

*The Ministry of Education, Youth and Sports has registered the following pursuant to Section 87(1)(a), Section 41(2) in conjunction with Section 36(2) and Section 4 of Act No. 111/1998 Coll, MSMT-10698/2024-5 Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities of Škoda Auto University, o.p.s. as of the date of signing the registration.*

*Mgr. Vojtěch Tomášek  
Director of the Higher Education Department*

# **QUALITY ASSURANCE SYSTEM RULES FOR EDUCATIONAL, ORIGINAL AND OTHER RELATED ACTIVITIES AND THE INTERNAL QUALITY EVALUATION OF EDUCATIONAL AND ORIGINAL ACTIVITIES AND RELATED ACTIVITIES OF ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s.**

# **QUALITY ASSURANCE SYSTEM RULES OF EDUCATIONAL, CREATIVE AND RELATED ACTIVITIES AND INTERNAL EVALUATION OF THE QUALITY OF EDUCATIONAL, CREATIVE AND RELATED ACTIVITIES OF Škoda Auto University o.p.s.**

## **Part One Introductory Provisions**

### **Article 1: Introductory Provisions**

This internal regulation sets out the rules of the quality assurance system for educational, original and other related activities and the internal quality evaluation of educational and original activities and related activities (hereinafter referred to as the “rules of the quality assurance and internal evaluation system”) of Škoda Auto University o.p.s. (hereinafter referred to as the “University”) under Act No. 111/1998 Coll., on Higher Education Institutions and amending other Acts (the Higher Education Act), as amended (hereinafter referred to as the “Act”) and under Art. 16 and 28 (2) (i) of the University Statute (hereinafter referred to as the “Statute”).

### **Article 2: Quality Assurance and Internal Quality Evaluation**

1. The objective of quality assurance and internal quality evaluation is to support development of the University in fulfilling its mission and vision and in achieving its strategic goals in line with the internationally recognised concept of quality of higher education, original and other related activities.
2. Quality means fulfilment of standards set by the University for its activities, in line with its mission, vision, goals and strategic documents.
3. Quality assurance means systematic and structured effort to achieve quality of educational, original and other related activities of the University. It includes the implementation of preventive, corrective and development measures, which are defined in the Internal Evaluation Report and its appendices.
4. Quality evaluation means verifying whether and to what extent the University has succeeded in implementing its mission, achieving its strategic goals and meeting the standards set for its activities.
5. Quality assurance and internal quality evaluation is based on the definition of the University's activities in its Statute and the concept of its development specified in the Strategic Plan of Educational, Research, Development, Innovation, Art and other Original Activities (hereinafter referred to as the “Strategic Plan”) and other strategic documents.
6. Quality assurance and internal quality evaluation is also based on the standards and procedures of quality assurance in the higher education sector in the Czech Republic as well as other international standards in higher education.
7. In the process of quality assurance and internal quality evaluation, the University cooperates with the relevant public administration authorities, its founder – Škoda Auto a.s., and other major employers and their associations, with specialised companies and regional representatives and other public institutions in the Czech Republic and abroad.

### **Article 3: Principles of Quality Assurance and Internal Quality Evaluation**

1. The rules, procedures, standards and criteria of evaluation are accessible to and known by all the members of the academia and other employees of the University.
2. The evaluation is conducted in a transparent way and follows objective, specialised and ethical criteria.
3. Evaluation is based on verified qualitative and quantitative data; it is always set in context and consists of a critical evaluation of facts.
4. When evaluating the activity of staff or parts of the University, the subjects in question are always involved and comment on the results.
5. The evaluation is typically also based on the feedback of academics, students, graduates or other relevant parties.
6. An integral part of each evaluation is the recommendation for further development of the assessed subject or recommended corrective measures in case of any shortcomings identified. Upon expiry of this period, a follow-up evaluation and inspection is performed based on the nature of the subject.

**Article 4: Supports and Information Sources for Evaluation**

1. Evaluation is based on the following in particular:
  - a. strategic, analytical and other documents of the University, particularly the Strategic Plan and Annual reports,
  - b. data from the information systems of the University, particularly the academic information system (hereinafter referred as AIS),
  - c. the University's own report on internal evaluation of the quality of educational, original and other related activities (hereinafter referred to as the "Internal Evaluation Report"), prepared under Art. 6,
  - d. specialised assessments,
  - e. questionnaires, surveys,
  - f. bibliometric analyses,
  - g. publicly accessible data provided particularly by public authorities and other relevant bodies,
  - h. comparative analyses with relevant good practice examples.
2. Evaluation is also based on the methodological materials approved by the Board for Internal Evaluation of the University (hereinafter referred to as the "Board for Internal Evaluation"), which specify the requirements and procedures of quality assurance and internal quality evaluation.

