

The Ministry of Education, Youth and Sports registered the Rules Governing the System of Quality Assurance of Educational, R&D, Creative and Related Activities and Internal Evaluation of Quality of Educational, R&D, Creative and Related Activities at Tomas Bata University in Zlín in compliance with § 36 Paragraph 2 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-18488/2017 on 28 June 2017.

The Ministry of Education, Youth and Sports registered the Alterations to the Rules Governing the System of Quality Assurance of Educational, R&D, Creative and Related Activities and Internal Evaluation of Quality of Educational, R&D, Creative and Related Activities at Tomas Bata University in Zlín in compliance with § 36 Paragraph 2 and 5 of the Higher Education Act under Ref. No. MSMT-25205/2019 (1st alterations) on 25 July 2019 and under Ref. No. MSMT30888/2020-1 on 29 July 2020.

.....
Mgr. Karolína Gondková
Director of Higher Education Department

2nd
FULL VERSION OF THE RULES GOVERNING THE SYSTEM OF
QUALITY ASSURANCE OF EDUCATIONAL, R&D, CREATIVE AND
RELATED ACTIVITIES AND INTERNAL EVALUATION OF
QUALITY OF EDUCATIONAL, R&D, CREATIVE AND RELATED
ACTIVITIES AT TOMAS BATA UNIVERSITY IN ZLÍN
as of 27 July 2020

The Academic Senate of Tomas Bata University in Zlín has agreed to adopt the following Rules Governing the System of Quality Assurance of Educational, R&D, Creative and Related Activities and Internal Evaluation of Quality of Educational, R&D, Creative and Related Activities at Tomas Bata University in Zlín in compliance with § 9 Paragraph 1 Letter b) Clause 3 and § 17 Paragraph 1 Letter j) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended:

PART ONE
FUNDAMENTAL PROVISIONS

Article 1
Fundamental provisions

(1) The Rules Governing the System of Quality Assurance of Educational, R&D, Creative and Related Activities and Internal Evaluation of Quality of Educational, R&D, Creative and Related Activities at Tomas Bata University in Zlín (hereinafter referred to as “rules governing the system of quality assurance and internal evaluation”) are internal regulations issued by Tomas Bata University in Zlín (hereinafter referred to as “TBU”) in compliance with § 17 Paragraph 1 Letter j) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (hereinafter referred to as “Act”).

(2) Quality assurance and internal evaluation is based on the specification of the sphere of expertise and long-term orientation of TBU in accordance with Article 2 of the Statute of TBU (hereinafter referred to as “Statute”), activities and support for activities carried out at TBU in accordance with Article 3 of the Statute and is built in accordance with the concept of development of TBU formulated in its strategic plan for educational, scientific, R&D, innovation, artistic and other creative activity at TBU (hereinafter referred to as “strategic plan”).

(3) Quality refers to reaching or raising standards of activities carried out at TBU in accordance with its mission and aims.

(4) Quality assurance refers to systematic attention to the quality of educational, R&D, creative and related activities and its enhancement.

(5) Evaluation of quality refers to verifying the degree of fulfilment of the mission and aims set by TBU and meeting of the standards of activities carried out at TBU.

(6) Quality assurance and internal evaluation is based also on the standards and processes for quality assurance in the sphere of higher education in the Czech Republic and abroad.

(7) In the process of assurance and internal evaluation of the quality of activities TBU collaborates with other higher education institutions and scientific institutions in the Czech Republic and abroad, public sector authorities, professional chambers, organizations run by the employers and other public institutions.

Article 2

Principles for quality assurance and internal evaluation

(1) Quality assurance and internal evaluation include the following:

- a) in the sphere of educational activities mainly accreditations of degree programmes, accreditations of habilitation procedure and professorial appointment procedure, institutional accreditation of the spheres of education, granting authorization to carry out degree programmes within institutional accreditation, internal evaluation of the quality of degree programmes that includes evaluation of degree programmes by students and graduates, internal evaluation of the quality of lifelong learning programmes,
- b) in the sphere of science and research, development, innovations, artistic and other creative activities (hereinafter referred to as “R&D and creative activities”) mainly preparation and evaluation of elements, tools or components of a long-term conceptual development of particular scientific disciplines including student scientific activity, support of excellence in R&D and creative activities, evaluation of scientific and other creative activities, supporting activities, particularly evaluation of the efficiency of assurance of activities carried out at TBU, the use of resources, as well as the quality of TBU infrastructure and supporting services,
- c) other spheres according to the decision issued by the Rector.

