

On 2 June 2017, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Rules of the system of ensuring the quality of educational, creative and associated activities and the internal evaluation of the quality of educational, creative and associated activities at the Czech University of Life Sciences Prague under no. MSMT-16017/2017.

.....
Mgr. Karolína Gondková
Director of the Higher Educational Institutions Section



**RULES OF THE SYSTEM OF ENSURING THE QUALITY OF
EDUCATIONAL, CREATIVE AND ASSOCIATED
ACTIVITIES AND THE INTERNAL EVALUATION OF THE
QUALITY OF EDUCATIONAL, CREATIVE AND
ASSOCIATED ACTIVITIES
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]
DATED 2 JUNE 2017**

UNOFFICIAL TRANSLATION

This internal regulation was published on 15 June 2017 on the public part of the CULS website.

Rules of the system of ensuring the quality of educational, creative and associated activities and the internal evaluation of the quality of educational, creative and associated activities of the Czech University of Life Sciences Prague dated 2 June 2017

Article 1 Opening provisions

(1) The rules of the system of ensuring the quality of educational, creative and associated activities and the internal evaluation of the quality of educational, creative and associated activities of the Czech University of Life Sciences Prague (hereinafter referred to as the “Rules”) are, pursuant to Section 17, paragraph 1, letter j) of Act No. 111/1998, on universities and amending and supplementing other acts (the Universities Act), as amended (hereinafter referred to as the “Act”), an internal regulation of the Czech University of Life Sciences Prague (hereinafter referred to as the “CULS”) and, in accordance with Section 77b of the Act and Article 32 of the Statute of the Czech University of Life Sciences Prague (hereinafter referred to as the “CULS Statute”), regulate in detail the terms and conditions and method of ensuring and evaluating the quality of educational activities, scientific and research activities, development and innovation activities, artistic or other creative activities (hereinafter referred to as “Creative Activities”) and the activities associated with these at CULS, the faculties thereof and the university institute.

(2) These Rules have been compiled in accordance with the standards and instructions for ensuring quality in European tertiary education and constitute the framework for internal regulations at CULS, which determine the details of assurance and internal evaluation of quality and of internal accreditation at CULS, the faculties thereof and the university institute.

Article 2 Definition of the purpose of the system of assurance and internal evaluation of quality and the foundations thereof

(1) The objective of assurance and internal evaluation of quality is to fundamentally support such action at CULS which reflects recognised national, European and worldwide standards relating to the quality of higher and tertiary education, creative activities and the activities associated with these. The application of these Rules contributes toward achieving all areas of activity at CULS specified in the strategic documents associated with the system of assurance and internal evaluation of quality laid down in Article 13.

(2) The concept of quality used in the specific case of assurance and evaluation thereof is determined by the contexts within which it is implemented; quality is understood to be, within the following mutually interconnected meanings:

- a) purposeful, such that the activities carried out at CULS match its mission, the standards and requirements at CULS and at accreditation bodies;
- b) excellent, such that the activities at CULS surpass common work and are directed at achieving exceptional results;
- c) transforming, such that the activities at CULS have a positive impact on the education of students and on the personalities and professional development of all members of the academic community at CULS;

- d) transparent, such that the CULS and the parts thereof submit reports on the results of educational and creative activities and the activities associated with these.
- (3) Assurance of quality is understood to be the determination of requirements and an aggregate of activities designed to achieve these and to achieve the desired changes at CULS, monitoring the requirements and desired changes at CULS and achieving the resulting level in achieving and surpassing the set requirements placed on quality.
- (4) Evaluation of quality is understood to be a description of the resulting level in comparison with the requirements that it assumes. Evaluation of quality verifies whether, and to what extent, the CULS has succeeded in achieving its purposeful, excellent, transforming and transparent meanings of quality.
- (5) The rules of assurance and internal evaluation of quality are grounded on the standards and procedures of quality assurance within the European university environment and take into consideration other national, European or worldwide standards relating to the work of universities.
- (6) The CULS shall collaborate with the relevant organisations and bodies in the Czech Republic and abroad within the bounds of assurance and internal evaluation of quality.
- (7) Assurance and internal evaluation of quality are executed according to individual scientific disciplines, areas of education, faculties, the university institute and other parts of the CULS and according to activities associated with educational and creative activities.

