

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 Evaluation System of Educational, Creative, and Other Related Activities of the University of Pardubice.

Amendments to the Rules of Procedure of the Academic Senate of the University of Pardubice were registered by the Ministry of Education, Youth and Sports pursuant to Section 36, Subsections 2 and 5 of the Higher Education Act on March 5, 2021 under Ref. No. MSMT-6501/2021-1.

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

**Part I
PRELIMINARY PROVISIONS**

- (1) The Rules of the Quality Assurance and Evaluation System of Educational, Creative and Other Related Activities of the University of Pardubice (the "Rules of the Quality Assurance and Evaluation System") are internal regulations of the University of Pardubice (the "University") in accordance with S 17 (1) (j) of Act 111/1998 Sb., on Higher Education Institutions and on Amendment to Other Acts, as amended (the "Higher Education Act"), which introduce a quality management system, i.e. quality assurance and internal quality evaluation, including the procedures for maintaining and developing the system.

**Part II
QUALITY MANAGEMENT SYSTEM**

**Article 1
Vision**

- (1) The University intends to assure quality to help create such an internal environment where creative activities, the content of study programmes, and education together with relevant background are mutually consistent, thus enabling the University to fulfil their elemental mission towards society and students, namely education, the development of scientific knowledge, and the guarantee that the competence and knowledge of graduates are in line with

the requirements of society and labour market. In connection therewith, the University shall in particular:

- a) increase the coherence, objectivity, transparency, and relevance of all internal processes with the aim to perceive quality as a part of internal culture, which is shared by all members of the academic community,
- b) strengthen the academic environment, maintain academic integrity and freedom, prevent fraud, and ensure protection from intolerance and discrimination towards students and employees,
- c) provide information on the quality of the university activities to students and university staff as well as to professional and lay public, thus increasing the credibility of the institution both internally and externally.

Article 2 **Mission**

- (1) The Rules of the Quality Assurance and Evaluation System introduce a comprehensive system which is a coordinating activity supporting and promoting sustainable quality, competitiveness, and the development of educational, creative, and other related activities of the University (the "Quality System").
- (2) The Quality System defines the rules for ensuring the quality of educational, scientific and research, developmental and innovative, artistic, and other creative and related activities (the "creative activities") as well as internal evaluation of the quality of educational, creative, and other related activities at the university according to S 77a and other related provisions of the Higher Education Act.
- (3) The Quality System involves clearly set internal rules, transparent provision of the University's own activities, regular collection and unbiased evaluation of information, as well as measures for the improvement of activities.
- (4) The Quality System is linked to the strategic management of the University.
- (5) The academic self-governing body to monitor, evaluate, support, and develop the Quality System shall be the Board for Internal Evaluation of the University of Pardubice (the "Internal Assessment Board"). The Rules of Procedure of the Internal Assessment Board are set in Annex 2.
- (6) In fulfilling the Quality System, the University follows valid legal regulations while considering other national, European, or international standards of university activities. These are, in particular, the following legal regulations, norms, standards, and procedures:
 - a) the Higher Education Act
 - b) Act 130/2002 Sb., on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts (the Act on the Support of Research and Development), as amended,
 - c) Government Regulation No. 274/2016 Sb., on Standards for Accreditation in Higher Education,
 - d) Government 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 Accreditation Bureau for Higher Education (the "Accreditation Bureau").

Article 3

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

- (1) Quality assurance means systematic and structured care for the quality of educational, creative, and other related activities in terms of responsibility for the maintenance and improvement thereof.
- (2) The internal quality assurance system at the University is based on the procedures regulated in particular by the Charter 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, as well as the measures adopted, are published on the University's website. The publication information system enables the setting of a selective access to published documents – from general and group access to an individualized one. The method of publishing a document is decided by the Internal Assessment Board in accordance with S 21 (1) (j) of the Higher Education Act.
- (4) Quality assurance processes used in individual cases shall not suppress the innovative and creative development of the University's components, individuals, or activities.
- (5) Quality standards are usually included in source documents or methodical instructions. The standards set by the applicable legislation and procedures recommended by the Accreditation Bureau are considered binding minimum values at the University. The Internal Assessment Board shall comment on the structure, use, and possible target values of quality standards.
- (6) Quality standards respect the internal culture and the specifics of the areas of education and scientific disciplines pursued at individual faculties. At the same time, the diversity of the University's components and the corresponding quality of their diverse activities or excellence are encouraged.
- (7) Quality standards shall be applied consistently and upon 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 alike.
- (8) Strategic determination of a desired direction of changes in quality shall be 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 the University and its faculties adopt for the period of 5 years in accordance with the Higher Education Act. These documents shall be prepared by the management of the University and its faculties, approved by the University bodies in accordance with the Higher Education Act, and published in a publicly accessible section of the University's website. In terms of responsibility for maintaining and developing of quality, the strategic objectives define the following:
 - a) the basis for the institutional strategy related to the quality of activities,
 - b) key areas and priority objectives,

- c) basic forms in which the strategy is implemented, monitored, and corrected,
 - d) the form of student involvement in quality assurance,
 - e) specific requirements of relevant parties, interest groups
 - f) specific indicators of the achievement of objectives.
- (9) The determination of partial changes in quality, their implementation, the support of implementation, continuous monitoring, and the evaluation of their course and results is mainly a part of annual updates of strategic plans of the University and its faculties, institutional development programme, implementation of the recommendations of the Internal Assessment Board, and the operational management.
- (10) The functionality of the whole Quality System is regularly assessed by the Internal Assessment Board in a report on internal evaluation of the quality of the educational, creative, and other related university activities (the "Internal Quality Evaluation Report"), updated annually by an addendum describing the changes attained.
- (11) Furthermore, partial internal assurance quality systems undergo external evaluation both at the University-faculty and University-external entity level. The implementation of the external evaluation shall be decided upon by the Rector on the proposal of the Internal Assessment Board.

