



**RULES OF THE SYSTEM OF QUALITY  
ASSURANCE AND INTERNAL QUALITY  
EVALUATION AT THE UNIVERSITY OF  
HRADEC KRÁLOVÉ**

*Under section 36 (2) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws ("the Higher Education Act"), the Ministry of Education, Youth and Sports registered these Scholarship and Bursary Rules of the University of Hradec Králové under ref. No. MSMT-21051/2020-2 on 22 May 2020.*

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# **RULES OF THE SYSTEM OF QUALITY ASSURANCE AND INTERNAL QUALITY EVALUATION AT THE UNIVERSITY OF HRADEC KRÁLOVÉ**

## **Part I.**

### **Basic Provisions**

#### **Article 1**

##### **Introductory Provisions**

1. This internal regulation defines the rules of the system of quality assurance of educational, creative and related activities and the internal quality evaluation of educational, creative and related activities (hereinafter the "Rules of the System of Quality Assurance and Internal Quality Evaluation") of the University of Hradec Králové (hereinafter the "UHK") pursuant to Section 17 (1) (j) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter the "Act").
2. The purpose of quality assurance and internal quality evaluation is to support the UHK development in line with the European concept of quality of university education and scientific and research, developmental and innovation, artistic, or other creative activity (hereinafter referred to as the "Creative Activity").

## **Article 2**

### **Terms and Definitions**

1. Quality means meeting the standards that the UHK applies to its activities in line with its mission and goals. The concept of quality that is applied in a particular case is determined by the context.
2. Quality assurance means permanent, systematic and structured care for the quality of educational, creative and related activities, its maintenance and improvement.
3. Quality evaluation means verifying to what extent the UHK and its units are successful in adhering to the standards they apply to their activities.

## **Part II.**

### **System of Quality Assurance and Internal Quality Evaluation of the UHK Activities**

## **Article 3**

### **Bases of Quality Assurance and Internal Quality Evaluation**

1. Quality assurance and internal quality evaluation are based on the definition of the UHK mission and activities as stated in its Constitution, and on the concept of its development formulated in its strategic plan of educational and scientific, research, developmental, innovation, artistic, or other creative activity (hereinafter the “Strategic Plan“), and continuously respond to the current development of the academic community and the impulses from the UHK official bodies and the constituent parts thereof.
2. Quality assurance and internal quality evaluation are also based on the standards and procedures for quality assurance in the European higher education area taking into account other national, European, or international standards of higher education institution activities.
3. While ensuring quality and evaluating internal quality of its activities, the UHK cooperates with other higher education institutions, scientific institutions, public administration bodies, professional associations, and other institutions both in the Czech Republic and abroad.

4. Quality assurance and internal quality evaluation consists of processes running on numerous levels of management, i.e. on the UHK level, on the faculty level, on the department and institution level, on the educational field level, on the study programme level, and on the study subject level.
5. Quality assurance and internal quality evaluation is based not only on these Rules of the System of Quality Assurance and Internal Quality Evaluation but also on other UHK and faculty internal regulations and the Rector's, Vice-Rectors', Bursar's, and Deans' measures of management.

## **Article 4**

### **Principles of Quality Assurance and Internal Quality Evaluation**

1. Quality assurance and internal quality evaluation respects the environment of the faculties and other constituent parts and the specifics of fields of education and sciences operated at the UHK.
2. The evaluation is carried out in a transparent way and according to factual, expert and ethical criteria.
3. The evaluation is based on verified qualitative and quantitative data; it is always set in context and consists in a critical evaluation of the facts.
4. When evaluating the activities of faculties, other constituent parts of the UHK or workplaces thereof, these always participate in the evaluation and express their views.
5. Evaluation is usually based on feedback obtained from relevant both internal and external actors, especially students, graduates, academicians and other employees, graduates' employers, and other actors.
6. Recommendation of the evaluated entity's further development is an integral part of each evaluation. In case of shortcomings identified, recommended corrective measures within a specific time limit are set. Upon expiry of the time limit, the follow-up evaluation or follow-up examination of the corrective measures is carried out according to the nature of the matter.

## **Article 5**

### **Supports and Sources of Information for Evaluation**

1. The evaluation is based on:
  - a) Strategic, conceptual, balance, analytical and other documents of the UHK and its faculties;
  - b) Data from the UHK information systems
  - c) Data from public sources available to the UHK;
  - d) Own evaluation reports;
  - e) Expert evaluations;
  - f) Questionnaire surveys;
  - g) Semi-structured interviews;
  - h) Bibliometric analyses;
  - i) Indicators monitored in the UHK Strategic Plan and in the UHK Annual Report.
2. The internal evaluation is also based on methodological documents approved by the UHK Internal Evaluation Board (hereinafter the “Internal Evaluation Board”) that specify the requirements and procedures for quality assurance and internal quality evaluation.
3. Nation-wide or international surveys performed by European Union or Czech Republic institutions are also included in the quality evaluation.
4. International and national ratings of higher institution quality evaluation are also included in the quality evaluation.