Article 3

The organisational structure of assurance and internal evaluation of quality

- (1) The organisational structure at the CULS in the sphere of quality consists of:
- a) the CULS structure for issuing directive instructions and obtaining information to concern quality assurance (hereinafter referred to as the “Quality Management Implementation Structure”);
 - b) the CULS structure for determining the requirements placed on the educational, creative and associated activities at the CULS and the discussion and approval thereof (hereinafter referred to as the “Quality Management Control Structure”).
- (2) The Quality Management Implementation Structure comprises an interconnected system of management bodies at the CULS for the issuance of directive instructions and obtaining information from managed workplaces and primarily includes:
- a) the rector;
 - b) deans and the managers of the university institute.
- (3) The Quality Management Control Structure comprises an interconnected system of CULS bodies and the parts thereof that ensure the determination of requirements, and the discussion and approval thereof, in the sphere of quality at the CULS, and encompasses:
- a) CULS Council for Internal Evaluation (hereinafter referred to as the “CULS CIE”);
 - b) the CULS Scientific Board (hereinafter referred to as the “CULS SB”) and the scientific boards of faculties and the university institute (hereinafter referred to as the “Faculty SB”);
 - c) the CULS Management Board (hereinafter referred to as the “CULS MB”);
 - d) the CULS Academic Senate (hereinafter referred to as the “CULS AS”) and the academic senates of faculties.

Article 4

Main principles of the system of assurance and internal evaluation of quality

- (1) Assurance and internal evaluation of quality takes into consideration the tangible and intangible environment of the faculties and the university institute and the individual workplaces therein (hereinafter referred to as a “unit”), the specifics of the areas of education and scientific disciplines

developed at the CULS, and the activities associated with these, and the environment and internal culture of workplaces having a remit for the university as a whole.

(2) The requirements, procedures and criteria of quality evaluation at CULS laid down in Article 2 are approved by the CULS CIE for the relevant area of education, scientific discipline, other creative activity and associated activity. Requirements, procedures and criteria of evaluation are published on the public part of the CULS website.

(3) The CULS carries out regular control processes and satisfies the principles of feedback in order to ascertain shortcomings in the assurance of quality of a particular activity.

(4) The evaluation of quality is conducted in a way which is transparent, using factual, expert and ethical criteria, and is subject to regular feedback from academic workers, students, graduates and other relevant involved parties, depending on the context of evaluation.

(5) The evaluation of quality draws on available data which is not open to doubt, which might be qualitative or quantitative and which is invariably put into context.

(6) Evaluation is invariably based on a critical assessment of the facts identified, which are monitored within their various contexts.

(7) Persons independent of the area of the CULS under evaluation and the areas of the CULS under evaluation, and their representatives, take part in the evaluation of quality. Evaluated units invariably have the right to make a statement on the results of quality evaluation.

(8) The conclusions of quality evaluation must also include recommendations for the onward activity and development of the evaluated unit. If shortcomings are found, evaluation must comprise binding and recommended measures for rectification and a statement of the term for such rectification. Follow-up evaluation which documents the changes made and the results of these is conducted following the passing of the term for rectification, depending on the nature of the matter.

Article 5

Resources and pillars of assurance and evaluation of the quality of activity

(1) The corresponding resources and the requisite pillars are set aside and put in place at the CULS to ensure the functioning of the system of assurance and internal evaluation of quality.