Article 4

Principles and Tools of Internal Quality Evaluation at the University

- (1) Quality evaluation shall be carried out transparently using factual, professional, and ethical criteria, and it shall consist of a critical assessment of the findings. It shall be implemented in compliance with the cycles of strategic plans with the emphasis being placed on the efficiency of procedures.
- (2) Quality evaluation is based on centrally collected qualitative and quantitative data. In particular, it is based on:
- a) strategic, conceptual, balance, 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) Furthermore, the evaluation uses methodological materials approved by the Internal Assessment Board which specify the requirements and procedures for internal quality evaluation.
- (4) The implementation of evaluation processes shall involve meaningful and constructive integration of the University's academic staff, administrative workers, and the students, as well as evaluators from other than University's workplaces.
- (5) The evaluation is usually also based on the feedback from graduates and other relevant parties, in particular professional chambers, trade associations, employers' organizations, or other practising experts.

- (6) Where the subject of the evaluation is the activity of faculties or the workplaces thereof, these shall always participate in the evaluation and comment on its results.
- (7) An integral part of each evaluation shall comprise recommendations for further development of the component or activity under evaluation. Identifying any deficiencies shall result in the recommendation of corrective measures, including a deadline for their implementation. After this period, a follow-up evaluation or inspection may be performed.

Article 5

Responsibility for Quality Assurance Evaluation at the University

- (1) All employees of the University shall be responsible for the assurance of the quality of educational, creative, and other related activities. General rules for individual groups of employees are summarized in internal regulations and standards of the University. Specific tasks of individual employees shall be a part of their job content.
- (2) Within the scope of their powers, head workers shall be obliged to supervise in particular the provision and continuous evaluation of:
 - a) strategic management and development of the University,
 - b) international openness of the University,
 - c) internal regulations and standards,
 - d) the development of human resources as well as the staffing of teaching and creative activities,
 - e) technical, organizational, and material provision of teaching and creative activities.
- (3) All academic staff shall participate in continuous evaluation of the quality of teaching and creative activities, as well as in the application of the results and conclusions into practice for the continuous improvement of the educational and creative processes.
- (4) Upon request, all University staff shall cooperate with the Internal Assessment Board and provide it with the materials for the evaluation of educational, creative, and other related activities.

Article 6

Inspection and Audit

- (1) Inspection, complaint handling, together with financial, system, and performance audits constitute a part of an internal control system within the University that directly affects and completes the Quality System. These activities include, in particular, mapping and assessment of existing or potential risks, and providing incentives for their management.
- (2) Inspections and audits shall be performed by all head workers and organizational units of the University. Regarding monitoring, both inspector and internal auditor may also use the information on the findings identified and solved in connection with the Quality Assurance and Evaluation System.

Part III
**MANAGEMENT OF THE QUALITY OF EDUCATIONAL, CREATIVE, AND OTHER
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 specific study programme shall be supervised by the guarantor thereof.
- (2) At the University, the minimum requirements for the quality of educational activities in the study programme are determined in particular by:
 - a) the Higher Education Act
 - b) Government Regulation No. 274/2016 Sb., on Standards for Accreditation in Higher Education
 - c) Government Regulation No. 275/2016 Sb., on Education Areas in Higher Education,
 - d) documents and recommended practices of the Accreditation Bureau,
 - e) statutes of the University and faculties,
 - f) Accreditation Rules of the University of Pardubice
 - g) internal requirements for university study programmes,
 - h) Study and Examination Regulations of the University of Pardubice
 - i) Rules of the Habilitation Procedure and the Procedure for Appointment as a Professor of the University of Pardubice.
- (3) The support for the development of the quality of educational activities in a study programme is mainly realized through:
 - a) the information system of the University in which the course of the admission procedure, the degree of study failure, and the employment of graduates of a study programme on the labour market are monitored,
 - b) self-evaluation reports on a study programme prepared by its guarantor,
 - c) the evaluation of a study programme initiated by the Internal Assessment Board.
- (4) The evaluation of a study programme is mainly based on the self-evaluation report on the study programme prepared by its guarantor and covering the period since granting accreditation of the study programme or from the authorization to carry out the study programme within institutional accreditation. The self-evaluation report shall usually include:
 - a) the evaluation of the fulfilment of study programme standards,
 - b) the evaluation of how the related creative activity is reflected in the educational activity,
 - c) the evaluation of the success rate in the admission procedure, study failure, the rate of proper termination of study, and the employment of the graduates of the study programme,
 - d) the evaluation of student creative activity or cooperation with practice, done with respect to the type and profile of the study programme,
 - e) the evaluation of the international dimension of the study programme,

