rector for Education, who appoints the deputy chair from among the members. The Board membership is honorary, voluntary, and without proxy.
3. The Board is convened and its meetings are presided over by its Chair. The Board has a quorum if two thirds of its members are present.
4. The Board may request other expert reports and opinions from independent experts.
5. The Board passes a resolution on the awarding of the prize by a simple majority of members present. The proposal is then submitted to the Rector for a decision.
6. A written record of a Board meeting is made which is signed by its Chair.
7. The organisation and administration connected with the activities of the Board are ensured by the Student Affairs Department of the CU Rectorate

### **Article 4**

1. The prizes are awarded by the Rector or a Vice-Rector designated by him.
2. The awarding of the prize is certified by a diploma which provides the name and surname of the prize-winner, his date of birth, his degree(s), the reasons for awarding the prize, and the date of the prize. In the case of a collective, the same data are provided for each of its members, as well as the reasons for awarding the prize to the collective. The diploma bears the coat of arms of Charles University and the Rector's signature.
3. The Prize is associated with a financial award of 50,000 CZK, the payment of which is made by the CU Rectorate within 30 days of the awarding of the prize. In the case of awarding a team, the financial award is distributed among the team members equally.
4. The awarding of the prize is published by the Public Affairs Department of the CU Rectorate on the University website and in the media.

## Article 5

This Rector's Directive becomes legally effective on 1 February 2016.

In Prague on 22 January 2016

**Prof. MUDr. Tomáš Zima, DrSc., MBA**

**Rector**

## Appendix–Nomination form template

Nomination for The Arnošt z Pardubic Prize

for 4th year – 2018/2019

Nomination by (Dean of the faculty, Research Board, Academic Senate, CU unit, etc.): .....

1. In the CU excellent teacher category

Surname, name, degree:

.....

Brief reasons for nomination (max 2 pages A4)

In ..... on .....

Signature of a representative

## Appendix – Nomination form template

Nomination for The Arnošt z Pardubic Prize

for 4th year – 2018/2019

Nomination by (Dean of the faculty, Research Board, Academic Senate, CU unit, etc.): .....

2. In an outstanding initiative in educational activities at CU category:

Surnames, names, degrees/ name of the team:

.....

Brief reasons for nomination (max 2 pages A4)

In ..... on .....

Signature of a representative