

The Ministry of Education, Youth and Sports registered in accordance with Section 36(2) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts (the Higher Education Act) on under ref. no. Rules of the system for ensuring the quality of educational, creative and related activities and internal evaluation of the quality of educational, creative and related activities at Silesian University in Opava.

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Director of the Higher Education Department



**Rules of the system for ensuring
for educational, creative and
related activities and internal
evaluation of the quality of
educational,
creative and related activities at
Silesian University in Opava
dated**

Rules of the quality assurance system for educational, creative and related activities and internal quality assessment of educational, creative and related activities at Silesian University in Opava dated

PART ONE

BASIC PROVISIONS

Article 1

Introductory provisions

- 1) These Rules of the Quality Assurance System for Educational, Scientific, Research, Development, Innovation, Artistic and Other Creative Activities (hereinafter referred to as "creative activities") and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities (hereinafter referred to as the "Rules") of the Silesian University in Opava (hereinafter referred to as the "University") are internal regulations of the University pursuant to Section 17(1)(j) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act").
- 2) These Rules describe, in particular
 - a) the standards and procedures of the quality assurance and internal evaluation system at the University, including the definition of the powers and duties of senior staff and members of the University's bodies and its constituent parts in relation to quality assurance and internal evaluation of educational, creative and related activities,
 - b) the internal accreditation system of the university, defining details concerning institutional accreditation, granting consent to implement study programmes within the framework of institutional accreditation, accreditation of study programmes and accreditation of

- habilitation and appointment fields, including requirements for the implementation and creation of study programmes and changes to the study programme during its implementation,
- c) the powers and activities of the university's internal evaluation board (hereinafter referred to as the "internal evaluation board").

Article 2

Quality assurance and internal evaluation

- 1) The purpose of quality assurance in educational, creative and related activities and the internal evaluation of the quality of educational, creative and related activities (hereinafter referred to as "quality assurance and internal evaluation") is to support the development of the university in accordance with the standards and criteria used in the higher education environment in the Czech Republic and abroad.
- 2) Quality assurance and internal evaluation are based on the university's development concept as formulated in its strategic plan for educational and creative activities (hereinafter referred to as the "university's strategic plan") in accordance with the university's mission under Section 1 of the Act and with regard to the role that the university plays within the region, the Czech Republic and internationally.
- 3) In ensuring and internally evaluating the quality of its activities, the university cooperates with other higher education institutions, public research institutions and other legal entities engaged in research, experimental development or innovation, with employers of higher education graduates, state and local government institutions, entrepreneurs operating in the industrial and commercial spheres, business associations and other persons or bodies performing, supporting or utilising the educational or creative activities of higher education institutions or their results.
- 4) Quality assurance and internal evaluation are carried out according to scientific disciplines and areas of education, taking into account the organisational structure of the university in accordance with Article 16 of the University Statutes (hereinafter referred to as the "Statutes").
- 5) Quality assurance and internal evaluation shall include, in particular
 - a) principles for setting the university's strategic priorities and defining its role in the Czech higher education system,
 - b) principles for the internal evaluation of the quality of study programmes implemented by the university, creative activities at the university and related activities,
 - c) principles for the evaluation of educational activities and related activities by students, graduates, employers and other relevant actors,
 - d) principles for determining, monitoring and evaluating indicators of the quality of educational, creative and related activities,
 - e) principles for implementing the results of evaluation into the university's activities in the form of corrective and preventive measures and measures taken for the purpose of improvement,
 - f) care for the ethical dimension of educational and creative activities,
 - g) regular assessment of quality assurance principles for the purpose of their continuous improvement.
- 6) Quality assurance and internal evaluation respect the internal culture and environment of the university's faculties and higher education institutes (hereinafter referred to as "university departments") and the specific nature of the areas of education and creative activities cultivated at the university.
- 7) Quality assurance and internal evaluation are also based on methodological materials approved by the Internal Evaluation Board, which specify its requirements and procedures.

Article 3

Internal accreditation system of the university

- 1) The university's authorisation to implement study programmes under the conditions laid down by law is based on institutional accreditation or study programme accreditation.
- 2) Institutional accreditation grants the university the right to independently create and implement a specific type or types of study programmes in a specific area or areas of education. The university is authorised, on the basis of institutional accreditation, to implement a combined study programme if it has institutional accreditation for all areas of education to which the study programme belongs.
- 3) If the authorisation to implement a specific study programme of a given type and profile does not result from institutional accreditation, the university may obtain this authorisation by granting accreditation to the study programme in question.
- 4) The university's internal accreditation system defines, in particular
 - a) the powers and responsibilities of the study programme guarantor and the rules for his or her appointment,
 - b) the principles and procedures for creating study programmes in accordance with paragraphs 2 or 3,
 - c) a set of internal requirements for study programmes pursuant to paragraph 2 or 3,
 - d) the principles and procedures for approving study programmes pursuant to paragraph 3 before submitting an application to the National Accreditation Authority for Higher Education (hereinafter referred to as the "National Accreditation Authority"),
 - e) principles and procedures for assessing study programmes pursuant to paragraph 2, granting, restricting, revoking or terminating consent to implement such a study programme,
 - f) the principles and procedures referred to in points (d) and (e) that apply to the extension of the study programme or the implementation of changes to the study programme,
 - g) principles and procedures for monitoring compliance with internal requirements under point (c) and mechanisms for ensuring corrective action where necessary,
 - h) procedures for submitting applications for habilitation proceedings and proceedings for appointment as a professor,
 - i) the procedure for submitting an application for institutional accreditation to the National Accreditation Authority.
- 5) The details of the internal accreditation system are specified in methodological materials approved by the Internal Evaluation Board.

Article 4

Internal Evaluation Board

- 1) The powers of the Internal Evaluation Board are based on Section 12a of the Act and Article 10 of the Statutes.
- 2) The composition of the Internal Evaluation Board reflects its powers and responsibilities.
- 3) The Internal Evaluation Board approves methodological materials and further details concerning matters entrusted to its competence by the Act and the Statutes.