(2) Pillars are all documents and materials on which the evaluation of quality draws, in particular:

- a) strategic, conceptual, analytical, regulatory and other documents;
- b) the indicators monitored in the strategic plan for educational and creative activity at the CULS and in annual plans for the execution thereof (hereinafter referred to as the “CULS Strategic Plan”), in annual reports on the activity of the CULS and in annual reports on the economic management of the CULS, and in the execution of the CULS institutional plan;
- c) data from the information systems at the CULS, the faculties thereof and other component parts thereof and from other public sources, or from other information systems and sources to which the CULS has access;
- d) annual reports to concern specific areas of activity and having been discussed at the collegium of the rector or at the collegiums of deans, or at the CULS SB or faculty SBs;
- e) the expert assessment of experts from the CULS and from workplaces outside the CULS;
- f) the documents of discipline-specific councils that monitor studies in doctorate study programmes;
- g) the results of meetings of councils for cooperation with practice that are active at faculties and at the university institute;
- h) questionnaires put to students and graduates of the CULS;
- i) semi-structured interviews and group discussions;

- j) detailed monitoring of selected study subjects (hereinafter referred to as a “subject”) conducted by the Institute of Education and Consultancy at the CULS;
- k) the results of habilitation in subjects;
- l) bibliometric analyses;
- m) economic data on the functioning of the CULS and on the resources obtained for individual activities at the CULS.

(3) Assurance and internal evaluation of quality are also based on the internal regulations at the CULS issued for assurance and internal evaluation of quality and for internal accreditation.

Article 6

Assurance and internal evaluation of quality of educational activities in study programmes

(1) The minimum requirements placed on assurance and internal evaluation of quality of educational activities at the CULS in bachelor’s, master’s and doctorate study programmes are defined by legal regulations, the internal regulations at the CULS and the internal rules at the CULS, in particular:

- a) the Act;
- b) Government Regulation No. 274/2016, on standards for accreditation in higher education, and Government Regulation No. 275/2016, on areas of education in higher education;
- c) the CULS Statute;
- d) the Study and Examination Board for studies in bachelor’s and master’s study programmes at the Czech University of Life Sciences Prague and the Study and Examination Board for studies in doctorate study programmes at the Czech University of Life Sciences Prague;
- e) the rules for habilitation procedure or procedure for appointment as a professor at the Czech University of Life Sciences Prague;
- f) the internal regulations at the CULS issued for assurance and internal evaluation of quality and for internal accreditation.

(2) The quality of educational activities in bachelor’s, master’s and doctorate study programmes, and the development thereof, is primarily ensured through the following:

- a) the evaluation of study programmes;
- b) the activities of the guarantor of a study programme;
- c) feedback from students, academic workers and graduates of study programmes at the CULS;
- d) feedback from colleagues at the CULS from the sphere of application;
- e) the evaluation of students’ bachelor, diploma and doctorate theses (hereinafter referred to as “qualification papers”);
- f) the evaluation of joint education programmes carried out together with partner universities from abroad;
- g) monitoring the level of success of candidates in admission procedure, the level of study failure of students at the CULS, the level of full completion of studies by students at the CULS, the level of international activities among students at the CULS, the number of foreign students at the CULS and the involvement of graduates of the relevant study programme at the CULS on the labour market;
- h) evaluation of the activities of individual students of doctorate study programmes as part of the annual attestation of students, in the case of doctorate study programmes;
- i) monitoring the creative activities of students of doctorate study programmes, in the case of doctorate study programmes.

(3) The basis for evaluation of bachelor’s, master’s and doctorate study programmes is the study programme appraising report compiled by its guarantor in collaboration with the competent subdean or with the deputy director of the university institute (hereinafter referred to as the “programme appraising

report”) for the period of time determined by the CULS CIE, which generally relates to the term from the award of accreditation for the relevant study programme. The following are the primary parts of the programme appraising report:

- a) evaluation of fulfilment of the standards of study programmes executed at the CULS, in particular:
 1. the content of the study programme;
 2. the profile of the graduate;
 3. determination of the standard length of study and the completion thereof;
 4. the expert characteristics of the guarantor of the study programme;
 5. the expert characteristics of members of discipline-specific boards and teachers of the students of doctorate study programmes, in the case of doctorate study programmes;
 6. assurance of instruction by academic workers from the perspective of their qualification and age structure, sex, nationality and length of time worked at the CULS;
 7. the content of study subjects in a study programme and the expert characteristics of the guarantor of the subjects taught within the relevant study programme;
 8. the manner of putting together the study programme;
 9. a description of the functioning of instruction;
 10. the ways of checking knowledge, experience, skills and competencies of students;
 11. the scope of content of practical instruction;
 12. the teaching of certain specialised subjects in a foreign language;
 13. the fulfilment of individual study plans, in the case of doctorate study programmes;
 14. the organisation and results of national final examinations;
 15. qualification papers, including the discovery of possible intentional and unauthorised use of the work of another person (plagiarism), as in gross breach of the legal regulations to regulate the protection of intellectual property according to Section 47c, paragraph 2, letter b) of the Act, and the results of defence;
 16. the work application of graduates of the relevant study programme;
 17. the method of admitting candidates to studies in the relevant study programme;
 18. the assurance of distance and combined forms of study;
 19. the assurance of a study programme provided outside the headquarters of the CULS;
 20. assurance of a study programme carried out in collaboration with another university;
 21. assurance of any conditions for study programmes taught in a foreign language;
 22. connection to activities which relate to educational activities.
- b) the results of student and graduate assessment of the relevant study programme, or the subjects taught as part of that study programme, between the relevant groups of students or graduates;
- c) evaluation of the interconnection of creative and educational activities among the academic workers active in the relevant study programme;
- d) evaluation of creative activity by students or cooperation with practice, primarily from the perspective of scientific and research activities by students, in study programmes having an academic focus;
- e) evaluation of creative activity by students or cooperation with practice primarily from the perspective of the professional skills of students and cooperation with the sphere of application, in study programmes having a professional focus;
- f) evaluation of creative activity by students, in the case of doctorate study programmes;
- g) evaluation of the international scope of the study programme, primarily from the perspective of a quantitative expression of the mobility of students and foreign students, or joint programmes, and from the perspective of the percentage of teaching in a foreign language;
- h) evaluation of the level of success of candidates to study as part of admission procedure, the level of study failure of students at the CULS, the level of full completion of studies by students at the

CULS and the involvement of graduates of the relevant study programme at the CULS in practice, the share of the number of students studying abroad in the number of graduates of the relevant study programme at the CULS;

- i) evaluation of the assurance of a study programme with study pillars and resources;
- j) the use of scholarships by students of the relevant study programme in accordance with the Scholarship Regulations of the Czech University of Life Sciences Prague;
- k) evaluation of care for students, primarily from the perspective of care for students with specific needs, care for talented students and the ways of dealing with study failure, and consultancy activities;
- l) evaluation of the spatial, material, informative and administrative securing of the relevant study programme and evaluation of the apparatus and laboratory equipment used in the relevant study programme;
- m) determination of strengths and weaknesses, risks and opportunities for onward development in the relevant study programme and, in the case that shortcomings are identified, recommended or binding measures for rectification.

Article 7

Assurance and internal evaluation of educational activities in lifelong learning programmes

(1) Assurance and internal evaluation of educational activities in lifelong learning programmes carried out pursuant to Section 60, paragraph 2 of the Act are governed by Article 6. The programme appraising report also includes an evaluation of the conditions of acknowledging the results achieved in a lifelong learning programme for studies in an accredited study programme in accordance with Section 60(2) of the Act.

(2) Assurance and internal evaluation of the quality of lifelong learning programmes which are not carried out pursuant to Section 60, paragraph 2 of the Act are conducted to the extent defined in a resolution of CULS CIE.

(2) The minimum requirements placed on assurance and internal evaluation of quality of educational activities at the CULS in lifelong learning programmes are defined by legal regulations, the internal regulations at the CULS and the internal rules at the CULS, in particular:

- a) the Act;
- b) Government Regulation No. 274/2016, on standards for accreditation in higher education, and Government Regulation No. 275/2016, on areas of education in higher education;
- c) the CULS Statute;
- d) the Rules of Lifelong learning at the Czech University of Life Sciences Prague;
- e) the internal regulations at the CULS issued for assurance and internal evaluation of quality and for internal accreditation.