(2) Rules, procedures and criteria for the evaluation shall be posted on the publicly accessible section of the TBU website.

(3) The evaluation shall be carried out transparently in accordance with factual, scientific and ethical criteria. Faculties and other TBU component parts are obliged to provide all the data necessary for the evaluation in a timely manner, completely and truly.

(4) The evaluation is based on verified relevant qualitative and quantitative data and consists in a critical assessment of the established facts.

(5) The evaluated Faculty or other TBU component part shall always participate in the evaluation and shall express their opinion on its results.

(6) The evaluation is also usually based on the feedback from the academic staff, students, graduates, or other persons.

(7) A recommendation for further development of the evaluated unit shall always form part of each evaluation; and in the event that deficiencies are detected, corrective and preventive measures and measures to encourage improvement must be adopted before specified deadline. As soon as the deadline expires, a follow-up evaluation or inspection may take place.

Article 3

Supporting documents for evaluation

(1) Supporting documents for the evaluation of activities include mainly the following:

- a) strategic plans and annual activity reports issued by TBU, its Faculties and other component parts,
- b) data from the information systems of TBU, its Faculties and other component parts, or from other public sources,
- c) the very evaluation reports usually written in accordance with a previously specified outline,
- d) expert assessment,
- e) questionnaire surveys,
- f) bibliometric analyses.

(2) The supporting documents for evaluation also include methodological materials approved by the TBU Internal Evaluation Board (hereinafter referred to as “Board”) for particular activities.

PART TWO

SYSTEM OF ASSURANCE AND INTERNAL EVALUATION OF THE QUALITY OF ACTIVITIES CARRIED OUT AT TBU

Article 4

Internal evaluation of educational activity in degree programmes

(1) The minimum requirements for the quality of educational activities carried out at TBU are specified mainly in:

- a) the Act,
- b) Government Decree No. 274/2016 Coll., on standards for accreditation in higher education, and Government Decree No. 275/2016 Coll., on areas of study in higher education,
- c) Rules Governing the Creation, Approval, Implementation of and Alterations to Degree Programmes Carried Out at TBU,
- d) Study and Examination Regulations of TBU,

- e) Rules Governing Habilitation Procedures, Professorial Appointment Procedures and Adjunct Professorial Appointment at TBU,
 - f) Rules for Proceedings Concerning the Statement of Invalidity of State Examinations or Parts Thereof, or Doctoral Thesis Defence and for Proceedings Concerning the Statement of Invalidity of Appointment as Associate Professor at TBU.
- (2) The quality of educational activities is assured mainly through:
- a) evaluation of degree programmes,
 - b) feedback from the members of the academic community and graduates about the quality of classes, organization of studies, facilities for students and infrastructure,
 - c) assessment of academic qualification theses or advanced Master's (rigorosum) theses,
 - d) monitoring of the requirements, process and results of admission procedure and studies, including the provision of equal access to admission procedure and to studies, monitoring of the success of the relevant degree programme's graduates in the labour market.

Article 5 **Evaluation of a degree programme**

(1) The background material for the evaluation of a degree programme is the degree programme evaluation report submitted by its guarantor. The report shall assess the period from the date when the accreditation was granted by the Ministry of Education, Youth and Sports or the National Accreditation Bureau for Higher Education or from the date when the University was authorized to carry out a degree programme within institutional accreditation; and it shall include, generally:

- a) assessment of meeting of standards of the degree programme,
- b) results of the assessment by students and graduates,
- c) assessment of related R&D and creative activity and its projection in the educational activity,
- d) assessment of the student scientific activity or cooperation with business and industry, according to the type and profile of the degree programme,
- e) assessment of the international significance of the degree programme,
- f) results of the assessment of academic qualification theses or advanced Master's (rigorosum) theses, if these were assessed during the given period,
- g) assessment of the success rate in admission procedure, dropout rate, rate of proper completion of studies and career prospects of the graduates of the relevant degree programme,
- h) assessment of pedagogical and scientific back-up and technical support for the degree programme, specification of strengths and weaknesses, threats and opportunities for further development of the degree programme.

(2) The data for the processing of an evaluation report available from the TBU information system shall be provided to the guarantor of the degree programme by the Vice-Rector for Pedagogical Activity in cooperation with the relevant Faculty or other TBU component part.

(3) On the basis of the evaluation report on the degree programme, a Board member authorized by the Chairperson of the Board in accordance with Paragraph 5 shall prepare

a proposal of the evaluation report on the degree programme. Before the proposal of the report is discussed by the Board, the authorized Board member shall submit the proposal for consideration to the guarantor of the degree programme and to the Dean of the Faculty that carries out the evaluated degree programme or to the chief executive of other TBU component part that participates in the implementation of the evaluated degree programme.

