



**STANDARDS AND PROCEDURES FOR THE ASSURANCE AND INTERNAL  
EVALUATION OF THE QUALITY OF EDUCATIONAL, CREATIVE AND OTHER  
RELATED ACTIVITIES  
OF THE UNIVERSITY OF SOCIAL AND ADMINISTRATIVE AFFAIRS**

**Art. 1**

**Introductory provisions**

1. The Standards and procedures for the assurance and internal evaluation of the quality of educational, creative and other related activities of the University of Social and Administrative Affairs (hereinafter referred to as the 'Standards and procedures for the assurance of quality' is governed by Act no. 111/1998 Coll., on higher education institutions and on amending and supplementing other acts ('Higher Education Act'), as amended, (hereinafter referred to as the 'Higher Education Act') and is an internal rule of the Social and Administrative Affairs (hereinafter referred to as the 'University').
2. In compliance with Art. 77a et seq. of the law of related activities of higher education institutions, the University establishes and maintains a system for the assurance and internal evaluation of the quality of educational, creative and other related activities.
3. The internal evaluation of the quality of educational, creative and other related activities consists mainly in the application of standards and procedures of internal evaluation of the quality of educational, creative and other related activities of the University, in the drawing up of the report on the internal evaluation of the quality of educational, creative and other related activities of the University and its publication.
4. During the assurance and internal evaluation of the quality of its activities, the University cooperates with other higher education institutions, public research institutions and other legal entities engaged in research, experimental development and innovation, it cooperates with employers of graduates from higher education institutions, government and local government institutions, entrepreneurs operating in industry and commerce, business federations and other entities and bodies performing, supporting and using the educational and creative activities of higher education institutions or their results.

**Art. 2**

**Mission of the University**

The mission of the University is defined in the Strategic Plan for educational and creative activities of the University of Social and Administrative Affairs (hereinafter referred to as the 'Strategic Plan') and then in Section 2 of Article 2 of the Statute of the University of Social and Administrative Affairs (hereinafter referred to as the 'Statute'). The main mission of the University is to provide education of quality in the accredited study



programmes as well as foster and develop scientific and other creative activities in cooperation with domestic and foreign higher education institutions, research institutions, state administration and business and cultural sectors.

### **Art. 3 Strategic Plan**

1. In accordance with Section 8 of Art. 14 of the Statute, the Strategic Plan is the basic tool for directing the University, setting the strategic objectives of the University in defined priority areas, and it is also a proposal of measures and indicators for achieving the set goals.

2. When formulating the Strategic Plan and the annual plans for its implementation, it is based on other strategic documents of the University, which particularly are the following:

- a) Annual Activity Report and the Annual Management Report of the University,
- b) Report on the Internal Evaluation of Educational, Creative and Other Related Activities of the University (hereinafter referred to as the 'Internal Evaluation Report'),
- c) self-evaluation report describing and evaluating the fulfilment of individual requirements resulting from the relevant accreditation standards.

3. The Strategic Plan is approved by the Rector after a discussion with the Internal Evaluation Board and the Academic Board.

### **Art. 4 Internal evaluation of educational activities**

1. The minimum requirements for the quality of educational activities of the University are determined mainly by:

- a) the Higher Education Act,
- b) Government Regulation no. 274/2016 Coll., on accreditation standards in higher education (hereinafter referred to as the 'accreditation standards'),
- c) Government Regulation no. 275/2016 Coll., on higher education,
- d) the Admission Procedure of the University,
- e) the Study and Examination Rules of the University,
- f) other relevant internal regulations and strategic documents of the University.

2. The support for the development of the quality of educational activities in study programmes is realised through the evaluation of study programmes.

3. The documentation for the evaluation of study programmes is the study programme evaluation report covers the period since when the accreditation was granted by the National Accreditation Office for Higher Education or by the Ministry of Education, Youth and Sports (hereinafter referred to as the 'accreditation').



As a rule, the report includes:

- a) evaluation of achieving the accreditation standards,
- b) evaluation of the study programme by students and graduates,
- c) evaluation of how the related creative activities are reflected in the educational activities,
- d) evaluation of the cooperation with work experience,
- e) evaluation of the study programme on an international scale,
- f) evaluation of theses,
- g) evaluation of the admission procedure success rate, study failure rate, regular completion of studies rate and the employment of the study programme graduates,
- h) evaluation of the pedagogical, scientific and technical assurance of the study programme,
- i) definition of the strengths and weaknesses, opportunities and threats of further development of the study programme.