(3) The quality of educational activity in lifelong learning programmes pursuant to paragraph 1, and the development thereof, is primarily ensured by way of:

- a) evaluation of lifelong learning programmes;
- b) the activities of the expert guarantor of the relevant lifelong learning programme (hereinafter referred to as the “guarantor”);
- c) feedback from participants and graduates of a lifelong learning programme;
- d) feedback from colleagues at the CULS from the sphere of application;
- e) Monitoring the information provided for annual reports about activity.

(4) The basis for evaluation of lifelong learning programmes pursuant to paragraph 1 is the lifelong learning programme appraising report compiled by its guarantor in collaboration with the competent subdean or with the deputy director of the university institute (hereinafter referred to as the “programme

appraising report”) at the call of the CULS CIE. The following are the primary parts of the programme appraising report:

- a) evaluation of fulfilment of the standards of lifelong learning programmes executed at the CULS, in particular:
 1. the content and focus of the lifelong learning programme;
 2. a description of the functioning of the lifelong learning programme;
 3. the ways of checking the knowledge, experience, skills and competencies of participants in the lifelong learning programme;
 4. securing instruction with study pillars and resources;
 5. the types of certificates awarded of having completed a lifelong learning programme;
 6. any conditions for lifelong learning programmes taught in a foreign language.
- b) a questionnaire in which the participants and graduates of lifelong learning programmes evaluate such programmes;
- c) evaluation of the spatial, material, informative and administrative securing of lifelong learning programmes and evaluation of the apparatus and laboratory equipment used in a lifelong learning programme;
- d) determination of strengths and weaknesses, risks and opportunities for onward development in the lifelong learning programme and, in the case that shortcomings are identified, recommended or binding measures for rectification.

Article 8

The preparation and discussion of evaluation reports on study programmes and lifelong learning programmes

(1) The data used to compile an evaluation report for a programme, which the CULS CIE calls on the competent guarantor of the study programme or lifelong learning programme (hereinafter referred to as a “programme”) to compile, and which is available from the information systems at the CULS, is provided to the guarantor by the Rector’s Office at the CULS, the relevant faculty or the university institute, according to the nature of such data.

(2) The programme guarantor compiles the programme evaluating report. The relevant faculty or the university institute provides the programme guarantor with the required administrative, personnel and material requirements.

(3) Evaluation of a bachelor’s, master’s or doctorate study programme is conducted at least once during the term of its accreditation. Lifelong learning programmes carried out pursuant to Section 60, paragraph 2 of the Act are evaluated at the same time as the evaluation of the study programme in which credits and examinations may be acknowledged in the form of credits in the lifelong learning programme, in accordance with the Study and Examination Regulations for studies in bachelor’s and master’s study programmes at the Czech University of Life Sciences Prague.

(4) Evaluation of the programme is first conducted by the working committee at the CULS CIE (hereinafter referred to as the “committee”). The committee discusses the programme evaluating report and, at a joint meeting of the committee, the programme guarantor and a representative of the faculty or the university institute, a member of the committee takes a statement on the discussion of the programme evaluating report, which also comprises binding or recommended measures to rectify any shortcomings identified.

(5) The dean or the director of the university institute is familiarised with the statement pursuant to paragraph 4 and prepares a written statement on this.

(6) Based on the programme evaluating report, the statement pursuant to paragraph 4 and the statement of the dean or the director of the university institute, the chair of the committee prepares a draft report on the internal evaluation of the programme (hereinafter referred to as the “report on programme evaluation”), which the CULS CIE discusses and approves its final wording.

(7) After approval of the report on programme evaluation, the aggregate of results of evaluation is published on the public part of the CULS website. The approved report on programme evaluation forms the basis of a report on the internal evaluation of the quality of educational, creative and associated activities at the CULS and an addendum to this report, both compiled pursuant to Section 77b, paragraph 3, letter b) of the Act, and of a self-assessment report for the CULS pursuant to Section 79, paragraph 2, letter e) of the Act.

(8) CULS internal regulations, issued by the rector following approval by the CULS CIE, determine the requisites of the organisation and functioning of the evaluation of programmes.

Article 9

Assurance and internal evaluation of the quality of creative activities

(1) Creative activity at the CULS primarily consists of scientific activities, basic and applied research and development activities, putting knowledge and innovation into practice, consultancy activity and artistic activity.