- f) the evaluation of pedagogical, scientific, and technical provision of the study programme,
 - g) the identification of strengths and weaknesses, and risks and opportunities for further development of the study programme.
- (5) The evaluation of a study programme shall be performed by a relevant expert commission of the Internal Assessment Board at least once during the period of its accreditation. The course and results of the evaluation shall be compiled into an evaluation report. The requirements of the organization and course of evaluation shall be determined by the Rector on a proposal from the Internal Assessment Board. The evaluation shall be mainly based on the following:
- a) self-evaluation report on the study programme,
 - b) results of student and graduate evaluations,
 - c) results of the evaluation of theses, if they were evaluated in the relevant period,
 - d) other sources of evaluation under these rules.
- (6) The draft evaluation report shall be discussed at a broader 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, 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 within the Internal Assessment Board, a summary of the results shall be published on the public section of the University's website.
- (8) Rector's measures regarding the provision and evaluation of the quality of study programmes also stipulate, in particular, the rules for the evaluation of educational activities by students and graduates, as well as the rules for the evaluation of theses.

Article 8

Staffing of a Study Programme

- (1) Teaching in study programmes is provided primarily by academic staff of the University. In justified cases, other experts may also take part in teaching on the basis of non-employment agreements. The minimum requirements for the structure and quality of staffing for a given type of study programme are determined in accordance with the Higher Education Act and the government regulation.
- (2) Each study subject has its own guarantor who prepares the content thereof, participates in teaching and monitoring of the study, supervises the quality of teaching performed by other teachers, evaluates the results of study and its provision, and proposes possible changes to the study subject. The guarantor and other teachers shall be professionally active in the subject they teach.
- (3) Internal regulations and the environment shall clearly motivate academic staff to increase their academic qualifications. The framework requirements for applicants and the procedures for the habilitation procedure and the procedure for the appointment as a professor at the University is set out in the internal regulation of the Rules for Habilitation Procedure and the Procedure for

the Appointment as a Professor at the University of Pardubice. Specific requirements for applicants are set out in detail in the internal regulations and standards of the faculties.

- (4) The results of the work of each academic and his/her qualification growth are comprehensively evaluated by the direct superior worker at least once every two years. The results of the evaluation shall be reflected in the amount of the employee's personal extra pay in accordance with the Internal Wage Regulations of the University of Pardubice. Basic data for evaluation are obtained through the information system of the University.
- (5) The University uses its internal projects and programmes to support academics in teaching innovation 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 professional growth of academic and other employees, including the activities which enable 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 evaluation in this area shall mainly consist of:
 - a) feedback from participants and graduates on the quality of teaching, organization, and background of the lifelong learning programme,
 - b) statement of the faculty implementing the lifelong learning programme,
 - c) monitoring and evaluating data collected mainly in the preparation of strategic documents of the University.
- (3) The rules for the evaluation of 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 that are used to ensure that creative activities at the University are performed in accordance with the Higher Education Act, according to project rules and conditions of their providers, and in accordance with the latest knowledge and good practice of individual areas and fields of creative activities.
- (2) The University has its Code of Ethics which, in the part focused on the principles for scientific, artistic, and other creative activities, defines rules that are binding for all.
- (3) The conceptual development of creative activities at the University is mainly ensured through programmes and projects aimed at the support of creative activities. The details of projects and programmes are announced either by providers outside the University or, in case of internal

projects, by the Rector's measure which also stipulates the conditions and criteria for evaluating their interim and final results.

- (4) The details of the internal evaluation of creative activities are determined by the Rector's measure which follows the opinion of the Internal Assessment Board. The evaluation of creative activities at the University is mainly based on:
 - a) evaluation report on the creative activities of the faculties (the "Creative Activities Report"),
 - b) analysis of the results of creative activities, including expert assessment,
 - c) indicators of the quality of creative activities.
- (5) The Creative Activities Report shall be prepared by the faculties once every five years and it shall be based on the data obtained from the University's information systems.
- (6) The Creative Activities Report shall be submitted by the Dean to the Internal Assessment Board of the University following the opinion of the Scientific Board of the relevant faculty.
- (7) The Creative Activities Report is the basis for their development, preparation of strategic documents of the University, and for the support of creative activities through University's programmes.
- (8) The basic principles of creative activities at the University are specified in the Code of Good Research Practice of the University of Pardubice, updated in accordance with the results of the evaluation of the quality of creative activities.

Article 11 Other Related Activities

- (1) Ensuring the quality of other related activities means ensuring all activities across the University that support, complement, and develop educational and creative activities.
- (2) The rules for ensuring their quality are set in accordance with the Higher Education Act, internal regulations, and standards of the University and its faculties.
- (3) The evaluation of other related activities usually takes place before the preparation of the strategic plan of the University. Its requirements are decided by the Rector based on a proposal from the Internal Assessment Board.
- (4) The subject of evaluation of other related activities may be, in particular:
 - a) management and administration of the University and its faculties,
 - b) use of resources (especially personnel, financial, and material),
 - c) infrastructure development and maintenance,
 - d) information system,
 - e) ancillary activities and services in knowledge and technology transfer,
 - f) information, library, and consulting services,
 - g) publishing and editing activities,
 - h) residential and refectory services
 - i) sporting facilities.

