

Procedure for Obtaining Feedback on Teaching Quality from Graduates and Academic Staff

This Rector's Decree determines the extent and method of obtaining information for educational process evaluation in the form of feedback from **academic staff and graduates** of the University of Hradec Králové (hereinafter referred to as the "UHK"), through which the support of development of educational activities quality in study programmes is carried out.

Article 1 Academic Staff

1. Feedback from academic staff is obtained in particular:
 - a) In the form of inquiries on the occasion of discussing the implementation of academic staff's personal development plans,
 - b) By discussing the teaching quality within the
 - Dean's Board (meetings of heads of departments of the faculty);
 - Meetings of individual departments;
 - Meetings of study programme committees, if available;
 - c) On the basis of statement of the faculty Academic Senate, or the faculty Research Board.
2. When obtaining feedback through the methods referred to in paragraph 1 of this Article, the following, in particular, shall be identified and discussed:
 - Spatial and materially technical teaching ensuring;
 - Expert literature and other study support;
 - Level of teaching organisation;
 - Drop-out rate, its rate and causes;
 - Appropriate arrangement of study plans, in particular the continuity of individual courses;
 - Etc., according to the faculties and study programs specifics.
3. IS/STAG may be used for the purposes of determination of the above mentioned information. Faculty study departments shall provide the cooperation needed, if necessary.

4. Individual findings are recorded in such a way that will enable the findings obtained to be used in elaboration of self-evaluation reports and internal quality evaluation reports. These records must be provable and retrospectively verifiable.
5. In connection with the legal obligation to elaborate internal quality evaluation reports, or their supplements once a year, it is necessary to ensure feedback from academic staff in the manners set out in paragraph 1 of this Article at least once a year.

Article 2

Graduates

1. The study evaluation carried out by the UHK graduates is organised by individual faculties.
2. In case of new graduates, the evaluation is usually carried out through questionnaire surveys on the occasion of graduation.
3. In case of graduates with experience, or graduates continuing to study at different universities from which the UHK has received e-mail addresses, the extent to which the knowledge gained during their studies in the exercise of profession, or in further studies is used is particularly ascertained, usually by means of electronic inquiries.
4. Feedback from graduates in the form of expressing opinions, suggestions and comments to study may also be obtained based on formal and informal meetings at professional, social and cultural events.
5. The results of inquiries pursuant to paragraphs 2 and 3 of this Article shall be stored in a manner that ensures their retrospective verification.
6. The UHK performs a study evaluation carried out by graduates at least once every five years.

Article 3

Other and Final Provisions

1. The information obtained by the feedback also serves to elaborate internal quality evaluation reports on educational, creative and related activities carried out at the UHK within the meaning of the Section 77b (3) of the Act No. 111/1998 Coll., on Higher Education Institutions, as amended.
2. Faculties shall provide the cooperation needed in elaboration of the internal evaluation report, consisting in particular in the submission of summary

information for the purposes of this report elaboration for the area of educational activity obtained by feedback from academic staff and graduates, once a year.

3. This Decree shall enter into force and effect on the date of the signature.

Hradec Králové, 31 October 2017

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Rector