4. The evaluation under Par. 3 is based particularly on:

- a) data from the conceptual, strategic, analytical and other documents of the University,
- b) data from the information system of the University,
- c) data on the fulfilment of the indicators monitored in the Strategic Plan,
- d) data received through the direct observation of classes, interviews with members of the academic community and graduates, electronic surveys, verification of the learning outcomes, peer-review, etc.

5. The study programme evaluation is carried out at least once every five years by the study programme guarantor in cooperation with the Vice-Rector for Studies, who submits the study programme evaluation report to the Internal Evaluation Board for approval.

## **Art. 5**

### **Internal evaluation of the quality of creative activities**

1. The development strategy for the creative activities of the University is based mainly on the Strategic Plan and is implemented by supporting the personal development of the academics of the University.

2. The internal evaluation of the quality of creative activities is carried out by comparing the results of the creative activities done by the academics of the University with the results of the creative activities done by academics of internationally recognised higher education institutions, research institutions and other professional workplaces that run comparable study programmes.

3. The documentation for the evaluation of creative activities is the creative activity evaluation report covering the period since when the accreditation was granted. As a rule, the report includes:



- a) objectives in creative activities,
- b) measures adopted to meet the objectives in creative activities,
- c) linking creative activities to educational activities,
- d) staffing and skills development,
- e) addressed university, national and foreign scientific projects,
- f) national and international cooperation in creative activities,
- g) social significance of creative activities,
- h) the most significant results achieved,
- i) manner and results of the internal evaluation of creative activities,
- j) strengths and weaknesses, opportunities and threats in creative activities.

4. The evaluation under Par. 3 is based particularly on:

- a) bibliometric analysis of the results of creative activities,
- b) expert assessment by independent, internationally recognised professionals,
- c) generally recognised indicators of quality for creative activities.

5. The creative activity evaluation is carried out at least once every five years by the Vice-Rector for Research, Development and Innovation, who submits the creative activity evaluation report to the Internal Evaluation Board for approval.

## **Art. 6**

### **Internal evaluation of the quality of other related activities**

1. The evaluation of the quality of other related activities means the evaluation of activities which support educational and creative activities.

2. As a rule, the subject of the evaluation is:

- a) staffing for educational and creative activities,
- b) material and technical provision for educational and creative activities,
- c) information system,
- d) information and advisory services,
- e) library services,
- f) publishing activities,
- g) dormitory and cafeteria services,
- h) facilities for sports activities.

3. The evaluation of other related activities is carried out at least once every five years by the Vice-Rector for Strategy and Development, who submits the evaluation report on other related activities to the Internal Evaluation Board for approval.



### **Art. 7**

#### **Internal Evaluation Report and the implementation of the internal evaluation results**

1. The Internal Evaluation Report is submitted by the Rector to the Internal Evaluation Board at least once every five years.
2. The Internal Evaluation Report includes:
  - a) study programmes evaluation report,
  - b) creative activity evaluation report,
  - c) evaluation report on other related activities.
3. As a rule, the Internal Evaluation Report also includes:
  - a) description of the evaluation progress,
  - b) conclusions of the evaluations performed,
  - c) suggestion for possible corrective and preventive measures,
  - d) recommendation for the further development of the University and the system for the assurance and internal evaluation of the quality of educational, creative and other related activities.
4. The Internal Evaluation Report is supplemented with addenda once a year, along with the Annual Activity Report of the University. The provisions of Par. 2 and 3 will be applied mutatis mutandis for the addenda to the Internal Evaluation Report.
5. The Internal Evaluation Report is published in the public section of the University's website.

### **Art. 8**

#### **Final provisions**

1. This Standards and procedures for the assurance of the quality has been approved by the Board of Directors in accordance with the Statutes of the University of Social and Administrative Affairs.
2. In compliance with Art. 36, Par. 4 and Art. 41, Par. 2 of the Higher Education Act, this Standards and procedures for the assurance of the quality comes into force and effect on the day of registration by the Ministry of Education, Youth and Sports.

On behalf of the Board of Directors on 21 August 2017

Ing. Linda Foltýnová