PART TWO

QUALITY ASSURANCE AND INTERNAL EVALUATION SYSTEM

Article 5

Strategic plan of the university

- 1) The starting point for quality assurance and internal evaluation is the university's strategic plan, which sets out the strategic priorities for the university's development and strategic goals, particularly in the areas of education, creative activities and related activities.
- 2) The university's strategic plan is based on the definition of the university's role in the Czech higher education system, its development concept, and an analysis of the university's strengths and weaknesses and the opportunities and risks in the external environment for the following period.
- 3) When compiling the university's strategic plan and annual implementation plans, information is used
 - a) from annual reports on the activities and annual reports on the financial management of the university and its constituent parts,
 - b) from reports on the internal evaluation of the quality of educational, creative and related activities (hereinafter referred to as the "internal evaluation report"),
 - c) from other similar reports, in particular from the external evaluation of the university pursuant to Section 84 of the Act or the self-evaluation report pursuant to Section 81a(2)(d) of the Act.
- 4) The university's constituent parts participate in the preparation of the university's strategic plan and plans for its implementation, and through them, individual departments, institutes and faculties and other workplaces have the opportunity to submit suggestions or express their opinions. Before being discussed by the university's scientific council, the draft strategic plan of the university and plans for its implementation are also discussed by the rector's collegium.
- 5) The strategic plans of the constituent parts and the annual plans for their implementation are based on the relevant documents at the university level and develop them with regard to the specific characteristics of the individual constituent parts. Paragraphs 3 and 4 shall apply *mutatis mutandis* to their preparation.

Article 6

Principles of internal evaluation of the quality of study programmes

- 1) In addition to the law, the minimum requirements for the quality of the university's educational activities are determined in particular by:
 - a) Government Regulation No. 274/2016 Coll., on standards for accreditation in higher education (hereinafter referred to as "accreditation standards") and Government Regulation No. 275/2016 Coll., on areas of education in higher education,
 - b) Study and examination regulations for bachelor's and master's study programmes at the university,
 - c) the study and examination regulations for doctoral study programmes implemented at faculties or implemented by the university in cooperation with a higher education institute,
 - d) University admission procedure rules,

- e) Rules for habilitation procedures and procedures for appointment as a university professor,
 - f) a set of internal requirements for study programmes (hereinafter referred to as "internal university standards for study programmes").
- 2) Support for the development of the quality of educational activities in study programmes is provided in particular through:
 - a) evaluation of study programmes, including evaluation of the level of bachelor's, master's and doctoral theses (hereinafter referred to as "final theses") and, where applicable, rigorous theses,
 - b) obtaining and evaluating feedback from members of the academic community and graduates on the quality of teaching, the organisation of studies, study facilities and infrastructure,
 - c) monitoring the conditions, course and results of the admission procedure and studies, including ensuring equal access to the admission procedure and studies, and the employment of graduates of the study programme.
 - 3) The basis for the evaluation of study programmes is a self-evaluation report on the study programme submitted by its guarantor and covering the period from the granting of accreditation by the National Accreditation Authority or the Ministry of Education, Youth and Sports (hereinafter referred to as the "Ministry") or since the granting of consent to implement the study programme within the framework of institutional accreditation. The report usually includes:
 - a) an evaluation of the fulfilment of internal university standards for study programmes
 - b) an evaluation of feedback from students and graduates regarding the study programme,
 - c) an evaluation of how related creative activities are reflected in educational activities,
 - d) depending on the type and profile of the study programme, an evaluation of student creative activities or cooperation with practice, or the international dimension of the study programme
 - e) fulfilment of study objectives and corresponding learning outcomes,
 - f) evaluation of the level of final theses and, where applicable, rigorous theses,
 - g) evaluation of the success rate in the admission procedure, study failure rate, rate of successful completion of studies and employment of graduates of the study programme,
 - h) evaluation of the pedagogical, scientific or artistic and technical support of the study programme,
 - i) identification of strengths and weaknesses, risks and opportunities for further development of the study programme.
 - 4) The data necessary for the preparation of the self-evaluation report, available from the university's information system, shall be provided to the guarantor by the relevant unit, possibly in cooperation with the rector's office, through the vice-dean (at a university institute, the deputy director) for study matters.
 - 5) The study programme is evaluated at least once during the period of its accreditation.
 - 6) The self-evaluation report referred to in paragraph 3 is discussed by a designated working group of the internal evaluation council; the guarantor of the evaluated study programme is also invited to the meeting. The meeting may also be attended by the head of the relevant department or an employee authorised by him, the head of the workplace involved in the implementation of the study programme, the chair of the academic senate of the faculty or his or her authorised representative, or a student representative nominated by the academic senate of the faculty implementing the evaluated study programme (for study programmes implemented by the university in cooperation with a higher education institute, nominated by the academic senate of the university). Minutes shall be taken of the meeting.
 - 7) Based on the self-evaluation report on the study programme and the joint meeting referred to in paragraph 6, the working group of the Internal Evaluation Board shall prepare a draft report on the evaluation of the study programme. Before the draft is discussed by the Internal Evaluation

Council, the chair of the working group shall submit it to the guarantor and the head of the relevant unit for comment. The minutes of the joint meeting referred to in paragraph 6 shall be attached to the draft.

- 8) After the study programme evaluation report has been approved, a summary of its results shall be published in the public section of the university's website.
- 9) The conditions, course and results of the admission procedure are monitored in particular in the annual report on the admission procedure.

