

*Pursuant to Section 36 (2) of Act No. 111/1998 Sb., On Higher Education and on Amendments to Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered on June 16, 2017 under Ref. No. MSMT-17150/2017 the Rules of the Quality Assurance and Assessment System of Educational, Creative and Related Activities of the University of Pardubice.*

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**RULES OF THE QUALITY ASSURANCE AND ASSESSMENT SYSTEM  
OF EDUCATIONAL, CREATIVE AND RELATED ACTIVITIES  
OF THE UNIVERSITY OF PARDUBICE  
OF JUNE 16, 2017**

**Part I**

**INTRODUCTORY PROVISIONS**

- (1) The Rules of the Quality Assurance and Assessment System of the Educational, Creative and Related Activities of the University of Pardubice (hereinafter referred to as the “Rules of the Quality Assurance and Assessment System”) are an internal regulation of the University of Pardubice (the “University”) according to Section 17, Subsection j) of the Act No. 111/1998 Sb., on Higher Education and on Amendments to Other Acts (Higher Education Act), as amended, (the “Higher Education Act”) establishing the quality management system, i.e. quality assurance and internal quality assessment, including procedures for maintaining and developing the system

**Part II**

**QUALITY MANAGEMENT SYSTEM**

**Article 1**

**Vision**

- (1) Through quality assurance, the University wants to contribute to creating an internal environment in which creative activities, curriculum content, teaching and facilities are in harmony, enabling the University to fulfil its basic mission towards society and students, namely educational activities, scientific development knowledge and guarantee that the competences and knowledge of graduates are in accordance with the requirements of society and the labour market. In connection with this, the University will in particular:
- a) increase the coherence, objectivity, transparency and relevance of all internal processes in order to perceive quality as a part of the internal culture shared by all members of the academic community,
  - b) strengthen the creative academic environment, maintain creative integrity and freedom, prevent fraud and ensure protection from intolerance and discrimination against students and employees,

- c) provide information on the quality of the University's activities to students and staff of the University as well as to the professional and general public, thereby increasing the credibility of the institution, both internally and externally.

## **Article 2**

### **Mission**

- (1) The Rules of the Quality Assurance and Assessment System introduce a coherent system, which is a coordinating activity, supporting and promoting sustainable quality, competitiveness and development of the University's educational, creative and related activities (the "Quality Management System").
- (2) The Quality Management System defines the rules of quality assurance of educational, scientific and research, development and innovation, artistic or other creative activities ("creative activities") and related activities and internal evaluation of quality of educational, creative and related activities at the University according to Section 77a and related provisions of the Higher Education Act.
- (3) Within the Quality Management System, internal rules, transparent provision of own activities, regular collection and objective evaluation of information and measures for improvement of activities are clearly defined.
- (4) The Quality Management System is linked to the University's strategic management.
- (5) An academic self-governing body that monitors, evaluates, supports and develops the Quality Management System is the Internal Assessment Board of the University of Pardubice (the "Internal Assessment Board"). The Rules of Procedure of the Internal Assessment Board are set out in Annex 1.
- (6) When fulfilling the Quality Management System, the University proceeds from applicable legal regulations and takes into account other national, European or international standards of university activities. These include, but are not limited to, the following laws, norms or standards and procedures:
  - a) the Higher Education Act,
  - b) Act No. 130/2002 Sb., on Support for Research, Experimental Development and Innovation from Public Funds and on Amendments to Some Related Acts (Act on Support for Research, Experimental Development and Innovation), as amended,
  - c) Government Regulation No. 274/2016 Sb., on Standards for Accreditation in Higher Education,
  - d) Governmental Regulation No. 275/2016 Sb., on Education Areas in Higher Education,
  - e) standards and guidelines for quality assurance in the European Higher Education Area, in particular the ESG,
  - f) the best practices as recommended by the National Higher Education Accreditation Office (the 'Accreditation Office').

## **Article 3**

### **Principles and Tools of the Internal Quality Assurance System at the University**

- (1) Quality assurance means systematic and structured care for quality of educational, creative and related activities in terms of responsibility for its maintenance and improvement.