Part IV
Common and Final Provisions

(1) This Regulation contains the following annexes:

1. Annex 1 to the Rules of the Quality Assurance and Evaluation System of Educational, Creative and Other Related Activities of the University of Pardubice – Rules of Accreditation

2. Annex 2 to the Rules of the Quality Assurance and Evaluation System of Educational, Creative and Other Related Activities of the University of Pardubice – Rules of Procedure of Internal Assessment Board of the University of Pardubice.

(2) This internal regulation was approved in accordance with S 9 (1) (b) (3) of the Higher Education Act by the Academic Senate of the University on June 6, 2017.

(3) Pursuant to S 36 (4) of the Higher Education Act, this internal regulation shall enter into force on the day of registration by the Ministry of Education, Youth and Sports.

This internal regulation shall take effect on the day of registration by the Ministry of Education, Youth and Sports.

prof. Ing. Miroslav Ludwig, CSc., m.p.
Rector

Annex 1
**to the Rules of the Quality Assurance and Evaluation System - Accreditation Rules of the University of
Pardubice**

**ACCREDITATION RULES
OF THE UNIVERSITY OF PARDUBICE**

Article 1
Preliminary Provisions

- (1) The Accreditation Rules of the University of Pardubice (the "Accreditation Rules") are based on the conditions for the implementation of study programmes at the University set by the Higher Education Act, applicable legislation, and the procedures recommended by the Accreditation Office and the Internal Assessment Board.
- (1) According to the Accreditation Rules, the accreditation procedure is a process during which the Accreditation Office or the Internal Assessment Board assesses the fulfilment of the University's conditions for granting authorization to carry out study programmes. The result of the assessment is the granting or non-granting of authorization to carry out study programmes, i.e. accreditation. Non-existence of an appropriate accreditation shall result in impossibility to accept applicants, provide classes, take exams, or award academic degrees.
- (2) These Accreditation Rules set out the details of the preparation, submission, and discussion of proposals in connection with the accreditation of the study programme, institutional accreditation, and accreditation of the habilitation procedure and the procedure for appointment as a professor.
- (3) Institutional accreditation grants the University the right to act independently in creating and implementing specified type(s) of study programme(s) in specified area(s) of education. Institutional accreditation is granted by the Accreditation Office.
- (4) Accreditation for a study programme of a given type and profile, for which the University fails to have institutional accreditation, is granted by the Accreditation Office.
- (5) The authorization of the University or a part thereof to conduct the habilitation procedure or the procedure for appointment as a professor in a given field is granted by the Accreditation Office.

PART I
Institutional Accreditation

Article 2
Application for the Granting or Extension of Institutional Accreditation

- (1) Institutional accreditation is granted to the University by the Accreditation Office against a written request from the University. The conditions for granting institutional accreditation for specific area(s) of education are mainly determined by the law and Government Regulation No. 274/2016

Sb., on Standards for Accreditation in Higher Education, and Government Regulation No. 275/2016 Sb., on Education Areas in Higher Education.

- (2) The written application for institutional accreditation shall contain:
 - a) the name of the university,
 - b) identification of the area(s) of education in which the University intends to operate on the basis of accreditation, and the type(s) of study programmes,
 - c) an internal quality evaluation report together with any amendments thereto,
 - d) a self-evaluation report containing the fulfilment of individual requirements arising from the relevant standards for accreditation, including requirements relating to the financial, material, and other security of the University's activities and their development,
 - e) other requirements stipulated by legislation and procedures recommended by the Accreditation Office.
- (3) Applying for institutional accreditation or the extension of institutional accreditation at the University shall be initiated by:
 - a) the Dean of the faculty in case of the proposal for the area of education within which the study programmes are or are to be implemented at one faculty,
 - b) the Deans of the faculties in case of the proposal for the area of education within which the study programmes are or are to be implemented at several faculties. Regarding subsequent preparation and discussion of the draft application, one of the Deans of the faculties shall be the coordinator.
- (4) When the bodies of the faculties involved discuss and approve the intention to submit an application for institutional accreditation or its extension, the Dean (the "Submitter") shall submit the intention to the Rector who shall forward it for discussion and approval to the Internal Assessment Board and subsequently to the Scientific Board of the University. Furthermore, the Rector shall submit the application for institutional accreditation or its extension to the Accreditation Office by the Rector.
- (5) According to Paragraph 3, the University may attach to the application an evaluation of its activities carried out by a generally recognized evaluation agency which is registered in EQAR (European Quality Assurance Register for Higher Education) or is a member of ENQA (European Association for Quality Assurance in Higher Education).
- (6) During the period of validity of the institutional accreditation, the University may request its extension for other area(s) of education or for other type(s) of study programmes within the area for which institutional accreditation has already been granted; this extension shall not affect the period of validity of the institutional accreditation.

Article 3

Expiration of Institutional Accreditation

- (1) Institutional accreditation shall expire at the end of the period for which the accreditation was granted, either by withdrawing the accreditation for reasons stipulated by law or by notifying the Accreditation Office that the University renounces institutional accreditation for certain area(s) of education.