Article 7

Internal evaluation of creative activity

- 1) The internal evaluation of the university's creative activities is carried out according to groups of scientific and artistic fields at individual parts of the university.
- 2) The internal evaluation of creative activity respects the specific characteristics of individual fields.
- 3) Internal evaluation is based on comparison with leading foreign or domestic universities, research institutions and other relevant professional or artistic workplaces.
- 4) Internal evaluation of creative activity at the university is generally based on:
 - a) annual reports of the university, its constituent parts and research and artistic centres,
 - b) a self-evaluation report on the creative activity of the evaluated workplace or workplaces (hereinafter referred to as the "self-evaluation report on creative activity"),
 - c) an overview of the results of creative activity, if not included in the documents referred to in points (a) and (b),
 - d) expert assessment by independent, internationally and, where justified, nationally recognised experts.
- 5) The self-assessment report on creative activity, taking into account the specifics of the field and the size of the evaluated workplace, shall generally describe and evaluate:
 - a) the focus and strategic objectives in the field of creative activity,
 - b) the level of management of creative activity development,
 - c) measures taken to support the development of creative activity,
 - d) the link between creative activity and educational activity,
 - e) staffing and qualification growth,
 - f) creative activities of students, with special attention paid to doctoral students,
 - g) university, national and international scientific or artistic projects,
 - h) national and international cooperation in creative activities,
 - i) the social significance of creative activities,
 - j) most significant results achieved,
 - k) method and results of internal evaluation of creative activity by the workplace.
- 6) The procedure for conducting internal evaluation of creative activities pursuant to paragraph 4(d) shall be laid down in the internal standard of the unit whose workplace is being evaluated. The internal standard referred to in the previous sentence shall be issued by the head of the unit after consultation with the internal evaluation board and approval by the scientific board of the unit.
- 7) The self-evaluation report on creative activity pursuant to paragraph 5 and the result of the evaluation pursuant to paragraph 6 shall be submitted by the head of the unit to the internal evaluation board after consultation with the scientific board of the unit. The reports referred to

in the previous sentence shall also be published without undue delay in the public section of the website of the relevant unit.

- 8) The evaluation of the creative activity of the workplace shall be carried out at least once every 5 years.
- 9) Reports on the evaluation of creative activity serve as a basis for the development of scientific and artistic fields, particularly in relation to the preparation of the strategic plan of the constituent units and the university.

Article 8

Internal evaluation of the quality of related activities

- 1) The evaluation of the quality of related activities means the evaluation of activities that support educational and creative activities.
- 2) The subject of the evaluation is usually:
 - a) infrastructure and other material resources for educational and creative activities,
 - b) the university's information system,
 - c) information and advisory services,
 - d) library services,
 - e) publishing and editorial activities,
 - f) dormitory and cafeteria services.
- 3) The evaluation of related activities usually takes place before the preparation of the university's strategic plan begins. The rector decides on its requirements in the form of an internal standard.

Article 9

Evaluation of educational activities by students, graduates and other stakeholders

- 1) The aim of the evaluation of educational activities and related activities by students, graduates, employers and other relevant stakeholders is to obtain feedback and use it in the internal evaluation of educational activities and related activities.
- 2) The evaluation referred to in paragraph 1 takes the form of
 - a) evaluation of teaching by students,
 - b) evaluation of studies by graduates,
 - c) evaluation of university study programmes and their students or graduates by employers, providers of work experience, relevant professional chambers, trade associations or employers' organisations, experts from the field, public authorities and other relevant stakeholders in the region and beyond, taking into account the types and possible profiles of the evaluated study programmes.
- 3) Student evaluation of teaching takes place in bachelor's and master's study programmes, usually after each semester. Depending on the decision of the head of the department, it is organised either electronically using the university's study agenda information system or as a paper-based survey. In addition to the evaluation according to the previous two sentences, other evaluations may also be organised at the discretion of the rector. The details of the evaluation are determined

by the head of the department or the rector. Students have the right to participate in the evaluation anonymously.

- 4) Detailed results of the teaching evaluation pursuant to paragraph 3 are available to the dean, vice-deans and director of the university institute (hereinafter referred to as "faculty management"), guarantors of the relevant study programmes and, upon request, to the internal evaluation board. A summary of the results shall be published without undue delay in the public section of the university's website.
- 5) The evaluation of studies by graduates is carried out as a questionnaire survey either upon successful completion of studies or usually once every 3 to 5 years via the university's graduate portal or using contact details in the university's information system. Graduates have the right to participate in the survey anonymously. Further details are specified in the relevant questionnaire survey project. The results are available to the rector and vice-rectors (hereinafter referred to as "university management") and the management of the constituent parts.
- 6) Evaluations by employers and other relevant actors are organised by the authorised department of the rector's office. The results are available to the university management and the management of the constituent parts.
- 7) Further details on the evaluations referred to in paragraphs 3 to 5 may be specified in an internal regulation of the rector, which is reviewed by the internal evaluation board.
- 8) Academic staff shall submit suggestions for improvement, comments and notifications of shortcomings in the implementation of study programmes to the guarantor of the study programme, either on an ongoing basis or at the request of the guarantor as part of the internal evaluation of the study programme pursuant to Article 6.

Article 10

Indicators of the quality of educational, creative and related activities

- 1) As part of ensuring and internally evaluating the quality of educational, creative and related activities, the university monitors quality indicators for these activities.
- 2) Quality indicators are determined on the basis of the law, accreditation standards, published methodologies of the National Accreditation Authority, indicators monitored by the ministry and the strategic plan of the university.
- 3) The indicators are used to monitor, in particular
 - a) the success rate in the admission process, academic failure in study programmes, the rate of successful completion of studies and the employability of graduates,
 - b) the implementation of international mobility for students and academic staff, the number of courses and study programmes offered in foreign languages, and other indicators of the international character of educational and creative activities,
 - c) national and regional cooperation in educational activities,
 - d) the scope and quality of creative activities, taking into account the specific characteristics of the field,
 - e) infrastructure for teaching and the level of counselling and other services for students,
 - f) qualification structure of academic staff,
 - g) relevant performance and economic indicators.
- 4) Quality indicators are, by their nature, usually
 - a) monitored through university information systems or other sources,
 - b) reported in the university's annual reports or their components,
 - c) used in the evaluation of study programmes and the creative activities of the university.
- 5) Quality indicators are evaluated in particular
 - a) by the internal evaluation board for the purposes of the internal evaluation report and its addenda,
 - b) by the university management in the preparation of the university's strategic plan and plans for its implementation.
- 6) Quality indicators and further details on their monitoring and evaluation are set out in the rector's internal standard, which is reviewed by the Internal Evaluation Board.

Article 11

Principles for implementing the results of internal evaluation

- 1) Each evaluation includes recommendations for further development and, in the case of identified shortcomings, recommended corrective measures, for which a deadline may also be set. The head of the unit and the head of the evaluated workplace or the guarantor of the evaluated study programme are familiarised with the results of the evaluation and the proposed recommendations.
- 2) After the deadline specified in paragraph 1 has expired, or if no deadline has been set, at the end of each calendar year, the head of the unit submits a written report on the implementation of the recommendations to the Internal Evaluation Board. Depending on the nature of the matter, the Internal Evaluation Board may carry out a follow-up evaluation or inspection.