(4) The evaluation report shall be discussed at a joint meeting of the Board and the guarantor of the evaluated degree programme. The meeting may also be attended by the chief executive of the relevant component part or an employee authorized by him/her. Minutes shall be taken from the meeting.

(5) A Board member may only be authorized to prepare the proposal of the evaluation report on the degree programme in the event that the examined matter is not associated with the Faculty or other TBU component part to which he/she is affiliated or that the matter is not associated personally with him/her.

(6) The proposal of an evaluation report on the degree programme shall be discussed and approved by the Board. After the evaluation report on the degree programme is approved, a summary of its results shall be posted on the publicly accessible section of the TBU website.

(7) The evaluation of a degree programme shall be carried out at least once during the period of the validity of its accreditation.

(8) In accordance with Paragraph 1 Letter h), the findings of the evaluation report shall be reflected by the guarantor of the degree programme in the degree programme upon its further implementation or in the preparation of the request for renewal or extension of accreditation of the degree programme.

(9) Details regarding the organization and the process of evaluation of degree programmes shall be specified in an internal regulation issued by TBU, to which the Board is entitled to make comments.

(10) The rules for the evaluation of educational activities by TBU students and graduates shall be specified in an internal regulation issued by TBU, to which the Board is entitled to make comments.

(11) The rules for the evaluation of academic qualification theses and advanced Master's (rigorosum) theses shall be specified in an internal regulation issued by TBU, to which the Board is entitled to make comments.

(12) The requirements, process and the results of the admission procedure are monitored particularly by means of the annual report on admission procedure.

(13) The process and the results of study are monitored particularly on the basis of data from the study agenda information system.

Article 6

Internal evaluation of the quality of lifelong learning programmes

The evaluation of Lifelong Learning programmes usually includes:

- a) feedback from the attendees and graduates about the quality of classes, organization of the lifelong learning programme and facilities for attendees,
- b) opinion of the Lifelong Learning Council in accordance with Article 4 of the Lifelong Learning Regulations of TBU,
- c) monitoring and assessment of the data collected mainly during preparation of TBU annual activity report.

Article 7

Internal evaluation of R&D and creative activities

(1) Evaluation of R&D and creative activities carried out at TBU shall take place according to groups of scientific disciplines which are related in terms of their content to the implemented degree programmes in particular areas of education, and shall be organized in such a manner as to allow their interconnection with Faculties, University departments and regional research centres at TBU.

(2) Evaluation of R&D and creative activities shall respect different publication and citation traditions of particular scientific disciplines and it is usually carried out in the form of international comparison.

(3) When evaluating R&D and creative activities, the fact whether the given scientific discipline can be recognized as comparable to similar disciplines on the international scale shall also be assessed. The evaluation shall be carried out on the basis of comparison with significant international or national higher education institutions or research institutions.

- (4) Evaluation of R&D and creative activities carried out at TBU is usually based on:
- a) the very evaluation report on R&D and creative activities of Faculties and University departments (hereinafter referred to as “report on R&D and creative activities”),
 - b) bibliometric analysis of the results,
 - c) expert assessment of the results by independent, internationally acclaimed experts,
 - d) indicators of the quality of R&D and creative activities.

(5) The report on R&D and creative activities shall take into consideration specific features of the Faculty or the University department and scientific disciplines. It shall include:

- a) strategic vision and aims of R&D and creative activities carried out at TBU and its component parts,
- b) fulfilment of the strategic plan in the sphere of R&D and creative activities,
- c) interconnection of R&D and creative and educational activities,
- d) staffing and employees’ qualification enhancement in the sphere of R&D and creative activities,
- e) implemented internal, national and international R&D projects,
- f) the level of strategic management of R&D and creative activities,
- g) achieved excellent results in publication, in the sphere of intellectual property, technology transfer, economic benefit and social usefulness,
- h) methodology for the evaluation of R&D and creative activities,

- i) evaluation of international cooperation in R&D and creative activities,
- j) evaluation of the quality of scientific activities carried out within doctoral programmes,
- k) assessment of the results of the measures adopted to support the development of R&D and creative activities,
- l) strengths and weaknesses, opportunities and threats.

(6) The report on R&D and creative activities shall be prepared by the Faculties and the University department once in five years.