**Part Two System of Quality Assurance and Internal Quality Evaluation of the University**

**Article 5: System of Quality Assurance and Internal Quality Evaluation of the University**

1. The University has in place and maintains a quality assurance system for educational and original activities and related activities and the internal quality evaluation of educational and original activities and related activities of the University in accordance with Section 77b of the Act. The University conducts internal evaluation of its activities under Section 77b of the Act and publishes its results under Section 77b (3) (b) of the Act.
2. As a part of the internal quality assurance system and quality evaluation, the University creates a system of quality standards, including relevant indicators, and quality assurance and evaluation procedures, which are based on generally applicable laws and standards in higher education, established by the following in particular:
  - a. the law,
  - b. government decree No. 274/2016 Coll., on Standards of Accreditation in Higher Education, and 275/2016 Coll., on Fields of Education in Higher Education,
  - c. methodological materials of the National Accreditation Bureau for Higher Education (hereinafter referred to as the "National Accreditation Bureau"),

- d. 130/2002 Coll. on the support of experimental development research and innovation from public funds and on amendments to certain related acts (Act on the support of research, experimental development and innovation), as amended, methodology of evaluation of research organisations and evaluation of programmes of targeted support of research, development and innovation,
  - e. the methodology for the evaluation of research organisations and the evaluation of programmes of targeted support for research, development and innovation,
  - f. international standards of activity and quality assurance and quality evaluation of higher education institutions,
  - g. by Act No. 248/1995 Coll., on Benefit Corporations and on Amendments and Additions to Other Acts, as amended (hereinafter referred to as the "Act on Benefit Corporations").
3. The results of the evaluation of the University's activities are used in development of the Strategic Plan of the University and its annual implementation plan pursuant to Section 42 (1) (b) of the Act.
  4. The system of quality assurance and internal quality evaluation of the University includes strategic documents, in particular:
    - a. Strategic Plan of the University,
    - b. annual activity report and annual report on management of the University,
    - c. Internal Evaluation Report,
    - d. self-assessment report describing and evaluating the fulfilment of individual requirements resulting from the standards for national institutional accreditation,
    - e. self-assessment report prepared according to the relevant standards as part of the process of achieving and maintaining additional international accreditations.
  5. The requirements of preparation, content and use of the documents under paragraph 4 (a)(b)(d) are specified by the relevant regulations of the Ministry of Education, Youth and Sports and the National Accreditation Bureau; the requirements of the document under paragraph 4 (c) are specified by Art. 6 hereof; the requirements of the document are specified under paragraph 4 (e) of the relevant international accreditation authority.

#### Article 6: **Internal Evaluation Report**

1. Internal Evaluation Report contains the following in particular, in reasonable scope and including sections specified in paragraph 3:
  - a. description of rules/methodology and process of evaluation,
  - b. performance evaluation of the mission, strategic goals and quality standards,
  - c. adopted preventive or corrective measures,
  - d. evaluation of strengths and weaknesses, opportunities and risks,
  - e. recommendations for further development of the University and the system of quality assurance and internal quality evaluation.
2. The Internal Evaluation Report is prepared on dates set by the Rector based on the proposal of the Board for Internal Evaluation, at least once every 5 years, with annual updates in the form of an amendment describing the changes achieved in quality and management measures.
3. The Internal Evaluation Report is prepared in an internal structure corresponding to the individual parts of the system of quality assurance and internal quality evaluation of educational, original and other related activities, as described in Articles 8 through 13. The contents of the Internal Evaluation Report are governed by paragraph 1 in its different parts.
4. The amendment to the Internal Evaluation Report is prepared once a year at a date set by the Rector of the University. It has an internal structure as described in paragraph 3 and includes in particular the assessment under paragraph 1 (b)(c) and (e).
5. The Internal Evaluation Report and its amendments are prepared and approved by the Internal Evaluation Board. The Vice-Rector for Study Affairs and Quality Management is responsible for the organisation of the evaluation process including the collection of the relevant data. Cooperation is provided by the responsible staff for each of the specified areas under Articles 8 through 12, or other staff of the University appointed by the Rector. It is the responsibility of all departments of the University to provide all information, completely, truthfully and on time, required for the purposes of

preparing the Internal Evaluation Report. The basis for internal evaluation of activities is also the teaching evaluation done by students and graduates.