- 3) On the basis of internal evaluations, suggestions from university bodies and their departments, or its own considerations, the Internal Evaluation Board shall propose to the Rector
 - a) preventive measures and measures aimed at improving quality assurance and internal evaluation,
 - b) recommendations aimed at improving the system for quality assurance and internal evaluation.

Article 12

Report on the internal evaluation of the university

- 1) The internal evaluation report is prepared on the basis of evaluations carried out at the university over the past five years or in the period since the previous internal evaluation report was prepared.
- 2) The internal evaluation report consists mainly of the following parts:
 - a) a description of the evaluations that have been carried out,
 - b) the main results of these evaluations,
 - c) preventive or corrective measures taken,
 - d) an assessment of strengths, weaknesses, opportunities and risks,
 - e) recommendations for the further development of the university and the system of quality assurance and internal evaluation of the university.
- 3) The addendum to the internal evaluation report is usually prepared together with the annual report on the university's activities. The requirements for the internal evaluation report under paragraph 2 apply mutatis mutandis to its addenda.
- 4) The overall results of the internal evaluation report and its appendices are described in the annual report on the university's activities.
- 5) The internal evaluation report is prepared
 - f) five years after the previous internal evaluation report,
 - g) at an earlier date based on a decision by the rector.
- 6) The internal evaluation report and its supplements shall be made available in accordance with Section 77b(3)(c) of the Act.

Article 13

Organisation of quality assurance and internal evaluation

- 1) Before the start of each academic year, the head of the unit shall submit to the Internal Evaluation Board a plan for the internal evaluation of study programmes pursuant to Article 6 and the internal evaluation of creative activities pursuant to Article 7 at their unit.
- 2) Taking into account the plans referred to in paragraph 1, the Internal Evaluation Board shall approve the internal evaluation schedule for the given academic year. The schedule shall be set in such a way as to comply with the provisions of Article 6(5) and Article 7(14). The schedule must allow sufficient time for the relevant evaluations to be carried out.
- 3) The schedule referred to in paragraph 2 shall be sent to the heads of the constituent parts, the heads of the evaluated workplaces and the guarantors of the evaluated study programmes and shall be published in the non-public section of the university's website.

- 4) The rector shall, as a rule, entrust the coordination of activities related to quality assurance and internal evaluation at the university to one of the vice-rectors or the vice-chair of the internal evaluation council. The head of the faculty shall entrust the coordination of activities related to quality assurance and internal evaluation at the faculty to one of the vice-deans or deputy directors.
- 5) Quality assurance and internal evaluation at the constituent unit beyond the scope of these Rules may be specified by internal regulations or internal standards of the constituent unit.

Article 14

Code of Ethics and Ethics Committee of the University

- 1) University staff and students adhere to the university's code of ethics (hereinafter referred to as the "code of ethics"), which sets out the basic principles of good conduct and proper behaviour at work and during studies at the university.
- 2) The Code of Ethics is approved by the University Academic Senate upon the recommendation of the Rector, after discussion by the Rector's Council, the University Scientific Council and the Internal Evaluation Council.
- 3) Violations of the Code of Ethics are assessed by the University Ethics Committee (hereinafter referred to as the "Ethics Committee"), which is established by the Rector. Details on the composition and procedures of the Ethics Committee are governed by the Rules of Procedure of the Ethics Committee, which, after discussion in the University Academic Senate, are issued by the Rector in the form of an internal regulation.
- 4) In the event of a serious violation of ethical principles, the provisions of the disciplinary rules for students or the Labour Code shall apply.

PART THREE

INTERNAL UNIVERSITY ACCREDITATION SYSTEM

Chapter I

General Provisions

Article 15

Study programme guarantor

- 1) The guarantor of the study programme supervises the quality of the implementation of the study programme, evaluates the study programme and oversees its development.
- 2) The guarantor of the study programme is appointed and dismissed by the head of the faculty after approval by the faculty's scientific council and internal evaluation council. Only a university academic who meets the conditions set out in Section 44(6) of the Act and in the accreditation standards may be appointed as guarantor. The guarantor shall immediately inform the head of the faculty if they cease to meet the conditions set out in the previous sentence.
- 3) The guarantor of the study programme is responsible for coordinating the content preparation of the study programme and for implementing the study programme in accordance with the standards on the basis of which the study programme was accredited or approval for its

implementation was granted. In particular, they are obliged to immediately inform the heads of the departments involved in the implementation of the study programme and the head of the relevant department

- a) about any circumstances that cause the study programme to fail to meet or may soon fail to meet the standards on the basis of which it was accredited or approved for implementation within the framework of institutional accreditation,
 - b) about changes in study plans or components of state final examinations or state doctoral examinations that have a significant impact on the profile of graduates.
- 4) The guarantor of the study programme shall, in particular
- a) coordinates the preparation of applications for accreditation of study programmes or for approval of their implementation,
 - b) updates study plans for the next academic year and checks whether the implementation of the study programme is in line with the study objectives and graduate profile,
 - c) participates in the preparation of the content of entrance examinations,
 - d) checks proposals for final thesis topics and monitors the level of these theses,
 - e) updates the scope of individual subjects of state final examinations,
 - f) comments on the composition of state final examination committees and, where appropriate, proposes their members,
 - g) supervises the quality and relevance of study materials in the implementation of combined forms of study,
 - h) monitors whether the qualification structure and creative activities of the employees responsible for the implementation of the programme are in line with the internal university standards for study programmes,
 - i) participates in the preparation of the concept of creative activities of the component in connection with the development of the study programme and actively participates in these activities,
 - j) prepares a self-evaluation report on the study programme in accordance with Article 6(3).
- 5) In the activities referred to in paragraph 4, the study programme guarantor submits his or her suggestions, proposals and notifications of shortcomings to the heads of the departments involved in the implementation of the study programme. If no agreement is reached between them, he or she shall notify the head of the department of this fact.