(7) Before the report on R&D and creative activities is submitted to the Rector by the Dean, head of the University department or director of a regional research centre, it shall be submitted for consideration to the scientific board of the relevant Faculty or the University department, if it has been established. In the event that a University department does not have its own scientific board, the report on R&D and creative activities shall be submitted for consideration to the TBU Scientific Board.

(8) The report on R&D and creative activities shall be submitted by the Rector for consideration to the Board. The Rector may also ask the TBU Scientific Board for their opinion.

(9) The report on R&D and creative activities shall be prepared on the basis of information available in the University information system from the Personal Bibliographic Database, Information Register of R&D Results, Register of Artistic Outputs and from internationally acclaimed databases – Web of Science, Scopus, or from other databases which are relevant to the areas that are not covered by the above-mentioned databases.

(10) The main results of the report on R&D and creative activities shall be posted on the publicly accessible section of the TBU website.

(11) Reports on R&D and creative activities shall serve as a background material for the development of scientific disciplines, and that mainly in relation to the preparation of the TBU strategic plan and preparation of its programmes intended to support research and development.

(12) A bibliometric analysis shall be used for the evaluation of results of R&D and creative activities only in the event that the collection of results registered in an international database that serves as its support platform does not constitute only a very small part of the results in the relevant area of education or the relevant scientific discipline.

(13) In the events that the bibliometric analysis does not provide sufficient data, an expert assessment by independent, internationally acclaimed experts shall be used. Expert assessment shall be carried out continuously, and shall be generally based on collaboration between TBU and its partner higher education institutions abroad.

(14) Details of the internal evaluation of R&D and creative activities including its assurance shall be specified in an internal regulation issued by TBU, to which the Board is entitled to make comments.

Article 8

Internal evaluation of the quality of related activities

- (1) Related activities refer to such activities that support educational and R&D and creative activities carried out at TBU.
- (2) The evaluation of the quality of related activities refers to:
 - a) TBU management and administration,
 - b) use of resources, mainly human, financial and information resources,
 - c) infrastructure,
 - d) information system,
 - e) services in the sphere of knowledge and technology transfer and intellectual property protection,
 - f) Library services,
 - g) information and counselling services for students,
 - h) editorial and publishing activities,
 - i) services provided by the Halls of Residence and Refectory.
- (3) The decision regarding the date and formal requirements of the evaluation of related activities shall be issued by the Rector.

Article 9

Strategic documents

- (1) The strategic documents that form part of the system of quality assurance and internal evaluation at TBU include in particular:
 - a) TBU strategic plan and its annual implementation plan in accordance with § 9 Paragraph 1 Letter i) and § 21 Paragraph 1 Letter b) of the Act,
 - b) report on the implementation of the implementation plan of the strategic plan,
 - c) annual activity report issued by TBU in accordance with § 9 Paragraph 1 Letter d) and § 21 Paragraph 2 of the Act,
 - d) annual economic report issued by TBU in accordance with § 9 Paragraph 1 Letter d) and § 21 Paragraph 3 of the Act,
 - e) the very evaluation report issued by TBU,
 - f) report on internal evaluation of the quality of educational, R&D and creative and related activities carried out at TBU (hereinafter referred to as “internal evaluation report”) in accordance with § 77b Paragraph 3 Letter b) of the Act and Article 32 of the Statute,
 - g) self-evaluation report describing and evaluating the fulfilment of particular requirements ensuing from the standards set for the institutional accreditation in accordance with § 81a Paragraph 2 Letter d) of the Act,
 - h) TBU budget and TBU budget rules,
 - i) similar documents prepared by the Faculties or other TBU component parts.

(2) Strategic plan in accordance with Paragraph 1 Letter a):

- a) is based mainly on the TBU development and interest policy,
- b) is prepared by virtue of supporting documents provided by the Faculties and other TBU component parts, which are also entitled to express their opinion of the strategic plan proposal before it is discussed by the TBU Scientific Board and approved by the TBU Academic Senate,
- c) serves as a background material particularly during the preparation of changes to the internal organization of TBU, new degree programmes and orientation of R&D and creative activities,
- d) serves as a background material for the preparation of the strategic plans issued by the Faculties and similar documents issued by other TBU component parts.

(3) The annual activity report and the annual economic report shall be processed on the basis of supporting documents provided by TBU, its Faculties and other component parts; they also contain evaluations of the Faculties and other component parts from the TBU's perspective as a whole. The findings of annual reports shall be used in management and for strategic purposes or for internal evaluation reports.

(4) The very evaluation report on activities carried out at TBU shall describe and evaluate the most significant activities and results achieved by TBU within educational, R&D and creative and related activities. The decision regarding the manner of its processing, its volume and orientation shall be issued by the Rector.

