



QUALITY ASSESSMENT OF STUDY PROGRAMMES AT THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

Section 1 Basic provisions

Article 1 Subject matter

- (1) The Quality Assessment of Study Programmes is an internal regulation of the Czech Technical University in Prague (hereinafter referred to as “CTU”).
- (2) This internal regulation stipulates:
 - a) the powers and obligations in the process of quality assurance of study programmes,
 - b) internal evaluation of study programmes (hereinafter referred to as an “SP”).
- (3) This internal regulation is interconnected with the CTU Accreditation Code and other internal standards of CTU.
- (4) In case an SP is not implemented at a faculty, for the purpose of this internal regulation, “relevant faculty” refers to the relevant constituent part of CTU implementing the SP, and “dean” refers to the relevant senior manager at the helm of this constituent part of CTU.

Section 2 Powers and obligations of persons in processes of quality assurance of study programmes

Article 2

Guarantor of study programme

- (1) The dean will appoint a guarantor of an SP (hereinafter referred to as an “GSP”) for each SP from among the academic workers at the faculty based on the granting of the accreditation of the study programme by the National Accreditation Bureau for Higher Education (hereinafter referred to as an “Accreditation of the SP”; “NAB”) or an authorization to implement a study programme within the institutional accreditation (hereinafter referred to as the “authorization to implement an SP”).
- (2) Only an academic worker who meets the professional and organizational requirements to perform this role and complies with the requirements set out in Act No. 111/1998 Coll., on Higher Education Institutions, as amended (hereinafter referred to as the “Act”), in particular the provisions of Section 44, Para 6 of the Act, and Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education (hereinafter referred to as the “Regulation on Standards”) can act as a GSP. The role of GSP is incompatible with the role of rector and dean; this will not apply if the relevant faculty proves that the SP cannot be otherwise implemented, in particular when the GSP is appointed rector or dean in the course of their work as a GSP.
- (3) A GSP is appointed by the dean based on the granted accreditation or an authorization to implement an SP. In the appointment of GSPs, their professional and organizational skills are taken into consideration.
- (4) A GSP’s work is terminated by:
 - a) the termination of the Accreditation of the SP or the authorization to implement an SP,
 - b) removal by the dean. A proposal to remove a GSP must include the reason why the GSP is to be removed. The removal of a GSP is discussed as a fundamental change in the SP in accordance with the relevant internal regulation at CTU.
- (5) Within the framework of quality assurance of the SP, the GSP in particular:
 - a) is responsible for the assessment of the quality of implementation of the SP,
 - b) is responsible for the work of the Board of the Study Programme (hereinafter referred to as the “BSP”), organizes and presides over its sessions,
 - c) is responsible for the preparation of documents during the lifetime of the SP (preparation of reaccreditation, extension and termination of accreditation) after the Accreditation of the SP or the authorization to implement an SP has been granted,
 - d) is responsible for the preparation of documents for internal evaluation of the SP pursuant to Section 4 thereof,
 - e) checks compliance with the conclusions of the internal evaluation of the SP,
 - f) is responsible for the publication of information about the SP in the CTU information system and its correctness and timeliness,
 - g) in collaboration with the PR department of the relevant faculty or CTU participates in the promotion of the SP.
- (6) The relevant faculty will provide the GSP with the necessary administrative, personnel and material resources.
- (7) The Department for Quality and Information System of the CTU Rector’s Office (hereinafter referred to as “OKIS”) will provide the GSP with assistance, methodological support in the preparation of the documents for the internal evaluation of the SP and will provide the available

data from the information systems if it is unavailable to the GSP.

- (8) The GSP reports to the dean of the relevant faculty. In an internal standard, the dean can define the GSP's scope of activity in more detail that is not in breach of this internal regulation.
- (9) The GSP closely cooperates with heads of departments where the study subjects included in the SP are implemented (hereinafter referred to as "guaranteeing departments").
- (10) The GSP can decide on the manner in which a suggestion submitted by a member of the academic community of the relevant faculty is discussed. In case the suggestion is submitted by the dean, the GSP must ensure that the suggestion is discussed by the BSP so that the dean will receive a statement on the suggestion within 30 days of its submission at the latest.