Article 16

Internal university standards for study programmes

- 1) Internal university standards for study programmes define a set of requirements common to study programmes for which the university is seeking accreditation pursuant to Article 3(3) and which it intends to implement within the framework of institutional accreditation pursuant to Article 3(2).
- 2) Internal university standards for study programmes correspond in particular to
 - a) Part Two, Chapter I, Section A, Chapters II to IV,
 - b) Part Two, Chapter I, Section B, and
 - c) , mutatis mutandis, Part II, Chapter II of the accreditation standards.
- 3) Internal university standards for study programmes are issued in the form of internal regulations by the rector on the recommendation of the internal evaluation board, after discussion by the university's scientific council and approval by the university's academic senate.

- 4) The rector may, in the form of an internal standard, on which the Internal Evaluation Board shall comment, lay down more detailed procedures and methodological materials for assessing compliance with internal university standards for study programmes, or may include these more detailed procedures and methodological materials in the internal standard referred to in paragraph 3.

Article 17

Principles for the supervision of final theses and rigorous theses

- 1) The head of the constituent body shall establish, in the form of an internal standard approved by the internal evaluation board, the requirements for the supervision of final theses and rigorous theses in individual study programmes.
- 2) The internal standard referred to in paragraph 1 shall, in particular, lay down the qualification requirements for persons supervising final theses or rigorous theses and shall lay down the maximum number of final theses or rigorous theses that may be supervised by one person.

Article 18

Principles for the creation of study programmes

- 1) A proposal for the creation of a new study programme shall be submitted by the department, institute, faculty or other workplace that will participate in its implementation to the head of the relevant unit. The head of the unit may also entrust a designated employee with the preparation of such a proposal on his or her own initiative. The proposal shall contain
 - a) a justification of the need for the new study programme, its consistency with the strategic objectives of the university and the unit, and its relationship to other existing or proposed study programmes in the same field of education,
 - b) a general description of the staffing of teaching and any practical training,
 - c) a general description of the organisational arrangements and timetable for the preparation and implementation of the study programme, specifying the individual steps and their time requirements,
 - d) financial requirements for the necessary investment and non-investment funds, in particular the budget for the study programme during the start-up period and any requirements for staffing with new employees or experts from outside the university,
 - e) the expected number of students in the study programme,
 - f) proposal by the guarantor of the study programme, with his or her consent.
- 2) If the head of the unit agrees with the proposal to create a new study programme, he or she shall entrust the academic staff member referred to in paragraph 1(f) with the preparation of the content of the application for accreditation of the study programme pursuant to Article 3(3) or for approval to implement the study programme pursuant to Article 3(2).
- 3) The application pursuant to paragraph 2 must contain the requirements stipulated by law, accreditation standards and the National Accreditation Authority, and must comply with the recommended procedures of this authority and its methodological materials.
- 4) Approval of the application referred to in paragraph 2 by the scientific council of the constituent unit and the internal evaluation council shall be deemed to constitute consent to the person of the guarantor of the study programme pursuant to Article 15(2).

- 5) In the event of accreditation by the National Accreditation Authority or approval by the Internal Evaluation Board, the head of the faculty shall appoint an academic staff member in accordance with paragraph 1(f) as the guarantor of the study programme.
- 6) Paragraphs 1 to 3 shall apply *mutatis mutandis* to the extension of the validity of the accreditation of a study programme or the approval of its implementation to a new study plan (specialisation). Paragraphs 2 and 3 shall apply *mutatis mutandis* to the extension of the validity of the accreditation of a study programme or its substantial change during the period of validity of the accreditation, or to the extension of the validity of the consent to the implementation of a study programme or its substantial change during the period of validity of such consent.

Title II.

Institutional Accreditation

Article 19

Application for institutional accreditation

- 1) Institutional accreditation is granted to a university for an area or areas of education, and within them for the relevant type or types of study programmes, by the National Accreditation Authority on the basis of a written application from the university. The written application referred to in the previous sentence shall contain the particulars specified in Section 81a(2) of the Act.
- 2) A proposal to submit an application for institutional accreditation in a given field of education shall be submitted to the rector by the head of the unit that implements or intends to implement a study programme in the given field of education, after consultation with the academic senate of the faculty (in the case of a university institute, the academic senate of the university) and approval by the scientific council of the unit. The proposal shall include
 - a) supporting documents for the application for accreditation of at least one study programme in the given field of education pursuant to Article 18(3),
 - b) plans for the further development of study programmes in the given field of education.
- 3) The proposal is submitted by the rector, after consultation with the internal evaluation board, to the university's scientific council for approval. The proposal also includes the supporting documents referred to in paragraph 2.
- 4) After the proposal has been approved by the university's scientific council, the rector shall invite the head of the unit to provide documentation for the purposes of preparing a self-evaluation report in accordance with Section 81a(2)(b) of the Act.
- 5) If the supporting documents are incomplete or contain other deficiencies, the rector shall request the head of the unit to supplement them and remove the deficiencies.
- 6) The preparation of the application for institutional accreditation is managed by the university's internal evaluation board.
- 7) The submission of an application for institutional accreditation for an area or areas of education shall be approved by the university's scientific council at the rector's proposal. After approval of the intention pursuant to the previous sentence, the rector shall submit the application for institutional accreditation to the National Accreditation Authority.
- 8) Paragraphs 1 to 7 shall apply *mutatis mutandis* to an application for the extension of institutional accreditation during its period of validity to another field or fields of education or another type or types of study programmes.

Article 20

Termination of institutional accreditation

- 1) Institutional accreditation shall expire upon the expiry of the period for which it was granted, upon the withdrawal of accreditation in accordance with legal regulations, or upon notification by the university to the National Accreditation Authority that it is relinquishing institutional accreditation for the field or fields of education.

- 2) The intention to relinquish institutional accreditation shall be approved by the university's scientific council upon the proposal of the rector after consultation with the internal evaluation council. Prior to approval, the scientific councils of the constituent parts and the academic senates of the faculties (in the case of a university institute, the academic senate of the university) that have participated or are participating in the implementation of study programmes in the given field or fields of education shall express their opinion on the intention to relinquish institutional accreditation for the field or fields of education at the request of the rector. If the scientific council of the constituent part or the academic senate of the faculty or university does not express its opinion within 60 days of the rector's request, it shall be deemed to have agreed to the intention.