- (2) The internal quality assurance system at the University is based on procedures regulated in particular by the Statutes of the University of Pardubice and the statutes of the faculties, other internal regulations and norms, standards, methodological instructions, information system tools and other documents forming the basis for common operational materials.
- (3) The rules, procedures, criteria and results of the evaluation and the measures taken are published on the University's website. The publication information system allows setting up selective access to published documents, i.e. general, group and individualized access. The method of publishing a document is decided by the Internal Assessment Board in accordance with Section 21, Subsection 1, Clause j) of the Higher Education Act.
- (4) Quality assurance processes used on a case-by-case basis shall not inhibit the innovative and creative development of the University's parts, individuals or activities.
- (5) Quality standards are usually included in source documents or methodological instructions. The standards set by the applicable legislation and procedures recommended by the accreditation authority are considered binding minimum values at the University. The Internal Assessment Board shall comment on the structure, use and possible target values of the quality standards.
- (6) The quality standards respect the internal culture and the specifics of the areas of education and scientific disciplines taught at individual faculties. At the same time, the diversity of the University's parts and the corresponding quality of their diverse activities or excellence are encouraged.
- (7) Quality standards are applied consistently and on the basis of rational consideration, while observing the principle that similar cases are approached in a similar way to meet the principle of legitimate expectations of students and employees.
- (8) Strategic determination of the desired direction of quality changes is an integral part of the Strategic Plan of the University's Educational and Creative Activities (the "Strategic Plan of the University") or the strategic plans of its faculties, which, in accordance with the Higher Education Act, are adopted by the University and its faculties for a period of 5 years. These documents are prepared by the management of the University and its faculties, approved by the bodies of the University in accordance with the Higher Education Act and published in the publicly accessible part of the University's website. In terms of responsibility for maintaining and developing quality, the strategic objectives define in particular:
  - a) the basis for the institutional strategy related to the quality of activities,
  - b) key areas and priority objectives,
  - c) basic ways in which the strategy is implemented, monitored and corrected,
  - d) how students are involved in quality assurance,
  - e) specific requirements of relevant actors, interest groups,
  - f) specific indicators of the achievement of objectives.
- (9) The determination of partial changes in the area of quality, their implementation, support for implementation, continuous monitoring and evaluation of their progress and results is particularly part of the annual updates of strategic plans of the University and its faculties, institutional development Programme, implementation of the recommendations of the Internal Evaluation and Operational Management Board.
- (10) The functioning of the whole Quality Management System is regularly evaluated by the Internal Assessment Board in a report on the internal quality evaluation of the University's educational, creative and related activities (the "Internal Quality Evaluation Report").

- (11) Partial internal quality assurance systems are also subject to external assessment, both at the University - faculty level and at the University - external entity level. The Rector decides on the implementation of external assessment on the proposal of the Internal Assessment Board.

#### **Article 4**

##### **Principles and Tools of Internal Quality Assessment at the University**

- (1) Quality assessment shall be carried out transparently using substantive, professional and ethical criteria and shall consist of a critical assessment of the findings. It shall be carried out in accordance with cycles of strategic plans, with the emphasis being placed on the efficiency of procedures.
- (2) Quality assessment is based on centrally collected qualitative and quantitative data. In particular, it is based on:
- a) strategic, conceptual, balance sheet, analytical and other documents of the University and its faculties,
  - b) data from the University's information systems,
  - c) verified data from other public sources,
  - d) evaluation reports,
  - e) expert assessments, questionnaires, controlled discussions and bibliometric analyses.
- (3) The assessment also uses methodological materials approved by the Internal Assessment Board, which specify the requirements and procedures of the internal quality evaluation.
- (4) The University's academic staff, administrative staff and students and evaluators from other than University's workplaces are meaningfully and constructively involved in the carrying out of the assessment processes.
- (5) The assessment is usually also based on feedback from graduates or other relevant actors, in particular professional chambers, professional associations, employers' organizations or other practising experts.
- (6) If the subject of assessment is the activities of faculties or their workplaces, these shall always participate in the evaluation and express their opinion on the results.
- (7) Recommendations for the further development of the part or activity under evaluation shall form an integral part of each evaluation. Should any deficiencies be identified, corrective measures, including a deadline for their implementation, are recommended. After this period, an ex-post assessment or subsequent inspection may be carried out.

#### **Article 5**

##### **Responsibility for Quality Assurance and Assessment at the University**

- (1) Responsibility for quality assurance in educational, creative and related activities lies with all University's employees. General rules for individual groups of employees are summarized in the University's internal regulations and standards. Specific tasks of individual employees are part of their job description.

- (2) Within their powers, executives are obliged to supervise, in particular, the assurance and continuous assessment of:
  - a) strategic management and development of the University,
  - b) the international openness of the University,
  - c) internal regulations and standards,
  - d) the development of human resources and the staffing of teaching and creative activities,
  - e) technical, organizational and material provision of teaching and creative activities.
- (3) All academic staff participate in continuous assessment of the quality of teaching and creative activities and the application of assessment results and conclusions into practice for the continuous improvement of the educational and creative process.
- (4) All University staff cooperate on request with the Internal Assessment Board and provide it with background material for the evaluation of educational, creative and related activities.