Article 3

Guarantor of specialization

- (1) In case the given SP is subdivided into specializations, the dean, following an agreement with the GSP, can appoint guarantors of the individual specializations (hereinafter referred to as an "GS").
- (2) In case of SPs accredited pursuant to the Act as effective on 31 August 2016 that are subdivided into fields of study, guarantors of fields of study can be appointed. Where the abbreviation GS is used below in this internal regulation, it also refers to the guarantors of fields of study.
- (3) A GS's work is terminated by:
 - a) the termination of the Accreditation of the SP or the authorization to implement an SP,
 - b) removal by the dean. A proposal to remove a GS must include the reason why the GS is to be removed. The removal of a GS is discussed by the BSP.
- (4) Only an academic worker at the given faculty can be appointed a GS who has a minimum of 0.5 FTE, the academic degree of "doctor" (abbreviated as "Ph.D." placed after the name or "Dr." placed before the name) or the academic rank of "CSc." who has been educated in a similar or related field and whose professional focus, practical experience and scientific work in the last 5 years corresponds with the focus of the given specialization.
- (5) The GS is a member of BSP.
- (6) In an internal standard, the dean can define the GS's scope of activity in more detail that is not in breach of this internal regulation.

Article 4

Guarantor of study subject

- (1) The head of department where a subject included in the SP is implemented (hereinafter referred to as a "guaranteeing department") will appoint, in collaboration with the GSP and in compliance with the accreditation or the authorization to implement an SP, a guarantor of study subject (hereinafter referred to as a "guarantor of subject"; "subject"). If more departments at the given faculty participate in the implementation of the subject together, the guarantor will be appointed by the dean.
- (2) The guarantor of subject is responsible to the head of the guaranteeing department for the implementation of the subject and its quality.
- (3) Within the framework of quality assurance processes, the guarantor in particular:
 - a) is responsible for the definition of the characteristics of the subject, makes sure that it is published in the CTU information system and is responsible for its correctness and

- timeliness,
- b) is responsible for the creation and update of study materials and study support materials so that they are in line with the latest knowledge and trends,
 - c) in case of a profiling subject, they are responsible for defining and updating the topic areas of the final state examination (hereinafter referred to as the “FSE”),
 - d) if the subject is taught by more instructors, they coordinate their activity,
 - e) ensures objectivity and fair verification of students’ knowledge and the fulfilment of other study obligations,
 - f) monitors the results of evaluation of instruction in the given subject and proposes measures to improve the quality,
 - g) can propose to the head of guaranteeing department through the GSP a replacement of instructors that teach the subject.
- (4) In an internal standard, the dean can define the guarantor of subject’s scope of activity in more detail that is not in breach of this internal regulation.

Section 3

Powers and obligations of bodies in processes of quality assurance of study programmes

Article 5

Board of the Study Programme

- (1) For each Bachelor’s and Master’s SP, the dean of the faculty that implements the SP appoints upon the GSP’s proposal a Board of the Study Programme (hereinafter referred to as “BSP”) following the granting of the accreditation of the SP or obtaining authorization to implement an SP.
- (2) BSP is an advisory body to the GSP, who acts as its chair.
- (3) BSP has at least 4 members and it always includes:
 - a) the GSP,
 - b) the GS, if the SP is subdivided into specializations and the dean has appointed a GS,
 - c) at least one student proposed by the academic senate (hereinafter referred to as the “AS”) of the faculty,
 - d) at least one representative of employers or graduates from the SP who are not a member of the academic community at the given faculty,Other members are recruited from the academic workers at the given faculty.
- (4) Membership at BSP is terminated on the day the member ceases to comply with the requirement based on which they became a member of the BSP or on the day following the day they gave up their membership or on the day they were removed by the dean.
- (5) The term in office in the BSP ends:
 - a) on the day the accreditation of the SP or the authorization to implement an SP ends, or
 - b) on the first day of the period for which the IEB extended the authorization to implement an SP, or
 - c) on the day the decision of NBA to extend the validity of the accreditation took legal effect.
- (6) In case of an SP implemented in collaboration with another university or legal person, the members of the BSP also include academic workers of the collaborating university or employees

- of the collaborating legal person that is not a university,
- (7) If appropriate, the dean can decide that several SPs will have a joint BSP. The dean will appoint a chair of the BSP from among the relevant GSPs. The BSP members always include:
- a) the guarantors of all SPs included in the joint BSP,
 - b) the GSs, if one of the relevant SPs is subdivided into specializations and GSs have been appointed by the dean,
 - c) at least one student proposed by the faculty AS,
 - d) at least one representative of employers or graduates from the SP who are not a member of the academic community at the given faculty.
- Other members are recruited from the academic workers at the given faculty.
- (8) BSP sessions are convened by its chair as needed, but always at least once in an academic year.
- (9) The BSP has a quorum when at least half of its members are present.
- (10) Minutes are taken at the BSP sessions; the chair is responsible for entering the minutes in the SP documents in the CTU information system.
- (11) Within the framework of the quality assurance processes, the BSP primarily oversees the implementation of the given SP, in particular
- a) it comments on proposals for new accreditations or authorizations of implement an SP, their extension and expansion and termination and discusses proposals to make changes in the implementation of the SP,
 - b) comments on the topic areas of FST, checks the balance and level of detailedness of the topic areas and the overall compliance with the focus of the programme and the graduate profile,
 - c) checks compliance of the implementation of the SP with the valid accreditation or the authorization to implement an SP,
 - d) comments on quality assurance of the implemented programmes and adherence to accreditation standards and checks that the results of the questionnaire are taken into consideration,
 - e) discusses suggestions and proposals on the development of the SP raised by the GSP, GSs, guarantors of subjects and other academic workers,
 - f) prepares documents for internal evaluation of the SP pursuant to Article 10,
 - g) checks compliance with the conclusions of the internal evaluation of the SP.

