

Evaluation of Educational Activities by Students

Part I

Introductory Provisions

Article 1

- 1) This Rector's Decree sets out, in accordance with Article 7(4) of the Rules of the System of Quality Assurance and Internal Quality Evaluation at the University of Hradec Králové, the rules for the evaluation of educational activities by students at the University of Hradec Králové (hereinafter referred to as the “UHK”).
- 2) This Decree applies to the evaluation of educational activities in all accredited Bachelor's and Master's study programmes. This Decree does not apply to the evaluation of educational activities in doctoral study programmes.
- 3) The evaluation is carried out through the provision of feedback from students in two forms:
 - a) Provision of feedback on the teaching of courses through surveys in the Information System;
 - b) Provision of feedback on study programmes through group discussions.

Part II

Feedback on the teaching of courses

Article 2

Process and method of providing feedback

- 1) Feedback on the teaching of courses is provided each semester through the IS/STAG. The feedback is anonymous.

- 2) Feedback is normally given in the last two weeks of the semester and during the examination period of the semester. The exact date in each semester is set by the Vice-Rector responsible for quality assurance of educational activities (hereinafter referred to as the “*Relevant Vice-Rector*”).
- 3) The feedback questionnaire shall always contain a common section, the form of which shall be determined by the Relevant Vice-Rector in consultation with the faculties. The faculties are free to add a faculty section to this evaluation if they consider it necessary.
- 4) The technical preparation of the common part and the setup of the questionnaires in the IS/STAG is the responsibility of the UHK Department of Information Technology Services.

Article 3

Evaluation of feedback results

- 1) It is the responsibility of the faculties to determine how to evaluate the results of the feedback on the teaching of courses, including how to discuss these results with academic staff, degree programme guarantors and heads of departments, and to take any necessary measures.
- 2) A report on the results of the feedback on the teaching of courses and the measures taken shall be forwarded by the faculty to the Relevant Vice-Rector, usually within three months from the end of the feedback collection in a given semester.
- 3) On the basis of the faculty reports, a comprehensive university report is prepared by the Quality Office within one month at the latest. The university report is subsequently submitted to the Rector's Board, the UHK Academic Senate and the UHK Internal Evaluation Board.
- 4) The framework results of the feedback on the teaching of courses shall be available to the members of the academic community after logging in on the UHK website.

Part III

Feedback on study programmes

Article 4

Method of providing feedback on study programmes

- 1) Feedback is provided through group discussions held on individual study programmes. In justified cases, the group discussion may focus on a specific part of the study programme only (e.g., one specialisation, one form of study).
- 2) As a rule, the following topics are the subject of the group discussion: the curriculum, teaching provision, links with practice, internationalisation, the organisational aspect of studies and the learning environment.
- 3) The Quality Office is responsible for organising the group discussions.
- 4) The following individuals can request a group discussion on a study programme:
 - a) The study programme guarantor;
 - b) The Dean of the faculty implementing the study programme; in the case of study programmes implemented in cooperation between faculties, the Dean of at least one of the cooperating faculties;
 - c) At least 10% of students enrolled in a given study programme, or in a given specialisation or form of study, if the group discussion is to focus on part of the study programme only.
- 5) The Relevant Vice-Rector shall decide on the holding of a group discussion on the basis of a request made pursuant to paragraph 4, taking into account the capacity of the Quality Office.
- 6) The UHK Internal Evaluation Board may, on its own initiative, decide that a group discussion is to be held and set a deadline by which the results of the feedback must be submitted to it.

Article 5

Principles for holding group discussions

- 1) The group discussion is participated by students enrolled in the study programme in question or graduates who have successfully completed this study programme in the last two years and are continuing their studies at the UHK in a follow-up study programme.

- 2) Depending on the type and size of the study programme, the number of participants in a group discussion is usually between 5 and 10.
- 3) Participation in the group discussion is anonymous and the content of the discussion is considered confidential.
- 4) In addition to the moderator provided by the Quality Office, each group discussion is attended by a student moderator appointed by the Student Chamber of the UHK Academic Senate. The moderator shall be a student from a faculty other than the faculty of the study programme for which the group discussion is held.
- 5) The student moderator, in cooperation with the student chambers of the Academic Senates, provides for the participants of the group discussions, is the contact person for the participants and informs them about the details of the group discussion.

Article 6

Output of the group discussion

- 1) The group discussion results in a written report summarising the content of the feedback on the study programme provided by the participants.
- 2) The moderator of the group discussion shall be responsible for producing the written report. The student moderator is entitled to comment on the proposed output.
- 3) The written report is usually produced within one month of the group discussion.
- 4) The written report shall be forwarded by the Quality Office to the faculty, namely to the guarantor of the study programme, the Dean and the Vice-Dean for studies of the faculty implementing the study programme. In the case of study programmes implemented in cooperation between faculties, the report is forwarded to the Deans and Vice-Deans of all cooperating faculties. The student moderator shall deliver the written report to the participants in the group discussion.
- 5) The faculty may forward the report to its bodies (e.g., the study programme board, the Academic Senate) and relevant persons (e.g., the department head, teachers).
- 6) As a rule, within two months of receiving the report, the guarantor of the study programme shall provide the Quality Office with written information on how the results have been discussed by the faculty and on the measures taken or to be taken in the future on the basis of the results of the feedback.

- 7) In the event that the UHK Internal Evaluation Board has decided to hold a group discussion in accordance with Article 6(3), the output shall always be submitted to the Board and the report shall be discussed at the meeting with the participation of the guarantor.

Part IV

Final provisions

- 1) This Decree was discussed by the UHK Internal Evaluation Board on 18 June 2025.
- 2) This Decree shall enter into force and effect on the date of signature.
- 3) This Decree repeals the Rector's Decree No. 6/2021 Evaluation of Educational Activities by Students.

In Hradec Králové on 23 June 2025

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Rector