(2) The conceptual development of creative activity is ensured primarily by way of motivational programmes, internal grant agencies and other tools which support creative activities (hereinafter referred to as “measures”). Such measures promote the development of the scientific disciplines which the CULS undertakes and supports the excellence of creative activities. They also lead members of the academic community at the CULS to become actively involved in creative activities.

(3) The details of measures in support of creative activities are determined in the internal regulations of the CULS, faculties and the university institute.

(4) Measures in support of creative activity draw on the CULS strategic plan and reflect evaluation results in creative activity in a national and international comparison.

(5) The minimum requirements placed on assurance and internal evaluation of quality of creative activity at the CULS are defined by legal regulations, the internal regulations at the CULS and the internal rules at the CULS, in particular:

- a) the Act;
- b) Government Regulation No. 274/2016, on standards for accreditation in higher education, and Government Regulation No. 275/2016, on areas of education in higher education;
- c) the CULS Statute;
- d) the rules for habilitation procedure or procedure for appointment as a professor at the Czech University of Life Sciences Prague;
- e) the Study and Examination Rules for studies in doctorate study programmes at the Czech University of Life Sciences Prague;
- f) the internal regulations at the CULS issued for assurance and internal evaluation of quality and for internal accreditation.

(6) Evaluation of creative activity takes into consideration the various publication and citation customs in individual scientific disciplines.

(7) Evaluation of creative activity proceeds based on a comparison with significant international, or Czech, universities or research institutes.

(8) Evaluation of creative activity at the CULS is primarily based on:

- a) an evaluating report on creative activity at faculties and the university institute (hereinafter referred to as the “evaluating report on creative activity”);
- b) annual reports on creative activity at the CULS, its faculties and the university institute;
- c) a bibliometric analysis of the results of publication activities;

- d) evaluation of the creative activity at the CULS conducted by the Council for Research, Development and Innovation, as the expert and advisory body of the Government of the Czech Republic;
 - e) an expert assessment of the results by experts from workplaces outside the CULS;
 - f) the collection of projects handled and completed;
 - g) objects of intellectual property which are subject to protection of intellectual property at the CULS;
 - h) economic analyses of the benefit of creative activity.
- (9) The report on creative activity usually shows, describes and evaluates the following, with consideration for the specifics of the faculty or the university institute and the scientific disciplines which it realises:
- a) achievement of strategic objectives in creative activity;
 - b) the system of strategic management of the development of creative activity;
 - c) the results of habilitation procedure and procedure for the appointment of professors;
 - d) the impacts of measures taken in support of the development of creative activity;
 - e) the interconnection of creative activity and educational activity;
 - f) the staffing and qualification growth associated with creative activity;
 - g) the participation of employees in creative activities;
 - h) creative activity by students, with special attention devoted to the students of doctorate study programmes;
 - i) the scientific, research and development projects completed;
 - j) the projects of cooperation with practice and contractual research projects completed;
 - k) the results of transmission of the technology and innovative work at the CULS, including the financial benefit thereof to the CULS;
 - l) national and international cooperation in creative activity;
 - m) the social significance of creative activity;
 - n) the results achieved in creative activity, with special attention devoted to the most significant results as a condition of excellence;
 - o) the method and results of internal evaluation of the quality of creative activity;
 - p) the administrative, material and infrastructural assurance of development of the quality of creative activities;
 - q) strengths, weaknesses, opportunities and risks in the sphere of creative activity and, in the case that shortcomings are identified, recommended or binding measures for rectification.

Article 10

The preparation and discussion of evaluating reports on creative activity

- (1) An evaluating report on creative activity is compiled by the faculties and the university institute once every 5 years, usually at the time when, pursuant to Section 77b, paragraph 3, letter b) of the Act, a report on the internal evaluation of the quality of educational, created and associated activities at the CULS is also compiled.
- (2) Annual reports which assess results in creative activities are compiled by the Rector's Office at the CULS, the faculties and the university institute, generally for a period of one calendar year.
- (3) The data used to compile the evaluating report on creative activity, which the CULS CIE calls on the faculty or the university institute to compile, which is available from the information systems at the CULS, is provided to the guarantor of the report by the Rector's Office at the CULS, the relevant faculty or the university institute, according to the nature of such data.