- (2) Following the proposal of the Rector, the intention to renounce institutional accreditation is discussed and approved by the Internal Assessment Board and subsequently by the Scientific Council of the University. The intention shall only be submitted upon the statement by the Dean(s) of the faculties who have participated or are participating in the implementation of study programmes in the given area(s) of education.

PART II
**Accreditation of Study Programmes within Institutional Accreditation,
the Internal Accreditation**

Article 4
Proposal for Internal Accreditation of a Study Programme

- (1) The proposal for internal accreditation of a study programme shall be submitted by the Submitter to the Rector after the opinion of the Academic Senate of the faculty implementing the study programme or of Academic Senates of the faculties implementing the joint study programme, and after the approval of the proposal by the Scientific or Arts Board of the relevant faculty or faculties. The Rector shall notify the Vice-Rectors of the University and the Deans of the Faculties (the "Extended Management") of this intention and, together with any statement, submit a proposal for discussion to the Internal Assessment Board. The opinion of the Internal Assessment Board is published on the University's website.
- (2) The application for internal accreditation of a study programme contains, in particular, the data on the study programme, the guarantor of the study programme, as well as the personnel, financial, information, and material provision of the study programme. The details of the application for internal accreditation of a study programme are regulated by the Rector's measure on which the Internal Assessment Board comments.
- (3) If the proposal for the internal accreditation of a study programme is incomplete or shows other deficiencies, the Internal Assessment Board shall invite the Submitter to supplement and eliminate them. The Internal Assessment Board may set a deadline for the Submitter to supplement or eliminate defects.

Article 5
Discussing a Proposal for Internal Accreditation of a Study Programme

- (1) The Internal Assessment Board shall assess whether the proposal for internal accreditation of a study programme meets the requirements arising from legal regulations, internal regulations, and standards of the University's study programmes, and whether it is in line with the strategic intent of the University's educational and creative activities.
- (2) In justified cases, the Internal Assessment Board may suspend the discussion of the proposal for internal accreditation of a study programme and request the Submitter to supplement or modify the proposal. The Internal Assessment Board shall set a deadline for the Submitter to complete or revise the proposal. This deadline may be extended upon a written request from the Submitter.
- (3) The proposal for internal accreditation of a study programme is commented on by the relevant expert commission of the Internal Assessment Board which may set up a working team or request further expert opinions. A local inquiry may also be conducted to the extent defined by the Chair of the Internal Assessment Board.
- (4) The Internal Assessment Board shall decide the opinion on the proposal for internal accreditation of a study programme within 90 days of receiving the Submitter's proposal. This period shall not

include the period during which deficiencies are removed in accordance with Article 4 (3), and the period during which proceedings are suspended pursuant to Article 5 (2).

- (5) The resolution of the Internal Assessment Board shall contain:
 - a) name, type, and profile of the study programme,
 - b) standard study time,
 - c) form of study,
 - d) the area(s) of education to which the study programme belongs,
 - e) designation of the faculty implementing the study programme,
 - f) the decision of the Internal Assessment Board,
 - g) in the case of a consent decision, the period during which the study programme may be implemented,
 - h) a brief justification for the decision, including the imposition of any corrective measure or a request for an inspection report.
- (6) Authorization to carry out a study programme within the framework of internal accreditation may be granted by the Internal Assessment Board for a period not exceeding 10 years.
- (7) The resolution of the Internal Assessment Board, together with information on the accessibility of studies for people with disabilities, shall be published in the public section of the University's website without undue delay.

Article 6

Extension of Internal Accreditation of a Study Programme and Changes in a Study Programme

- (1) During the implementation of a study programme, the Submitter of an application for internal accreditation of a study programme may request the Internal Assessment Board to:
 - a) extend the accreditation to include another form of study,
 - b) extend the accreditation to include a cooperation with another university, including a cooperation with a foreign university or with a department of the Academy of Sciences of the Czech Republic,
 - c) extend the accreditation to include the right to carry out a study programme even in another language of education.
- (2) Other changes to a study programme, the scope of which does not affect the profile of a graduate, shall be announced in advance by the Submitter to the Internal Assessment Board and during its implementation.

Article 7

Restriction, Withdrawal, or Expiration of Internal Accreditation of a Study Programme

- (1) If the Internal Assessment Board finds serious deficiencies in the implementation of a study programme, they shall, through the Dean, call on the Guarantor of the study programme to have them removed within a reasonable period of time.
- (2) If serious deficiencies persist, the Internal Assessment Board shall decide, depending on the nature of the matter, to:
 - a) restrict internal accreditation of the study programme by the prohibition to admit other applicants to study the given programme,
 - b) withdraw the authorization to carry out the study programme.

- (3) The resolution of the Internal Assessment Board shall include a written reasoning. The internal accreditation of a study programme expires:
- a) at the end of the period for which the authorization to carry out the study programme was granted,
 - b) by the withdrawal of the authorization to carry out the study programme.
 - c) for other reasons stated under S 86 (3) of the Higher Education Act,
 - d) by a notification of the University on the termination of the study programme based on the Submitter's proposal and after discussion by the Scientific Board and the Academic Senate of the faculty.