### **Article 6 Inspection and Audit**

- (1) At the University, inspection, complaint handling, financial audits, system audits and performance audits are part of an internal control system that directly affects and completes the Quality System. These activities include, in particular, mapping and evaluating existing risks and potential risks and providing incentives for their management.
- (2) All executives and organizational units of the University are involved in the performance of inspections and audits. In monitoring, the inspector and the internal auditor may also use information on findings identified and addressed in the context of the Quality Assurance and Assessment System.

## **Part III QUALITY MANAGEMENT OF EDUCATIONAL, CREATIVE AND RELATED ACTIVITIES**

### **Article 7 Educational Activities in Study Programmes**

- (1) The responsibility for the quality of higher education in the study Programmes of the University and its faculties lies with its providers, i.e. faculties and their departments, or institutes that carry out or participate in the implementation of the given study Programme. In accordance with the Higher Education Act, the quality of a particular study Programme is supervised by the guarantor of the study Programme.
- (2) The minimum requirements for the quality of educational activities in a study Programme are determined at the University in particular by:
  - a) the Higher Education Act,
  - b) Government Regulation No. 274/2016 Sb., on Standards for Accreditation in Higher Education,
  - c) Governmental Regulation No. 275/2016 Sb., on Education in Higher Education,
  - d) documents and recommended practices of the accreditation authority,

- e) Statutes of the University and Faculties,
  - f) Accreditation Regulations of the University of Pardubice,
  - g) internal requirements for University degree Programmes,
  - h) Study and Examination Regulations of the University of Pardubice,
  - i) Rules for Habilitation Procedure and Procedure for the Appointment of Professor at the University of Pardubice
- (3) The support of the development of the quality of educational activities in the study Programmes is implemented mainly through:
- a) the information system of the University, which monitors the course of the admission procedure, the study failure rate and the employment of graduates of the study Programmes on the labour market,
  - b) self-assessment reports on the study Programme prepared by its guarantor,
  - c) the assessment of the study Programme initiated by the Internal Assessment Board.
- (4) The starting point for the assessment of a study Programme is the self-evaluation report on the study Programme prepared by its guarantor and covering the period from the granting of the accreditation of the study Programme or from the granting of the authorization to carry out the study Programme within institutional accreditation. The self-assessment report usually includes:
- a) assessment of the fulfilment of study Programme standards,
  - b) assessment of how the related creative activity translates into educational activity,
  - c) evaluation of the success rate in the admission procedure, the failure rate, the degree of regular completion of studies and the employment of graduates of the study Programme,
  - d) according to the type and profile of the study Programme, evaluation of student creative activity or cooperation with practice,
  - e) evaluation of the international dimension of the study Programme,
  - f) evaluation of the educational, scientific and technical provision of the study Programme,
  - g) identification of strengths and weaknesses, risks and opportunities for further development of the study Programme.
- (5) The assessment of the study Programme shall be carried out by the relevant committee of the Internal Assessment Board at least once during the period of its accreditation. An evaluation report is prepared on the results and course of the evaluation. Requirements of the organization and course of evaluation are set by the Rector on the proposal of the Internal Assessment Board. The assessment shall be based in particular on:
- a) self-assessment reports on the study Programme,
  - b) results of student and graduate assessments,
  - c) result of the evaluation of the theses, if they have been evaluated in the relevant period,
  - d) additional sources for evaluations under these rules.
- (6) The draft evaluation report is discussed at an extended meeting of the expert committee of the Internal Assessment Board in the presence of the guarantor of the evaluated study Programme, the Dean or an employee authorized by him/her and a representative nominated by the Academic Senate of the Faculty. Minutes are taken from the meeting.
- (7) After discussion and approval of the evaluation report in the Internal Assessment Board, the summary of the results is published on the public section of the University's website.
- (8) In provision and evaluation of the quality of study Programmes, the Rector's measures also stipulate in particular the rules for the evaluation of educational activities by students and graduates and the rules for the evaluation of final theses.