- (4) The compiled evaluating report on creative activity is referred to the CULS CIE for discussion. A statement by the CULS CIE is taken from such discussion, containing binding or recommended measures for the rectification of any shortcomings identified.
- (5) The dean or the director of the university institute is familiarised with the statement pursuant to paragraph 4 and prepares a written statement on this.
- (6) Based on the evaluating report on creative activity, the statement pursuant to paragraph 4 and the statement of the dean or the director of the university institute, the chair of the CULS CIE prepares a draft report on the internal evaluation of creative activity at the faculty or the university institute, (hereinafter referred to as the “report on the evaluation of creative activity”), which the CULS CIE discusses and approves its final wording.
- (7) After approval of the report on the evaluation of creative activity, the aggregate of results of evaluation is published on the public part of the CULS website. The approved report on the evaluation of creative activity forms the basis of a report on the internal evaluation of the quality of educational, creative and associated activities at the CULS and an addendum to this report, both compiled pursuant to Section 77b, paragraph 3, letter b) of the Act, and of a self-assessment report for the CULS pursuant to Section 79, paragraph 2, letter e) of the Act.
- (8) CULS internal regulations, issued by the rector following approval by the CULS CIE, determine the requisites of the organisation and functioning of the evaluation of creative activity.

Article 11

Assurance and internal evaluation of the quality of activities associated with educational and creative activities

- (1) Assurance and internal evaluation of the quality of activities associated with educational and creative activities (hereinafter referred to as “associated activities”) is understood to be the assurance and internal evaluation of activities which support educational and creative activities.
- (2) Associated activities are primarily understood to be:
- a) the management and administration of the CULS, the faculties and the university institute;
 - b) cooperation with practice and fulfilment of the social responsibilities of the CULS;
 - c) international relations and activities;
 - d) care for students at the CULS;
 - e) care for the academic workers and other employees at the CULS;
 - f) securing the corresponding standard of academic workers and other employees at the CULS;
 - g) the spatial, material, informative and administrative securing of activities;
 - h) maintaining and developing the academic environment at the CULS;
 - i) using financial resources at the CULS;
 - j) using the property of the CULS;
 - k) services at the Halls of Residence and Refectory;
 - l) facilities for physical education and sporting activity at the CULS;
 - m) the activity of the university farm estate and the university forest establishment.
- (5) The minimum requirements placed on assurance and evaluation of the quality of associated activities at the CULS are defined by legal regulations, the internal regulations at the CULS and the internal rules at the CULS, in particular:
- a) the Act;
 - b) Government Regulation No. 274/2016, on standards for accreditation in higher education, and Government Regulation No. 275/2016, on areas of education in higher education;
 - c) the CULS Statute;

- d) the internal regulations at the CULS issued for assurance and internal evaluation of quality and for internal accreditation;
- e) other internal regulations at the CULS.

Article 12

The preparation and discussion of evaluating reports on activities associated with educational and creative activities

- (1) The requisites of the organisation and functioning of evaluation of associated activities, the appointment of the persons responsible for compiling the relevant evaluating reports and the structure of the evaluating report on the relevant associated activities are laid down by the internal regulations at the CULS, as issued by the rector following the approval of the CULS CIE.
- (2) The evaluation of associated activities generally takes the form of a report on the evaluation of the relevant associated activity (hereinafter referred to as the “report on the evaluation of associated activity”) compiled at the time at which, pursuant to Section 77b, paragraph 3, letter b) of the Act, the report on the internal evaluation of the quality of educational, creative and associated activities at the CULS is also compiled.
- (3) The evaluation of associated activities is undertaken depending on the content of the associated activity, for each part of the CULS.
- (4) Annual reports which assess results in associated activities are compiled by the Rector’s Office at the CULS, the faculties and the university institute, generally once per calendar year, and form the basis of the evaluation of the relevant associated activity, in that they generally include:
 - a) a description of the situation reached;
 - b) an analysis of strengths and weaknesses, risks and opportunities and, in the case that shortcomings are identified, recommended or binding measures for rectification.
- (5) The individual parts of the CULS submit reports on the evaluation of associated activity to the CULS CIE for discussion. After such discussion, the CULS CIE prepares a statement on the report according to the preceding sentence, as including recommended or binding measures for rectification in the case that shortcomings are identified.
- (6) The final wording of the report on the evaluation of associated activity and the record are approved by the CULS CIE. After approval of the report on the evaluation of associated activity, the aggregate of results of evaluation is published on the public part of the CULS website. The approved report on the evaluation of associated activity forms the basis of a report on the internal evaluation of the quality of educational, creative and associated activities at the CULS and an addendum to this report, both compiled pursuant to Section 77b, paragraph 3, letter b) of the Act, and of a self-assessment report for the CULS pursuant to Section 79, paragraph 2, letter e) of the Act.