Article 8

Reviewing the Resolution of the Internal Assessment Board

- (1) The Submitter of the proposal for the internal accreditation of a study programme may request the Rector to review the resolution of the Internal Assessment Board concerning the internal accreditation of the study programme. The request shall be submitted within 30 days of the publication of the resolution.
- (2) The Rector shall review the legality of resolutions of the Internal Assessment Board, as well as compliance with the University's internal regulations and standards.
- (3) Regarding the resolution of the Internal Assessment Board, the Rector shall proceed as follows:
 - a) acknowledge the resolution, or
 - b) repeal the resolution and return it to the Internal Assessment Board for reconsideration. In this case, the following decision of the Internal Assessment Board is final.

PART III

Accreditation of Study Programmes by the Accreditation Office

Article 9

- (1) If the authorization to carry out a study programme of a given type, profile, and form in given area(s) of education fails to result from the institutional accreditation of the University, the University may obtain this authorization by granting accreditation of the given study programme by the Accreditation Office.

Article 10

Submission and Discussion of the Intent to Submit an Application for Accreditation or Extension of Accreditation of a Study Programme

- (1) The intent to submit an application for accreditation or extension of accreditation of a study programme is based on the requirements set by law, Government Decree No. 274/2016 Sb., on Standards for Accreditation in Higher Education, and Government Decree No. 275/2016 Sb., on Education Areas in Higher Education, and the best practices recommended by the Accreditation Office.

- (2) Articles 4 and 5 shall reasonably apply to the submission of an application for accreditation or the extension of accreditation of a study programme as well as to the discussion of a proposal within the bodies of the University and the faculty.
- (3) After the approval of the intention to submit an application for accreditation or the extension of the accreditation of a study programme by the Internal Assessment Board, the Rector shall submit the application to the Accreditation Office.
- (4) If the Internal Assessment Board does not approve the intention to submit an application for accreditation or the extension of the accreditation of a study programme, it shall be returned with the reasoning to the Submitter for reconsideration. Depending on the circumstances, the Submitter shall remain on the submitted plan of accreditation of a study programme, supplement or otherwise change it, or withdraw it. The persistence of the original intention of accreditation of a study programme shall be explained separately by the Submitter.

Article 11
Expiration of Accreditation of a Study Programme

- (1) Accreditation of a study programme expires by withdrawing the accreditation, notifying the University of the cancellation of the study programme, or by the expiration of the period for which the accreditation was granted.

PART IV
Accreditation of the Habilitation Procedure and the Procedure for Appointment as a Professor

Article 12

- (1) The proposal for the submission of an application for accreditation or the extension of accreditation of the habilitation procedure or procedure for appointment as a professor to the Accreditation Office in the given field shall be submitted, after its approval in the Scientific or Arts Boards of the faculty, by the Submitter to the Rector who shall submit it to the Internal Assessment Board for discussion.
- (2) The proposal for submitting an application for accreditation of the habilitation procedure and the procedure for appointment as a professor shall contain the following:
 - a) the name of the university or the name of the faculty at which the procedure will take place,
 - b) the field of habilitation procedure or procedure for appointment as a professor,
 - c) a description of the system of quality assurance of educational, creative, and other related activities as well as internal evaluation of the quality of educational, creative, and other related activities of the University, together with the evaluation of the necessary personnel, financial, material, and other support of the field and its development,
 - d) a list of members of the Scientific Board of the University, or members of the Scientific or Arts Boards of the faculty concerned,
 - e) other necessary annexes as required by the Accreditation Office.
- (3) If the proposal for the application for accreditation of the habilitation procedure or the procedure for appointment as a professor is incomplete or if it shows other defects that prevent its discussion or application, the Internal Assessment Board shall invite the Submitter to remove the defects.

- (4) In the case of accreditation of a procedure that has not yet been carried out at the faculty, the Rector shall notify the Extended Management of the submission of an application for accreditation of the habilitation procedure or the procedure for appointment as a professor. Any statement thereto shall constitute a part of the documents for further discussion of the application.
- (5) After approving the intention to submit an application for accreditation of the habilitation procedure and the procedure for appointment as a professor by the Internal Assessment Board, the Rector shall submit a complete application to the Accreditation Office.
- (6) If the Internal Assessment Board fails to approve the intention to submit an application for accreditation of the habilitation procedure or the procedure for appointment as a professor, they shall return it with reasoning to the Submitter. Depending on the circumstances, the Submitter shall remain on, supplement, or otherwise change the submitted accreditation plan for the habilitation procedure or the procedure for appointment as a professor, or withdraw it. The persistence of the original intention of accreditation of the habilitation procedure or the procedure for appointment as a professor shall be explained separately. The following decision of the Internal Assessment Board shall be final.
- (7) In the case of a positive opinion of the Internal Assessment Board, the Rector shall submit an application for accreditation of the habilitation procedure or the procedure for appointment as a professor to the Accreditation Office no later than 90 days from the date of the receipt of the proposal from the Submitter. This period shall not include the period during which the defects were removed in accordance with Paragraph 3.

Annex No. 2
to the Rules of the Quality Assurance and Evaluation System - Rules of Procedure of the Internal Assessment Board of the University of Pardubice

RULES OF PROCEDURE OF THE INTERNAL ASSESSMENT BOARD OF THE UNIVERSITY OF PARDUBICE

Article 1
Preliminary Provisions

- (1) The Rules of Procedure of the Internal Assessment Board set out the principles and rules of conduct of this body aimed at ensuring and internal evaluation of the quality of educational, creative, and other related activities at the University.