**Article 8**  
**Staffing of the Study Programme**

- (1) Teaching in study Programmes is provided mainly by academic staff of the University. In justified cases, other experts may participate in the teaching on the basis of non-employment agreements. The minimum requirements for the structure and quality of staffing of a given type of study Programme are determined in accordance with the Higher Education Act and the Government Regulation.
- (2) Each course has its own guarantor, who prepares the content of the course, participates in the teaching and monitoring of the study, supervises the quality of teaching performed by other teachers, evaluates the study results and its provision and suggests possible changes to the course. The guarantor and the other teachers must be professionally active in the courses they teach.
- (3) Internal regulations and environment clearly motivate academics to improve their academic qualifications. The internal regulation Rules for Habilitation Procedure and Procedure for the Appointment of Professor at the University of Pardubice sets out the general requirements for applicants and procedures for habilitation and procedure for the appointment of professor at the University. The specific requirements for applicants are set out in detail in the internal regulations and standards of the faculties.
- (4) The results of each academic's work and his/her qualification growth are comprehensively evaluated by the direct superior at least once every two years. The results of the evaluation will be reflected in the amount of the personal bonus of the employee's wage according to the Internal Wage Regulations of the University of Pardubice. The basic materials for the evaluation are obtained through the information system of the University.
- (5) Through internal projects and Programmes, the University supports academic staff in teaching innovation, which is focused not only on content innovation, but also on the application of new methods and the use of new techniques in teaching.
- (6) The University provides and organizes support activities enabling the qualification growth of academics and other employees, including activities enabling the development of pedagogical skills.

**Article 9**  
**Educational Activities in Lifelong Learning Programmes**

- (1) The minimum requirements for the quality of educational activities in lifelong learning Programmes are set by the Lifelong Learning Rules of the University of Pardubice.
- (2) The internal quality assessment in this area shall consist mainly of:
  - a) feedback from participants and graduates on the quality of teaching, organization and facilities of the Lifelong Learning Programme,
  - b) statement of the faculty implementing the Lifelong Learning Programme,
  - c) monitoring and evaluating the data collected in particular in the preparation of the University's strategic documents.

- (3) The rules for evaluating educational activities in lifelong learning Programmes are set by the Dean of the faculty implementing the Programme.

### **Article 10 Creative Activities**

- (1) Quality assurance of creative activities includes all procedures, systems and means used to ensure that creative activities at the University are performed in accordance with the Higher Education Act, according to the project rules and conditions by their providers and in accordance with the latest knowledge and good practice of individual areas and fields of creative activities.

- The University has its Code of Ethics which, in its part on principles for scientific, artistic and other creative work, defines rules that are binding on all.
- (2)

- Conceptual development of creative activities at the University is ensured mainly through Programmes and projects supporting creative activities. Details of the projects and Programmes are announced either by providers outside the University or, for internal projects, by the Rector's measures, which also set the conditions and criteria for the evaluation of their interim and final results.
- (3)

- Details of the internal evaluation of creative activities are determined by the Rector's measure, after the opinion of the Internal Assessment Board. The evaluation of creative activities at the University is based mainly on:
- (4)

- a) evaluation report on creative activities of faculties (the "Creative Activity Report"),
- b) analysis of the results of the creative activity, including expert assessment,
- c) quality indicators of creative activities.

- The Creative Activity Report is prepared by the faculties once in five years and is based on data obtained from the information systems of the University.
- (5)

- The Creative Activity Report is submitted by the Dean to the University's Internal Assessment Board following the opinion of the Scientific Board of the relevant faculty.
- (6)

- The Creative Activity Report is the basis for their development, preparation of strategic documents of the University and support of creative activities through University Programmes.
- (7)

- The basic principles of creative activities at the University are specified in the Code of Good Research Practice of the University of Pardubice, which is updated based on the results of the creative activity quality assessment.
- (8)

### **Article 11 Other Related Activities**

- Quality assurance of related activities means ensuring the provision of all activities across the University that support, complement and develop educational and creative activities.
- (1)

- The rules for their quality assurance are set in accordance with the Higher Education Act, internal regulations and standards of the University and faculties.
- (2)



- (2) Assessment of other related activities usually takes place before the preparation of the University's Strategic Plan. Its requisites are decided by the Rector based on a proposal from the Internal Assessment Board.
- (3) The subject of assessment of other related activities may in particular be:
- a) management and administration of the University and its faculties,
  - b) use of resources (especially personnel, financial, material resources),
  - c) infrastructure development and maintenance,
  - d) information system,
  - e) complementary activities and services in the field of knowledge and technology transfer,
  - f) information, library and consulting services,
  - g) publishing and editing activities,
  - h) accommodation and canteen services,
  - i) facilities for sporting activities.

#### **Part IV Common and Final Provisions**

- (1) The following Annexes are part of this Regulation:
- a) Rules of Procedure of the Internal Assessment Board of the University of Pardubice,
  - b) Accreditation Regulations of the University of Pardubice.
- (2) This internal regulation was approved under Section 9, Subsection 1, Clause (b), Subclause (3) of the Higher Education Act by the Academic Senate of the University on June 6, 2017.
- (3) This internal regulation shall come into force under Section 36, Subsection 4 of the Higher Education Act on the day of registration by the Ministry of Education, Youth and Sports.
- (4) This internal regulation shall take effect on the day of registration by the Ministry of Education, Youth and Sports.

prof. Ing. Miroslav Ludwig, CSc., by his own hand  
Rector