(5) The internal evaluation report shall be processed on the basis of evaluations carried out at TBU in the course of the last five years and is comprised mainly of the following parts:

- a) a listing of evaluations that have been carried out,
- b) achieved qualitative outputs in educational and R&D and creative activities,
- c) measures adopted in order to remove possible deficiencies,
- d) assessment of strengths, weaknesses, opportunities and threats,
- e) recommendations for further development of TBU and enhancement of the system of quality assurance and internal evaluation.

(6) In accordance with § 77b Paragraph 3 Letter b) of the Act and Article 32 of the Statute, the annual amendment to the internal evaluation report shall be generally processed together with the TBU annual activity report. In accordance with Paragraph 4, the requirements on the internal evaluation report shall apply appropriately to its amendments.

(7) General results of the internal evaluation report and its amendments shall be described in the annual activity report issued by TBU.

PART THREE
**GUARANTEEING THE SYSTEM OF QUALITY ASSURANCE AND INTERNAL
EVALUATION AT TBU**

Article 10
Activities carried out by TBU bodies, Faculties and other component parts

(1) The scope of activities, competences and duties of TBU bodies, Faculties and other component parts in the system of quality assurance and internal evaluation at TBU shall adhere to the Act, the Statute and other internal regulations issued by TBU.

(2) Quality assurance and internal evaluation at Faculties or at other TBU component parts shall be guaranteed in such a manner as to meet all the requirements of the Act, the Government Decree No. 274/2016 Coll., on standards for accreditation in higher education, and the Government Decree No. 275/2016 Coll., on areas of studies in higher education, other legal regulations¹⁾, internal rules issued by TBU and internal regulations issued by TBU²⁾.

(3) Particular requirements for quality assurance and internal evaluation at Faculties or at other TBU component parts shall be specified in an internal regulation issued by the relevant Faculty or in an internal regulation issued by the relevant TBU component part.

Article 11
**Guaranteeing the system of assurance and internal evaluation of the quality of
activities carried out at TBU by means of human and financial resources**

(1) The Rector shall authorize a TBU employee, generally the Vice-Rector, to coordinate activities related to the system of quality assurance and internal evaluation at the TBU level.

(2) The Dean shall authorize an employee of the Faculty, generally the Vice-Dean, to coordinate activities related to the system of quality assurance and internal evaluation at the Faculty level. The chief executive of the other TBU component parts shall proceed likewise.

(3) Resources have been allocated from the TBU budget to guarantee the system of assurance and internal evaluation of the quality of activities carried out at TBU.

PART FOUR
FINAL PROVISIONS

Article 12
Final provisions

(1) In accordance with § 9 Paragraph 1 Letter b) Clause 3 of the Act, the Rules were approved by TBU Academic Senate on 20 June 2017.

¹⁾ *E.g. Act No. 130/2002 Coll., on the Support of Research, Experimental Development and Innovations from Public Funds, and on Alterations to Some Other Related Acts, as amended.*

²⁾ *E.g. the form of preparation of documents for habilitation procedures and professorial appointment procedures.*

(2) In accordance with § 36 Paragraph 4 of the Act, these Rules shall come into force on the day when registered by the Ministry of Education, Youth and Sports.

(3) These Rules shall come into effect on the day when registered by the Ministry of Education, Youth and Sports.

The Alterations to the Rules Governing the System of Quality Assurance of Educational, R&D, Creative and Related Activities and Internal Evaluation of Quality of Educational, R&D, Creative and Related Activities at Tomas Bata University in Zlín were approved in accordance with § 9 Paragraph 1 Letter b) Clause 3 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, by the Academic Senate of Tomas Bata University in Zlín on 18 June 2019 and on 14 April 2020.

In accordance with § 36 Paragraph 4 of the Higher Education Act, the Alterations to the Rules Governing the System of Quality Assurance of Educational, R&D, Creative and Related Activities and Internal Evaluation of Quality of Educational, R&D, Creative and Related Activities at Tomas Bata University in Zlín shall come into force on the day when registered by the Ministry of Education, Youth and Sports.

The Alterations to the Rules Governing the System of Quality Assurance of Educational, R&D, Creative and Related Activities and Internal Evaluation of Quality of Educational, R&D, Creative and Related Activities at Tomas Bata University in Zlín shall come into effect on the day when registered.

doc. Ing. Martin Sysel, Ph.D. m.p.
Chairperson of the AS of TBU in Zlín

Prof. Ing. Vladimír Sedlařík, Ph.D. m.p.
Rector of TBU in Zlín