6. Framework results of the Internal Evaluation Report and its amendments are described in the annual report.
7. The report on internal evaluation is discussed at a meeting of the Academic Board.

#### **Article 7: Internal Evaluation Board of the University**

1. The Internal Evaluation Board of the University (hereinafter referred to as the "Internal Evaluation Board") shall have 15 members, at least 3 of whom shall be academic staff or recognised practitioners who are not members of the academic community of the University. The Rector shall be the chairman of the Board. The President of the Academic Senate of the College shall be a member of the Internal Evaluation Board.
2. Other members of the Internal Evaluation Board are appointed and dismissed by the Rector under Art. 6, paragraph 2 of the Statute and Art. 1, paragraph 2 Internal Evaluation Board Procedure Regulations.
3. Internal Evaluation Board
  - a. approves the proposal of the rules of the quality assurance system for educational, original and other related activities and the internal quality evaluation of educational and original activities and related activities of the University,
  - b. manages the internal quality evaluation process of educational and original activities and related activities of the University,
  - c. prepares the Internal Evaluation Report and amendments to the Internal Evaluation Report,
  - d. makes continuous record of the internal quality evaluation of educational and original activities and related activities of the University,
  - e. discusses proposals of new study programmes and proposals of changes, extensions or renewals of accredited study programmes and publishes opinions on them,
  - f. discusses and approves proposals of new courses and major content changes in existing courses,
  - g. discusses the plan to apply for institutional accreditation for a field or fields of education and for extension of institutional accreditation for another field or fields of education and publishes opinions on them.
4. Proceedings of the Internal Evaluation Board are governed by an internal regulation, i.e., the Internal Evaluation Board Procedure Regulations.

#### **Article 8: Quality Assurance and Internal Quality Evaluation in the Institutional Environment of the University**

1. The minimum quality requirements for the institutional environment of a higher education institution are determined in particular by
  - a) the law,
  - b) Act on Public Service Companies,
  - c) government decree No. 274/2016 Coll., on Standards of Accreditation in Higher Education, and government decree 275/2016 Coll., on Fields of Education in Higher Education,
  - d) methodological materials of the National Accreditation Bureau,
  - e) internal standards of the University under Art. 5, paragraph 2.
2. The system of quality assurance and internal quality evaluation in strategic management includes particularly quality assurance and quality evaluation
  - a. in the competence of the University bodies and its management,
  - b. in the strategy and mission of the University.

3. The responsibility and cooperation in the individual parts of the system of internal quality assurance and quality evaluation of educational activities in accredited study programmes defined in paragraph 2 are set as follows:
  - a. The Rector is responsible for the defined components of the system
  - b. vice-rectors, the director of the public benefit corporation and the heads of other organizational units of the college shall provide appropriate cooperation.