## **Part III**

### **Bodies and Individuals in the System of Quality Assurance and Internal Quality Evaluation**

## **Article 6**

### **Definition of Bodies and Individuals in the System of Quality Assurance and Internal Quality Evaluation**

1. The UHK bodies, the UHK faculty bodies, and the University employees act in the System of Quality Assurance and Internal Quality Evaluation. They strive

- to support continuous improvement of the quality of activities.
2. Competence, powers and responsibility of the UHK bodies, the UHK faculty bodies and other UHK worksite bodies in the System of Quality Assurance and Internal Quality Evaluation are governed by the Act, the Constitution, the UHK Rules for the Internal Governance, and other UHK and faculty internal regulations and measures of management.
  3. The UHK Internal Evaluation Board whose competence is specified by the Constitution is the central self-governing academic body for Quality Assurance and Internal Quality Evaluation.
  4. Activities in the System of Quality Assurance and Internal Quality Evaluation are coordinated by the Rector who chairs the UHK Internal Evaluation Board, and the UHK Internal Evaluation Board Vice-Chair, relevant Vice-Rector, and the Rector's Board. Faculty Activities are coordinated by the Dean.

#### **Part IV.**

### **Quality Assurance and Internal Quality Evaluation of Educational Activities**

#### **Article 7**

### **Quality Assurance of Educational Activities in Study Programmes**

1. Responsibility for the quality of education in study programmes is borne by faculties and their departments or institutions who accomplish the given study programme or participate in its accomplishment. A guarantor of the programme of study supervises the quality of the study programme accomplishment in accordance with the Act.
2. Minimum requirements for the quality of educational activities of the UHK are, in particular, determined by:
  - a) The Act,
  - b) Government Regulation No. 274/2016 Sb., on standards for accreditation in higher education, and Government Regulation No. 275/2016 Sb., on higher education fields of education,
  - c) The UHK Constitution;
  - d) The UHK Accreditation Code;

- e) The UHK Study and Examination Code;
  - f) Code of Procedure for Granting Associate Professorship and Full Professorship at the UHK;
  - g) Standards for study programmes.
3. Support of the quality development of educational activities in study programmes is performed mainly through:
- a) Evaluation of study programmes;
  - b) Feedback obtained from members of the academic community and graduates on the quality of teaching, organisation of study, study facilities and infrastructure;
  - c) Evaluation of final theses and/or rigorosum theses,
  - d) Monitoring the conditions, course and results of admission procedure, including ensuring equal access to the admission procedure;
  - e) Monitoring the conditions, course and results of study, including ensuring equal access to the study;
  - f) Monitoring the employability of graduates of the study programme at the labour market.
4. Rules for evaluation of educational activity by students and graduates are determined by the Rector's and/or the Dean's measure of management.
5. The conditions, course and results of the admission procedure are, in particular, monitored in the annual report on the admission procedure.
6. The course and results of the study are monitored, in particular, on the basis of data from the UHK Information System.

## **Article 8**

### **Evaluation of Study Programmes**

1. The UHK Internal Evaluation Board evaluates the quality of a study programme:
- a) As a part of assessment of a draft application for a study programme accreditation, for extension of the scope of a study programme accreditation, or for extension of a study programme accreditation validity;
  - b) At approving a study programme within the awarded institutional accreditation;

- c) During the validity of a study programme accreditation within the comprehensive evaluation of the study programme.
2. An evaluation report on the study programme submitted by its guarantor and covering the period from granting of or extending the accreditation by the National Accreditation Bureau for Higher Education or the Ministry of Education, Youth and Sports, or from granting of or extending the authorisation to carry out a study programme within the framework of the institutional accreditation (hereinafter the “Accreditation”) shall be the basis for a comprehensive evaluation as per paragraph 1 (c) above.
3. As a rule, the evaluation report submitted as per paragraph 2 above includes, depending on the study programme type and profile:
  - a) Explanation of changes in the study programme;
  - b) Evaluation of meeting the study programme standards;
  - c) Evaluation of how the related creative activity is reflected in the educational activity;
  - d) Evaluation of the students’ creative activity including the quality of qualification theses;
  - e) Evaluation of cooperation with the practice;
  - f) Evaluation of the international dimension of the study programme;
  - g) Evaluation of the success rate in the admission procedure, drop-out rate, proper completion of studies rate and employability of graduates of the study programme,
  - h) Results of evaluation by students;
  - i) Results of evaluation by graduates and/or employers if they are available for the given study programme;
  - j) Evaluation of the teaching, scientific and technical support of the study programme;
  - k) Definition of the strengths and weaknesses, threats and opportunities of further development of the study programme,
4. The data for elaboration of the evaluation report available from the UHK information system shall be provided to the guarantor of the study programme by the UHK Rector’s Office in cooperation with the faculty.
5. Evaluation of the study programme is carried out by a working group established for this purpose by the UHK Internal Evaluation Board at least once throughout the term of validity of its accreditation.