Chapter III.

Consent to implement study programmes within the framework of institutional accreditation

Article 21

General provisions

- 1) Institutional accreditation for a field or fields of education entitles the university to implement study programmes of the relevant type in the given field of education under the conditions laid down by law.
- 2) Consent to implement a study programme pursuant to paragraph 1 (hereinafter referred to as "consent to implement a study programme") shall be granted by the Internal Evaluation Board pursuant to Article 10(2)(a) of the Statutes.
- 3) Consent to implement a study programme may only be granted to a constituent unit that has submitted a relevant proposal pursuant to Article 19(2) approved by the University Scientific Council pursuant to Article 19(3). Other constituent units may obtain consent to implement the relevant study programmes only after submitting and approving a proposal pursuant to the previous sentence.

Article 22

Submission of an application for consent to implement a study programme

- 1) An application for approval to implement a study programme shall be submitted to the rector by the head of the unit after approval by the scientific council of the unit and, in the case of a university institute, also by the scientific council of the university. Prior to approval by the scientific council of the unit, the academic senate of the faculty, or in the case of a university institute, the academic senate of the university, shall comment on the application. The rector shall forward the application to the internal evaluation council for discussion.
- 2) The application for approval to implement a study programme must meet the requirements of Article 18(3). More detailed requirements for the application are set out in the rector's internal regulation approved by the Internal Evaluation Board.
- 3) In the case of approval for a study programme that is already being implemented at the relevant constituent, the application shall always include a report by the guarantor pursuant to Article 6(3).

- 4) If the application for approval to implement a study programme is incomplete or has other deficiencies, the rector shall invite the applicant to supplement it and remedy the deficiencies. The rector may set a deadline for the applicant to supplement or remedy the deficiencies.

Article 23

Discussion of the proposal

- 1) The Internal Evaluation Board assesses whether the application for approval to implement a study programme meets the requirements arising from the law, accreditation standards, internal university regulations, internal university standards for study programmes, and is in line with the university's strategic plan.
- 2) The Internal Evaluation Board shall establish a working group from among its members to prepare a written assessment of the application for approval to implement the study programme.
- 3) Based on the assessment, the Internal Evaluation Board shall discuss the application and decide whether to grant approval to implement the study programme.
- 4) In justified cases, the Internal Evaluation Board may suspend the discussion of the application for approval to implement a study programme and ask the applicant to supplement or amend the application. The Board shall set a deadline for the applicant to supplement or revise the proposal. This deadline may be extended.
- 5) The Internal Evaluation Board shall decide whether to grant or refuse consent to implement the study programme within 120 days of receiving the application. This period shall not include the time taken to remedy the deficiencies referred to in Article 22(3) and the time taken to suspend consideration pursuant to paragraph 4.

Article 24

Granting of approval

- 1) The Internal Evaluation Board shall grant consent to implement a study programme for a maximum period of 10 years. Consent may be granted for a period shorter than 10 years if
 - a) it is a study programme that the institution has not yet implemented,
 - b) approval to implement the study programme is granted primarily with a view to meeting the need to ensure that students are able to complete their studies,
 - c) the study programme does not provide sufficient guarantees of proper provision and development, particularly in terms of staffing and the fulfilment of internal university standards for study programmes for a period of 10 years.
- 2) The resolution of the Internal Evaluation Board on granting consent to implement the study programme contains
 - a) the name and type of the study programme,
 - b) the standard duration of study,
 - c) the form of study,
 - d) in the case of a bachelor's or master's study programme, the profile of the study programme,
 - e) the field or fields of education to which the study programme belongs; in the case of a combined study programme, also the proportion of fields of education in teaching,
 - f) the period during which the study programme may be implemented,

- g) the name of the component to which consent is granted, or the name of the cooperating institute or institutes of the Czech Academy of Sciences pursuant to Section 81d(2)(b) of the Act,
 - h) the language of instruction,
 - i) any authorisation to conduct a state rigorous examination, specifying the relevant academic title.
- 3) In the case of consent being granted pursuant to paragraph 1(b), the resolution of the Internal Evaluation Board shall include the imposition of any corrective measures or a request for an inspection report.
- 4) The resolution of the Internal Evaluation Board on the granting of consent to implement the study programme shall be signed by the rector.

Article 25

Non-granting of consent

- 1) The Internal Evaluation Board shall decide by resolution not to grant consent to implement a study programme if the application
- a) is not in accordance with legal regulations and internal regulations,
 - b) does not meet the internal standards for study programmes,
 - c) is not in accordance with the strategic plan of the university,
 - d) does not contain all the information necessary for its approval, and these deficiencies have not been remedied by the date of discussion or by the expiry of the deadline specified in Article 23(4).
- 2) In the case of a resolution pursuant to paragraph 1, the Internal Evaluation Board shall notify the submitter of the reasons for its decision through the Rector.

Article 26

Review of the resolution of the Internal Evaluation Board

- 1) The submitter may request the rector to review the resolution of the Internal Evaluation Board on the refusal, withdrawal or restriction of consent to implement a study programme. A request for review of the resolution of the Internal Evaluation Board must be submitted within 30 days of notification of the resolution.
- 2) The rector shall review the compliance of the resolution of the Internal Evaluation Board and its justification with legal and internal regulations.
- 3) The rector may request an opinion from the university's scientific council.
- 4) The rector shall confirm or revoke the resolution on the non-granting of consent to implement a study programme
- a) confirm it, or
 - b) revoke it and return it to the Internal Evaluation Board for further discussion in accordance with Article 23. In this case, the decision of the Internal Evaluation Board shall be final.