Article 2
Internal Assessment Board

- (1) The Internal Assessment Board is an academic self-governing body of the University, whose competencies and rules of conduct are determined by the Act on Higher Education Institutions, the Statutes of the University of Pardubice and other internal regulations and standards of the University.
- (2) The activities of the Internal Assessment Board are mainly focused on the support, implementation, development, control of the provision and internal evaluation of the quality of educational, creative, and other related activities of the University. Furthermore, the Internal Assessment Board participates in the process of obtaining or extending the period of validity of all types of accreditations in accordance with the Accreditation Rules of the University of Pardubice. In its activities, it cooperates with other university bodies, the Rector's advisory bodies, faculty bodies, students, and university staff, and may also cooperate with other legal entities and recognized experts.

Article 3
Membership in the Internal Assessment Board

- (1) The Internal Assessment Board consists of nine members. Membership in the Internal Assessment Board is irreplaceable.
- (2) The Rector is the Chair of the Internal Assessment Board. The Vice-Chair of the Internal Assessment Board is appointed by the Rector from among the academic staff of the University, i.e. professors or associate professors of the University. The Chair of the Academic Senate of the University is also a member. Paragraph 3 shall not apply to these members.
- (3) Other members of the Internal Assessment Board shall be nominated in accordance with S 12a of the Higher Education Act and appointed for a period of 6 years; 2 members shall be appointed by the Rector at his discretion, 2 members by the Rector on the proposal of the University Scientific Board, and 2 members, 1 of whom being a student, shall be appointed by the Rector on the proposal of the Academic Senate of the University; the term of office of the student is only two years.
- (4) Only a person who is a recognized professional and moral authority or a student with excellent academic performance may be a candidate for a member of the Internal Assessment Board. The

members of the Internal Assessment Board should be nominated so as to represent groups of related areas of education pursued at the University.

- (5) Each member of the Internal Assessment Board is obliged to act objectively and impartially in his/her activities and not to influence his/her decision-making by personal interests and is obliged to observe confidentiality of information he/she has learned in connection with his/her work in the Internal Assessment Board. These obligations also apply to members of expert commissions, working groups and other persons who participate in the meetings of these bodies, in particular the drafter of expert opinions, the Secretary of the Internal Assessment Board and the guests of the meeting.
- (6) Membership in the Internal Assessment Board terminates at the end of the term of office or on the day when a member of the Internal Assessment Board is removed on the proposal of the Rector of the University, after prior discussion in the Scientific Board, and with the consent of the Academic Senate.
- (7) If the membership of the appointed member of the Internal Assessment Board terminates before the expiry of their term of office, a new member shall be appointed for the remainder of that term only. The proposal shall be submitted by the body which submitted the proposal to the member whose membership has expired.

Article 4 Chair and Vice-Chair

- (1) The Chair shall in particular:
 - a) convene and chair the meetings of the Internal Assessment Board,
 - b) control the activities of the Internal Assessment Board,
 - c) coordinate the activities of expert commissions,
 - d) propose the agenda of the Internal Assessment Board, prepare a draft resolution,
 - e) sign resolutions of the Internal Assessment Board,
 - f) act on behalf of the Internal Assessment Board on matters falling within his/her remit,
 - g) control the activities of the Secretary of the Internal Assessment Board,
- (2) The Chair of the Internal Assessment Board is represented, to the extent determined by him/her, by Vice-Chair who, in the absence of the Chair, represents him/her completely.

Article 5 Expert Commissions

- (1) The Internal Assessment Board sets up Expert Commissions which constitute its advisory body. Expert Commissions are established for the following areas of education and scientific fields:
 - a) technical and scientific,
 - b) economic,
 - c) medical, humanistic, and artistic.
- (2) Each expert commission consists of at least 7 members, while the chair is always one of the members of the Internal Assessment Board. The Rector, the Chair of the Academic Senate of the University, a student and the Vice-Chair of the Internal Assessment Board must not be members of expert commissions.
- (3) Any member of the Internal Assessment Board may attend and address meetings of any Expert

Commission. An Expert Commission, the Chair thereof, or a member authorized by him/her may be invited to the meeting of the Internal Assessment Board and asked to comment on the matter under discussion.

- (4) The members of the expert commissions are nominated by the Chair of the Internal Assessment Board. The proposal is discussed and approved by the Internal Assessment Board. The members of the expert commissions are appointed and removed by the Chair of the Internal Assessment Board. Before commencing his/her activity in an expert commission, each member shall make a written declaration that he/she is duly acquainted with his rights and obligations arising from applicable legislation, the Accreditation Rules of the University of Pardubice and these Rules of Procedure, and that he/she undertakes to comply with these obligations.
- (5) Members of expert commissions may not be substituted; the membership terminates by written resignation or appeal.
- (6) Articles 8 and 8a shall apply *mutatis mutandis* to the meetings of expert commissions.

Article 6 Working Team

- (1) An Expert Commission may set up a working team for a specific case which shall be an advisory body of the Expert Commission. Each member of the working team shall issue a written opinion on matters referred to them by the Expert Commission.
- (2) Each member of the working team shall make a written declaration prior to the commencement of their activities that they are duly acquainted with the rights and obligations arising from the applicable laws, regulations, and standards of the University, and that they undertake to comply with those obligations.