**Article 9: Quality Assurance and Internal Quality Evaluation in Accredited Study Programmes**

1. The minimum requirements on the quality of educational activity in accredited study programmes of the University are defined primarily by:
  - a. the law,
  - b. government decree No. 274/2016 Coll., on Standards of Accreditation in Higher Education, and government decree 275/2016 Coll., on Fields of Education in Higher Education,
  - c. methodological materials of the National Accreditation Bureau,
  - d. rules of study programmes accreditation of the University,
  - e. admission rules of the University,
  - f. Study and Examination Regulations of the University,
  - g. internal standards of the University under Art. 5, paragraph 2.
2. The system of quality assurance and internal quality evaluation of education in accredited study programmes includes in particular assurance and evaluation of:
  - a. the course of accreditation of new study programmes and modifications of study plans of accredited study programmes underway,
  - b. conformity of study programme content with current state of knowledge,
  - c. relevance of study programme content in practical use,
  - d. fulfilment of the graduate profile of study programmes,
  - e. personnel needs of study programmes, including the efficiency of use of human resources,
  - f. spatial and material needs of study programmes,
  - g. information sources and study aids for study programmes,
  - h. organisation of study programmes, including the feedback of students and academics,
  - i. achievement of defined learning outcomes at the level of study programmes and individual courses,
  - j. success of students in study programmes and courses,
  - k. work with talented students,
  - l. progress and results of the admission procedure,
  - m. transfer of results of original activity to the education process,
  - n. direct teaching, including student feedback,
  - o. content of study programmes and direct teaching based on the feedback of graduates of the University,
  - p. professional internship, if included in the given study programme, including feedback from students and internship providers,
  - q. international aspect / internationalisation of study programmes,
  - r. study programmes in a foreign language,
  - s. final theses and their preparation process,
  - t. results and course of final state examinations,
  - u. assessment of strengths and weaknesses of study programmes and opportunities for further development and recommendations for further development of study programmes.
3. The responsibility and cooperation in the individual parts of the system of internal quality assurance and quality evaluation of educational activities in accredited study programmes defined in paragraph 2 are set as follows:
  - a. Vice-Rector for Research and Development referred to in parts a) through c), m), where cooperation is provided by Study Programme Guarantors,
  - b. Vice-Rector for Study Affairs and Quality Management referred to in parts d) through l), n) through p) and r) through u), where cooperation is provided by Study Programme Guarantor and the University's additional personnel appointed by the Rector, particularly heads of departments, Study Subject Guarantors, Director of public benefit corporation, heads of other organisational units of the University,

- c. Vice-Rector for International Relations referred to in part q), where cooperation is provided by Study Programme Guarantors and the University's additional personnel appointed by the Rector, particularly heads of departments, Study Subject Guarantors, Director of Public Benefit Corporation, heads of other organisational units of the University.

**Article 10: Quality Assurance and Internal Quality Evaluation in Lifelong Learning Programmes**

1. The minimum requirements on the quality of educational activity in Lifelong Learning Programmes are defined primarily by:
  - a. the law,
  - b. Lifelong Learning Programmes Rules of Accreditation of the University,
  - c. Study and Examination Regulations of Lifelong Learning Programmes,
  - d. internal standards of the University under Art. 5, paragraph 2.
2. Quality assurance and internal quality evaluation of education in lifelong learning programmes includes the following in particular:
  - a. assessment of the progress in creating new lifelong learning programmes,
  - b. quality assurance and evaluation of the personnel, material, information and organisational needs of lifelong learning programmes,
  - c. feedback of participants of lifelong learning programmes,
  - d. feedback of academics involved in lifelong learning programmes.
3. The responsibilities and interactions in the individual units of the system of quality assurance and internal evaluation of educational activities in lifelong learning programmes defined in paragraph 2 are set out as follows:
  - a. the Director of the MBA programme is responsible for quality assurance and evaluation in the MBA programme. In particular, the heads of departments shall provide assistance,
  - b. the Vice-Rector for Student Affairs and Quality Management and the Head of the relevant Department are responsible for quality assurance and evaluation in other Lifelong Learning Programmes.

**Article 11: Quality Assurance and Internal Quality Evaluation of Original Activities**

1. The minimum requirements on the quality of original activities are set with particular regard to:
  - a. the law,
  - b. the Act on the promotion of research and experimental innovation development
  - c. methodology of evaluation of research organisations and evaluation of programmes of targeted support of research, development and innovation,
  - d. government decree No. 274/2016 Coll., on Standards of Accreditation in Higher Education, and government decree 275/2016 Coll., on Fields of Education in Higher Education,
  - e. methodological materials of the National Accreditation Bureau,
  - f. internal standards of the University under Art. 5, paragraph 2.
2. The Quality Assurance System and Internal Quality Evaluation of original activities includes particularly quality assurance and quality evaluation of
  - a. strategic management of development of original activities and systemic measures to support the development of original activities,
  - b. relevance of original activities for the offered accredited study programmes and the connection of original and educational activities,
  - c. interconnection of original activities and education,
  - d. personnel needs of original activities and growth of the qualification of academics,
  - e. results of original activities of individual academics,
  - f. original activities of students focusing on the degree of involvement of students in the original activities of the University,
  - g. domestic and international original activity projects run by the University,
  - h. domestic and international cooperation in original activities,
  - i. relevance of original activities for practical application,
  - j. importance of original activity for the community,

- k. excellence of original activities – evaluation of the most significant results achieved,
  - l. assessment of strengths and weaknesses of original activities and strengths and weaknesses, opportunities and risks of original activities and opportunities for further growth and recommendations for improvement.
3. The responsibility and cooperation in the individual parts of the system of internal quality assurance and quality evaluation of original activities defined in paragraph 2 are set as follows:
    - a. Vice-Rector for Research and Development is responsible for the defined components of the system
    - b. Vice-Rector for Student Affairs and Quality Management, the guarantors of study programmes and heads of departments provide appropriate cooperation.