Article 27

Extension of consent to implement a study programme and changes to the study programme

- 1) During the implementation of the study programme, the submitter may request
 - a) an extension to include another form of study,
 - b) extension to include another part of the higher education institution at which the study programme is to be implemented,
 - c) extension to include cooperation with a workplace of the Czech Academy of Sciences pursuant to Section 81d(2)(b) of the Act,
 - d) extension to include cooperation with another legal entity pursuant to Section 81 of the Act,
 - e) an extension to include the authorisation to award academic degrees pursuant to Section 46(5) of the Act,
 - f) a change in the focus of the study programme so that it will now be a study programme whose completion directly fulfils the professional requirements for the pursuit of a regulated profession or a study programme focused on the training of experts in the field of security of the Czech Republic,
 - g) granting consent to implement this study programme in another language of instruction,
 - h) the addition of another study plan to the study programme.
- 2) Substantial changes to the study programme during its implementation, which the university is obliged to report to the National Accreditation Authority pursuant to Section 85(c) of the Act, shall be notified in advance by the head of the department to the internal evaluation board.
- 3) In the cases referred to in paragraphs 1 and 2, the procedure shall be carried out in accordance with Article 22 et seq.

Article 28

Restriction or withdrawal of consent to implement a study programme

- 1) If the Internal Evaluation Board finds serious deficiencies in the implementation of a study programme, it shall invite the submitter to remedy them within a reasonable period of time.
- 2) If serious deficiencies in the implementation of the study programme persist, the Internal Evaluation Board shall decide, depending on the nature of the matter
 - a) to restrict consent to implement the study programme, consisting of a ban on accepting further applicants for the study programme,
 - b) to withdraw consent to implement the study programme,and shall state the reasons in its resolution.

Article 29

Termination of consent to implement a study programme

- 1) Consent to implement a study programme shall expire
 - a) upon withdrawal of consent to implement the study programme pursuant to Article 28(2)(b),
 - b) upon notification by the university of the cancellation of the study programme on the basis of a proposal by the head of the constituent part pursuant to paragraph 2 in the public section of the university's website,
 - c) upon expiry of the period for which consent to implement the study programme was granted,
 - d) for reasons pursuant to Section 86(3) of the Act.
- 2) A proposal to cancel a study programme pursuant to paragraph 1(b) shall be submitted to the rector by the head of the unit after discussion by the scientific council of the unit and the academic senate of the faculty (in the case of a university institute, by the academic senate of the university). Approval to implement a study programme shall be cancelled by a notice from the rector in the public section of the university's website.

Article 30

Recognition of foreign education in the admission procedure

- 1) If the university has been granted institutional accreditation for at least one area of education, the rector may lay down rules, principles and procedures for assessing the fulfilment of prior education requirements for admission to a study programme in accordance with Section 48(4)(d) or Section 48(5)(c) of the Act.
- 2) If no internal regulation has been issued pursuant to paragraph 1, the applicant shall prove fulfilment of the prior education requirement only in the manner specified in Section 48(4)(a) to (c) or Section 48(5)(a) and (b) of the Act.

Title IV.

Accreditation of study programmes

Article 31

Application for accreditation of a study programme

- 1) If the authorisation to implement a study programme does not result from institutional accreditation, the university may obtain this authorisation by having the study programme accredited by the National Accreditation Authority.
- 2) An application for accreditation of a study programme pursuant to paragraph 1 shall be submitted to the rector by
 - a) by the dean after consultation with the academic senate of the faculty and approval by the scientific council of the faculty,
 - b) the director of the university institute after approval by the scientific council of the university institute; in this case, the rector shall also submit the application to the academic senate of the university for its opinion and to the scientific council of the university for approval.
- 3) The rector shall submit the application to the university's internal evaluation council for its opinion, which shall assess its compliance with the law, accreditation standards, internal university regulations, internal university standards for study programmes and the university's strategic plan; it may establish a working group for this assessment in accordance with Article 23(2). The Council shall reach a decision on the application within 75 days of its submission.
- 4) If the Internal Evaluation Board approves the application, the rector shall submit the application for accreditation of the study programme to the National Accreditation Authority.
- 5) If the Internal Evaluation Board issues a negative opinion, the rector shall return the application to the submitter with justification for further consideration. Depending on the circumstances, the submitter shall either maintain the submitted application for accreditation of the study programme, supplement or otherwise amend it, or withdraw it. Persisting with the original intention to accredit the study programme must be justified separately.

Article 32

Application for extension and renewal of study programme accreditation and for changes to the study programme

- 1) Article 31 shall apply mutatis mutandis to applications for the extension of the validity of study programme accreditation or the extension of existing study programme accreditation. In the case of an application for the extension of the validity of accreditation, the head of the unit shall submit, together with the application, a report by the study programme guarantor in accordance with Article 6(3).
- 2) Substantial changes to the study programme during its implementation, which the university is obliged to report to the National Accreditation Authority pursuant to Section 85(c) of the Act, shall be notified in advance by the head of the unit to the rector, who shall submit them for assessment to the internal evaluation board and, based on its opinion, notify the National Accreditation Authority if necessary.

Article 33

Termination of study programme accreditation

- 1) The accreditation of a study programme shall expire upon the withdrawal of accreditation, notification by the university of the cancellation of the study programme, or the expiry of the period for which the accreditation was granted.
- 2) A proposal for the termination of accreditation of a study programme shall be submitted to the rector
 - a) by the dean after discussion by the scientific council and academic senate of the faculty,
 - b) the director of the university institute; in this case, the rector shall also request the opinion of the university's academic senate.
- 3) The accreditation of a study programme shall expire on the date on which this fact is announced by the rector in the public section of the university's website after approval by the university's scientific council.

Chapter V.

Accreditation of habilitation procedures and procedures for appointment as professor

Article 34

Application for accreditation of habilitation proceedings and proceedings for appointment as professor

- 1) Applications for accreditation of habilitation proceedings or proceedings for appointment as professor in a given field (hereinafter referred to as "proceedings") shall be submitted to the rector by the head of the relevant faculty after approval by the faculty's scientific council.

- 2) The rector shall submit the application to the scientific council of the university and, if the council gives a positive opinion, shall submit the application to the National Accreditation Authority.

Chapter VI.