Article 13

Strategic documents associated with the system of assurance and internal evaluation of quality

- (1) The strategic documents in the system of assurance and internal evaluation of quality at the CULS, which form the framework of evaluation and the content thereof, are primarily as follows:
 - a) the CULS strategic plan pursuant to Section 21, paragraph 1, letter b) of the Act;
 - b) the annual report on activity at the CULS and the annual report on economic management at the CULS pursuant to Section 21, paragraph 1, letter a) of the Act;
 - c) the annual report evaluating the results achieved in the relevant year in the relevant area of activity at the CULS;
 - d) the report on programme evaluation pursuant to Article 8;
 - e) the report on the evaluation of creative activity pursuant to Article 10;
 - f) the report on the evaluation of associated activity pursuant to Article 12;

- g) the report on the internal evaluation of the quality of educational, creative and associated activity at the CULS and addenda to this report pursuant to Section 77b, paragraph 3, letter b) of the Act;
 - h) the self-assessment report of the CULS, as describing and evaluating the fulfilment of individual requirements arising from the standards for institutional accreditation pursuant to Section 72, paragraph 2, letter e) of the Act;
 - i) similar documents compiled at the level of individual parts of the CULS.
- (2) The report on the internal evaluation of the quality of educational, creative and associated activity at the CULS is compiled based on the evaluations carried out at the CULS over the previous five years, or during the period that has passed since the compilation of the preceding report, and primarily contains:
- a) a description and the focus of the evaluations conducted;
 - b) the main results of the evaluations conducted;
 - c) binding and recommended measures for the rectification of the shortcomings identified, including deadlines and possible results of inspection of the implementation of measures;
 - d) an evaluation of strengths, weaknesses, opportunities and risks;
 - e) recommendations for the onward development of the CULS and the system of assurance and internal evaluation of quality.
- (3) The addendum to the report on internal evaluation is generally compiled at the same time as the annual report on activity at the CULS is being compiled. The requirements placed on the report on the internal evaluation of the quality of educational, creative and associated activity at the CULS pursuant to paragraph 2 apply to the addendum thereto *mutatis mutandis*.
- (4) Following discussion of the draft report on the internal evaluation of the quality of educational, creative and associated activity at the CULS, and the addenda thereto, at the CULS SB, the chair of the CULS CIE submits the report on the internal evaluation of the quality of educational, creative and associated activity at the CULS, and the addenda thereto, to the CULS AS for approval. Following its approval by the CULS AS, the rector presents it to the CULS MB for discussion.
- (5) The general results of the report on internal evaluation, and the addenda thereto, are described in the annual report on activity at the CULS pursuant to Section 21, paragraph 2, letter b) of the Act.

Article 14 **Final provisions**

- (1) These Rules were approved pursuant to Section 9, paragraph 1, letter b) of the Act by the CULS AS on 25 May 2017.
- (2) These Rules of Procedure shall become valid pursuant to Section 36, paragraph 4 of the Act on the date they are registered by the Ministry of Education, Youth and Sports.
- (3) These Rules of Procedure shall become effective on the date they are published on the public part of the CULS website.

prof. Ing. Jiří Balík, CSc., dr. h. c., in his own hand

Rector