6. The evaluation report is discussed at a joint meeting of the Internal Evaluation Board working group, the guarantor of the evaluated study programme and at least one of the academic staff members involved in its implementation. The Dean or an employee authorised by the Dean, the Chair of the faculty Academic Senate or a representative authorised by the Chair or a representative of the students nominated by the faculty Academic Senate may attend the meeting. A member of the UHK Internal Evaluation Board working group shall ensure the minutes of the meeting.
7. Under the evaluation report on the study programme and the joint meeting pursuant to paragraph 6, the working group of the UHK Internal Evaluation Board shall prepare the draft report on the evaluation of the study programme. Prior to discussing the draft report by the UHK Internal Evaluation Board, the Chair of the working group shall submit it to the guarantor and the Deans of faculties carrying out the evaluated study programme for comments, together with the minutes of the joint meeting, attached to the report.
8. After approval of the evaluation report by the UHK Internal Evaluation Board, a summary of its results is published in the public section of the UHK websites.

## **Article 9**

### **Internal Quality Evaluation of Lifelong Learning Programmes**

1. Evaluation of the quality of provided lifelong learning programmes is also a part of the system of quality assurance and internal quality evaluation.
2. Evaluation of the lifelong learning programme consists, as a rule, of:
  - a) Feedback from participants and graduates on the quality of teaching, organisation and promotion of the lifelong learning programme;
  - b) Statement of the faculty providing the lifelong learning programme;
  - c) Monitoring and evaluation of the data collected, in particular, during the preparation of the Annual Report on the UHK activity.

## **Part V.**

### **Quality Assurance and Internal Evaluation of the Creative Activity**

## **Quality**

### **Article 10**

#### **Creative Activity Quality Assurance**

1. The Creative Activity quality assurance includes procedures and means used for the implementation of the Creative Activity in accordance with the law, according to the project rules and conditions specified by their providers, and in accordance with the Code of Ethics.
2. The Creative Activity quality assurance includes processes of the Creative Activity evaluation on the university, faculty and individual worksite level and on the level of academicians and researchers who participate in the Creative Activity.
3. The processes of the Creative Activity quality assurance and evaluation shall reflect the procedures of the national evaluation of research and development.
4. The results of the Creative Activity evaluation shall be used for strategic development of the given field.

### **Article 11**

#### **Programmes to Support Science and Research**

1. Conceptual development of the Creative Activity at the UHK is ensured mainly through programmes to support science and research.
2. Programmes to support science and research support the development of the sciences carried out by the UHK, development of excellence of its Creative Activity, as well as students and both academicians and scientists at different stages of their scientific career.
3. The preparation of programmes to support science and research is based on the UHK mission and Strategic Plan. It is also based, in particular, on the evaluation of the existing programmes implementation and on the results of the Creative Activity achieved by the UHK in the previous period.
4. Programmes to support science and research are announced by the Rector's measure of management which also sets out the conditions and criteria for

the evaluation of both their continuous and final results.

5. The UHK Internal Evaluation Board shall comment the draft programmes to support science and research.

## **Article 12**

### **Internal Evaluation of Creative Activity Quality**

1. The internal evaluation of the UHK Creative Activity is carried out based on the scientific or artistic disciplines related to the study programmes carried out by the UHK in the individual fields of education and is structured in such a way as to allow their interconnection with the faculties.
2. The internal evaluation of the Creative Activity respects different publishing and citation practices of the individual disciplines.
3. The internal evaluation of the Creative Activity assesses the given scientific or artistic disciplines in terms of national or international comparison. The evaluation is carried out based on a comparison with other higher education institutions or research institutions.
4. The internal evaluation of the UHK Creative Activity is, in particular, based on:
  - a) Bibliometric analysis of results;
  - b) Indicators of the Creative Activity quality;
  - c) Evaluation reports.
5. UHK faculties elaborate Creative Activity Reports within the time provided for by the UHK Internal Evaluation Board, however, not less than every five years. The Creative Activity Report shall be commented by the Research Board of the relevant faculty before it is sent to the Rector by the faculty Dean. The Creative Activity Report is submitted for comments to the Internal Evaluation Board.
6. The Creative Activity Reports serve as basic documents for the development of sciences, particularly in relation to the preparation of the Strategic Plan and the preparation of its science and research support programmes.
7. The details of the creative activity internal evaluation – including its assurance – are determined by the Rector's measure of management commented by the UHK Internal Evaluation Board.