Article 7 Secretary of the Internal Assessment Board

- (1) The Secretary of the Internal Assessment Board shall deal with its administrative and technical matters. The Secretary is not a member of the Internal Assessment Board, participates in the meetings of the Internal Assessment Board, and the Internal Assessment Board decides by a vote to exclude his/her presence at the meeting. The Rector shall entrust the performance of the office of Secretary to an employee of the University.
- (2) The Secretary shall in particular:
 - a) perform tasks related to the organizational and material provision of the activities of the Internal Assessment Board,
 - b) participate in the meetings of the Internal Assessment Board, take minutes of them, distribute them to the members of the Internal Assessment Board, and publish them on the website; in his/her absence, the minutes are taken by the person authorized by the Chair,
 - c) keep records of the internal evaluation of the quality of educational, creative, and other related activities, as well as of the activities of the Internal Assessment Board,
 - d) record the minutes of the meetings of the Internal Assessment Board and its advisory bodies,
 - e) maintain a list of members of Expert Commissions, working teams and consultants.
 - f) be responsible for keeping the information on the Internal Assessment Board's intranet site up to date.

Article 8 Meetings of the Internal Assessment Board

- (1) The meetings of the Internal Assessment Board shall be convened by its Chair at least four times a year.
- (2) The meetings of the Internal Assessment Board shall be chaired by its Chair or by the Vice-Chair acting on his/her behalf.
- (3) The Internal Assessment Board usually acts on the basis of written documents sent to all members in good time, usually 14 days prior to the meeting. Matters outside the set agenda may also be discussed if a majority of all members of the Internal Assessment Board decides so.
- (4) The Chair shall give the floor to the members of the Internal Assessment Board in the order in which they asked to speak. In lack of time, the Chair has the right to set a speaking time or end the discussion, even if some of the entrants have not yet received the floor.
- (5) The Chair of the Internal Assessment Board may decide for *per rollam* voting. *Per rollam* voting is incompatible with on-the-spot voting.
- (6) The meetings of the Internal Assessment Board may be attended by the Vice-Rector, Bursar, or another employee authorized by the Rector.
- (7) The meetings of the Internal Assessment Board are not public. If the Internal Assessment Board so decides by a vote, some or all of the meetings may be public.
- (8) The Internal Assessment Board may invite representatives of faculties, representatives of any organizational unit of the University or its part, submitters of documents or other persons to the matters under discussion and request their opinion.
- (9) The Internal Assessment Board shall have a quorum if an absolute majority of all its members is present. If the Internal Assessment Board does not have a quorum, the Chair shall set a new date for the discussion and close the meeting.
- (10) The proposed agenda of the meeting shall be decided by the Internal Assessment Board, and a debate shall be held on each item on the agenda. The Internal Assessment Board expresses its will in a resolution. The vote on the motion for a resolution is put to the vote. Resolutions must be listed verbatim in the minutes. Voting on persons is by secret ballot.
- (11) The resolution of the Internal Assessment Board is approved if it is voted for by an absolute majority of all members.
- (12) Minutes shall be taken of the meetings of the Internal Assessment Board, the accuracy of which shall be verified by the Chair. The minutes are sent to all members of the Internal Assessment Board and published on the University's website.
- (13) Within the scope of its competence, the Internal Assessment Board may issue in particular:
 - a. recommendations and opinions,
 - b. methodological materials,
 - c. principles of individual activities,
 - d. calls for corrective action,
 - e. calls for audit reports,
 - f. calls for assessment reports.

Article 8a

Special Provisions for Meetings of the Internal Assessment Board Using Means of Distance Communication

- (1) If there is a risk of delay or if important circumstances justify such a procedure, the Chair of the Internal Assessment Board may convene a meeting of the Internal Assessment Board using means of distance communication ("distance meetings").
- (2) The rules for distance meetings and voting shall be laid down by the Chair of the Internal Assessment Board (the "Rules"). The Rules are sent to the members of the Internal Assessment Board along with the invitation and documents for the distance meeting at least one week before the

meeting.

(3) The Internal Assessment Board has a quorum if an absolute majority of all members of the Internal Evaluation Board attends the distance meeting. If an absolute majority of all its members does not attend the distance meeting, the Chair of the Internal Assessment Board shall close the distance meeting.

(4) The Rules must be approved by the Internal Evaluation Board at the beginning of the distance meeting. If the draft rules are not approved, the Chair of the Internal Assessment Board shall close the meeting.

(5) Minutes shall be taken of the distance meeting.

(6) Article 8 shall apply unless otherwise provided in Article 8a.

Article 9
Transitional Provisions

(1) Pursuant to Article 3 (3), the first appointment of the members of the Internal Assessment Board shall take place in such a way that 2 members are appointed for a term of office of 6 years, 2 members are appointed for a term of office of 4 years, and 2 members are appointed for a term of office of 2 years. The term of office of specific members is determined by an agreement of the members, with the exception of a student who is appointed for 2 years in accordance with Article 3 (3). If no agreement is possible, the term of office of specific members shall be determined by drawing lot.