**Article 12: Quality Assurance and Internal Quality Evaluation of Activities Related to the Third Role of the University**

1. The minimum requirements on the quality of associated activities are defined primarily by:
  - a. internal standards of the University under Art. 5, paragraph 2,
  - b. applicable legislation,
  - c. good practice examples on an international scale.
2. The system of quality assurance and internal quality evaluation of related activities includes particularly quality assurance and quality evaluation
  - a. cooperation with employers,
  - b. cooperation with secondary schools and other educational institutions,
  - c. cooperation with the public sector at state, regional and municipal level,
  - d. cooperation with the non-governmental, non-profit sector,
  - e. participation in creating awareness at a societal level.
3. The responsibility and cooperation in the individual parts of the system of internal quality assurance and quality evaluation of third-role activities defined in paragraph 2 are set as follows:
  - a. Vice-Rector for Study Affairs and Quality Management in parts a), b), d), where cooperation is provided by the CEO, heads of departments and Vice-Rector for Research and Development,
  - b. Rector in part c), where cooperation is provided by the CEO, heads of departments, Vice-Rector for Research and Development, Vice-Rector for Study Affairs and Quality Management,
  - c. Vice-Rector for Research and Development in part e), where cooperation is provided by coordinators of study programmes and heads of departments.

**Article 13: Quality Assurance and Internal Quality Evaluation of Related Support Activities**

1. Quality evaluation of related support activities means evaluation of activities that support educational and original activities.
2. The minimum requirements on the quality of associated activities are defined primarily by:
  - a. internal standards of the University under Art. 5, paragraph 2,
  - b. applicable legislation.
3. The system of quality assurance and internal quality evaluation of related activities includes particularly quality assurance and quality evaluation of
  - a. University administration,
  - b. use of financial resources,
  - c. use of human resources,
  - d. spatial and material needs (infrastructure),
  - e. administrative and organisational support of educational and original activities,
  - f. information systems,
  - g. libraries, information and advisory services,
  - h. support of editorial activity,
  - i. support for students in terms of accommodation and catering,
  - j. support for students in terms of sports and other extracurricular activities,
  - k. support for students with specific needs.



4. The responsibility and cooperation in the individual parts of the system of internal quality assurance and quality evaluation of support activities defined in paragraph 3 are set as follows:
  - a. Rector and CEO in part a),
  - b. CEO in parts b) through f) and i), where cooperation is provided by the Vice-Rector for Research and Development and the Vice-Rector for Study Affairs and Quality Management,
  - c. Vice-Rector for Research and Development in parts g) and h),
  - d. Vice-Rector for Study Affairs and Quality Management in parts j) and k).

### **Part Three Activities of Bodies, other Parts and Employees of the University**

#### **Article 14: Activities of Bodies and other Parts of the University**

1. The competence, powers and duties of the University's bodies and other parts of the University in the system of quality assurance and internal quality evaluation are governed by the law, the statute and other internal regulations of the University.
2. The Rector entrusts employees of the University, usually members of the Board for Internal Evaluation, programme coordinators, heads of departments and other senior staff with coordination activities related to the system of quality assurance and internal quality evaluation.

### **Part Four Final Provisions**

#### **Article 15: Final Provisions**

1. This internal regulation was approved the Internal Evaluation Board of the University on 18. 3. 2024.
2. This internal regulation cancels the Rules of the Quality Assurance System for Educational, Creative and Related Activities and the Internal Quality Assessment of Educational, Creative and Related Activities of ŠKODA AUTO UNIVERSITY o.p.s. registered by the Ministry of Education, Youth and Sports on 31 August 2017 under No. MSMT-14995/2017-2.
3. This internal regulation shall come into effect on the day of registration by the Ministry of Education, Youth and Sports.

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prof. Ing. Ondřej Krejcar, Ph.D.  
Chairman of Internal Evaluation Board  
Rector