## **Part VI.**

### **Quality Assurance and Internal Evaluation of Related Activities Quality**

#### **Article 13**

##### **Quality Assurance of Related Activities**

1. Quality assurance of related activities means assurance of quality of all UHK activities that create and maintain the conditions for the educational and creative activity implementation.
2. The subject of the evaluation generally includes:
  - a) Management and administration of the UHK and its faculties;
  - b) Use of resources (especially human and financial);
  - c) Infrastructure;
  - d) Information systems;
  - e) Information and counselling services;
  - f) Knowledge and technology transfer services;
  - g) Library services;
  - h) Editorial activity;
  - i) Hall of Residence services;
  - j) Sports facilities.

#### **Article 14**

##### **Internal Quality Evaluation of Related Activities**

1. The internal evaluation of related activities is usually carried out in connection with the UHK Strategic Plan preparation. Mid-term evaluation is also carried out in connection with the annual plans of the Strategic Plan implementation.
2. The Rector decides on the internal evaluation requirements. The Rector's Board and the UHK Internal Evaluation Board are informed about the evaluation results.
3. In the evaluation of the related activities, the activities of, in particular, the Rector's Office, special-purpose facilities and other workplaces shall be

evaluated. In agreement with the Deans, provision for related activities at the faculties can also be a part of the evaluation.

4. Feedback from the UHK employees and students is also used for evaluation of related activities.

## **Part VII.**

### **Documents in the UHK System of Quality Assurance and Internal Quality Evaluation**

#### **Article 15**

#### **Basic Documents in the UHK System of Quality Assurance and Internal Quality Evaluation**

1. A part of the UHK system of quality assurance and internal quality evaluation is formed by documents that include, in particular:
  - a) The Strategic Plan and its annual implementation plans;
  - b) The balance report on performance of the Strategic Plan implementation plan;
  - c) The annual report on activities and annual report on the UHK financial management;
  - d) The report on internal quality evaluation of the educational, creative and related activity (hereinafter the “Internal Evaluation Report”) and its amendments;
  - e) The self-evaluation report describing and evaluating the meeting of individual requirements resulting from the standards for institutional accreditation;
  - f) Similar documents elaborated by the UHK faculties, including the self-evaluation reports describing and evaluating the meeting of the individual requirements resulting from the relevant accreditation standards.
2. Requirements for the preparation and use of the documents referred to in Paragraph 1, items (a), (b), (c) shall be laid down by the Act.
3. The balance report on meeting the plan of the Strategic Plan implementation shall be prepared annually and submitted by the Rector to the UHK Academic Senate for its opinion.

## **Article 16**

### **Report on the UHK Internal Quality Evaluation**

1. The internal evaluation report is elaborated by the UHK Internal Evaluation Board once in five years.
2. The internal evaluation report consists, in particular, of the following parts:
  - a) Description of what evaluations were carried out;
  - b) Main results of these evaluations;
  - c) Preventive and/or corrective measures taken;
  - d) Evaluation of strengths and weaknesses, opportunities and threats;
  - e) Recommendations for further development of the UHK and of the system of quality assurance and internal quality evaluation.
3. An amendment to the internal evaluation report is usually elaborated together with the Annual Report on the UHK Activities. The requirements for an internal evaluation report under paragraph 2 shall adequately apply to its amendments.
4. General results of the Internal Evaluation Report and its amendments are described in the Annual Report on the UHK Activity.

## **Part VIII.**

### **Final Provisions**

## **Article 17**

### **Final Provisions**

1. The Rules of the System of Quality Assurance and Internal Quality Evaluation at the University of Hradec Králové registered by the Ministry of Education, Youth and Sports (hereinafter the “Ministry”) on 27 June 2017 under No. MSMT-18267/2017, and amendments of the Rules of the System of Quality Assurance and Internal Quality Evaluation at the University of Hradec Králové registered by the Ministry on 13 June 2018 under No. MSMT-18837/2018 are hereby repealed.
2. This internal regulation was discussed by the UHK Research Board on 20

November 2019 pursuant to Section 12 (1) (h) of the Act.

3. This internal regulation was approved pursuant to Section 12a (4) (a) of the Act by the UHK Internal Evaluation Board on 17 December 2019.
4. This internal regulation was approved pursuant to Section 9 (1)(b), point (3) of the Act by the Academic Senate of the UHK on 10 February 2020.
5. This internal regulation shall enter into force pursuant to Section 36 (4) of the Act on the day of registration by the Ministry of Education, Youth and Sports.
6. This Internal Regulation shall take effect on the first day of the calendar month following the day on which it enters into force.

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prof. Ing. Kamil Kuča, Ph.D., m.p.

Rector



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