Principles of control

Article 35

Control of compliance with internal university standards for study programmes

- 1) The Internal Evaluation Board shall monitor whether study programmes are implemented in accordance with the law, accreditation standards and other legal regulations, internal university regulations, internal university standards for study programmes and other standards on the basis of which they were accredited or approved for implementation.
- 2) The basis for the review referred to in paragraph 1 shall be, in particular
 - a) an application for accreditation of the relevant study programme or for approval of its implementation,
 - b) a report on the evaluation of the relevant study programme pursuant to Article 6,
 - c) annual reports of the relevant unit, reports on the admission procedure and other similar reports,
 - d) data from the university's information systems.
- 3) If the internal evaluation board finds deficiencies in the implementation of a study programme that has been approved for implementation within the framework of institutional accreditation, it shall take one of the measures specified in Article 28(2).
- 4) If the Internal Evaluation Board finds deficiencies in the implementation of a study programme that has been accredited by the National Accreditation Authority or the Ministry, the Rector shall forward recommendations for their removal, together with the relevant resolution of the Board, to the head of the relevant unit. The head of the unit is obliged to send his or her statement within the deadline specified in the resolution. The Council shall discuss the statement of the head of the unit at its next meeting and decide on further action.
- 5) The review referred to in paragraph 1 shall be carried out
 - a) following the adoption of measures pursuant to Article 28(2),
 - b) if the Internal Evaluation Board so decides on the basis of a proposal by the rector, a member of the board or on the basis of an external written proposal.

PART FOUR
ACTIVITIES OF THE INTERNAL EVALUATION COUNCIL

Article 36

Internal Evaluation Board

- 1) The Internal Evaluation Board supports, develops and applies a system for ensuring and internally evaluating the quality of educational, creative and related activities. The scope of the Board's activities is defined by Section 12a(4) of the Act, Article 10 of the Statutes, these Rules and other internal regulations of the University.
- 2) Within the scope of its powers under paragraph 1, the Internal Evaluation Council shall, in particular
 - a) manages the internal quality assessment of study programmes pursuant to Article 6,
 - b) manages the internal evaluation of creative activities at the university pursuant to Article 7,
 - c) manages the internal evaluation of activities related to educational and creative activities pursuant to Article 8,
 - d) establishes a schedule for internal evaluations pursuant to Article 13(2),
 - e) grants consent to implement a study programme within the framework of institutional accreditation pursuant to Article 24, decides on the extension of such consent pursuant to Article 27(1) and approves substantial changes in the course of the implementation of a study programme pursuant to Article 27(2),
 - f) approves the principles for monitoring compliance with legal regulations and internal regulations of the university in the implementation of study programmes pursuant to Article 35,
 - g) approves corrective measures in the event of deficiencies in the implementation of a study programme for which consent has been granted under point (e), which are
 1. a call on the relevant unit to remedy the situation within a reasonable period of time, pursuant to Article 28(1),
 2. a ban on accepting further applicants for study in the study programme pursuant to Article 28(2)(a),
 3. withdrawal of approval to implement the study programme pursuant to Article 28(2)(b); only the rector may propose this corrective measure,
 - h) monitors the implementation of the measures referred to in point (g) and approves the cancellation of the measures taken,
 - i) expresses its opinion on the intention to submit an application for accreditation, extension of accreditation or extension of the validity of accreditation of a study programme pursuant to Article 31(3) and Article 32(1),
 - j) manages the preparation of applications for institutional accreditation or extension of institutional accreditation pursuant to Article 19(7),
 - k) proposes, discusses, comments on or approves methodological materials and internal standards of the university relating to quality assurance and internal evaluation, submitted by its chairperson,
 - l) evaluates the functioning of the quality assurance and internal evaluation system and submits proposals for the development of this system to the university bodies; the evaluation is usually part of the internal quality evaluation report pursuant to letter m),
 - m) prepares a report on the internal quality assessment of the university's educational, creative and related activities and addenda to this report in accordance with Article 12(3) and (4),
 - n) it comments on matters submitted to it by the rector.
- 3) Within the scope of its powers under paragraph 2(k), the Internal Evaluation Board shall, in particular
 - a) proposes internal university standards for study programmes pursuant to Article 16(3),

- b) comments on internal standards setting quality indicators and further details on their monitoring and evaluation pursuant to Article 10(5),
 - c) approves the detailed requirements for applications for approval to implement a study programme within the framework of institutional accreditation pursuant to Article 22(2),
 - d) discusses the draft code of ethics pursuant to Article 14(2),
 - e) approves internal standards of constituent parts pursuant to Article 17(1).
- 4) The Internal Evaluation Board keeps ongoing records of the activities referred to in paragraph 2.

Article 37

Members of the Internal Evaluation Board

- 1) When proposing and appointing members of the Internal Evaluation Board, care shall be taken to ensure high-quality assessment in the areas of education and scientific and artistic disciplines represented at the university.
- 2) Only persons who are recognised scientific, professional or artistic authorities, or students who have achieved good academic results in their studies at the university to date, may be appointed as members of the Internal Evaluation Board.
- 3) Members of the Internal Evaluation Board perform their duties in person and are independent in the performance of their duties.
- 4) If the function of an appointed member of the Internal Evaluation Board ceases to exist, a proposal for the appointment of a new member shall be submitted by the body that nominated the member whose membership has ceased.

Article 38

Cooperation between university bodies and constituent parts

- 1) The Internal Evaluation Board may request the opinion of another university body, faculty body or university institute.
- 2) The Internal Evaluation Board has the right to familiarise itself with the conclusions of meetings of other university bodies and permanent advisory bodies to the rector.
- 3) The heads of constituent units shall ensure the required cooperation in accordance with these Rules.

PART FIVE TRANSITIONAL AND FINAL PROVISIONS

Article 39

Transitional provisions

- 1) Part Three shall not apply to study programmes that were accredited before 1 September 2016.

- 2) If, prior to the effective date of these Rules, the head of the constituent unit has already given consent to the preparation of an application for accreditation of a study programme pursuant to Article 3(3), the proposal pursuant to Article 18(1) need not be submitted additionally.

Article 40

Final provisions

- 1) These Rules were approved by the Academic Senate of the University on 23 August 2017 pursuant to Section 9(1)(b)(3) of the Act.
- 2) These Rules shall enter into force pursuant to Section 36(4) of the Act on the date of their registration by the Ministry.
- 3) These Rules shall take effect on the date of their publication in the public section of the University's website.

doc. Ing. Pavel Tuleja, Ph.D., v. r.

Rector