Article 6

Educational Area Board

- (1) The rector can establish by a Rector's Order an Educational Area Board (hereinafter referred to as the "EAB") in an educational area (hereinafter referred to as the "EA") for which CTU has been granted the institutional accreditation. Paras 2 to 7 shall apply in case the relevant EAB has been established.
- (2) The members of the EAB include, as a minimum, the individual guarantors of SPs implemented at CTU in the given EA, from among whom the rector appoints a chair of the EAB.
- (3) The EOB is tasked with coordination of the implementation of the SP in the given EA at CTU, giving recommendations for its development, enhancing quality and competitiveness of graduates within the framework of the implemented SP in the given EA and assessing quality of educational activity in the given EA.

- (4) Once a year, the EAB prepares a report on the evaluation of educational activity in the given EA, which it presents to the EAB through the vice-rector for quality management.
- (5) The vice-rector for quality management organizes and methodologically supervises the individual EABs.
- (6) The relevant faculties must provide the EABs with the necessary administrative, personnel and material resources.
- (7) OKIS provides the EOB with assistance, methodological support and the available data from the information systems for the preparation of EOB sessions and reports from the educational area panel.

Article 7

Bodies in processes of quality assurance of doctoral study programmes

- (1) For every doctoral SP a subject-area board for study in the doctoral study programme is established (hereinafter referred to as "ORP") which monitors and evaluates study in the doctoral SP, is the principal professional, monitoring and evaluation body of study in the doctoral SP. It reports to the relevant scientific board.
- (2) If the study in a doctoral SP is subdivided into fields of study, the dean can establish subject-area boards of fields of study (hereinafter referred to as "ORO") that are responsible for professional evaluation activity in these fields of study.
- (3) ORP has a minimum of five members, of which two are not employees of CTU; the chairs of ORO are automatically members of ORP. Each ORO has a minimum of five members, of which two are not employees of CTU.
- (4) Professors, associate professors and other leading experts who have carried out creative activity in the last 5 years that corresponds to the educational area or areas within which the doctoral SP is implemented can be appointed members of ORP and ORO. The members of ORP and ORO of a doctoral SP implemented at more than one faculty or of a doctoral SP implemented outside of faculty are appointed and removed by the rector following approval of the CTU Scientific Board based on a proposal by scientific boards of faculties or institutes of CTU, or based on a proposal by a workplace outside of CTU.
- (5) The GSP is the chair of ORP. The GS is the chair of ORO.
- (6) ORP in particular:
 - a) monitors and evaluates the ongoing study in the doctoral SP; it presents the results to the relevant scientific board at least once a year,
 - b) takes care of updates and development of the doctoral SP,
 - c) initiates proposals to amend and create new doctoral SPs,
 - d) if ORO has not been established, ORP acts as ORO pursuant to Para 7.
- (7) ORO in particular:
 - a) prior to accepting an applicant it approves the proposals of heads of training centres for general subjects or topics of dissertation theses and supervisors for these topics; after an applicant is accepted, it approves supervisor-specialists upon a proposal of the supervisor in accordance with the CTU Study and Examination Rules (hereinafter referred to as "SER"),
 - b) approves individual study plans and changes thereof in accordance with SER,
 - c) approves proposals on compositions of entrance examination committees, discusses the composition of state doctoral examination committees in accordance with SER and

- committees for the presentation and defence of dissertations in accordance with SER,
- d) approves reviewers of dissertations in accordance with SER,
 - e) controls and evaluates ongoing study in the given field of study of the doctoral SP; with regard to it, it suggests termination of studies for failing to fulfil study obligations in accordance with SER; it submits the results of the monitoring to ORP at least once a year pursuant to Para 9,
 - f) comments on requests to hold expert discussion on the dissertation remotely pursuant to Article 27, Para 10, as well as requests of individual members of the committee or reviewers to participate remotely in a state doctoral examination or defence of the dissertation,
 - g) can also propose to hold a state doctoral examination or presentation and defence of the dissertation remotely in accordance with SER.
- (8) ORPs and OROs can carry out approvals pursuant to Para 7, letter a) to d), f) and g) based on a proposal of the chair also electronically.
 - (9) The ORP or ORO has a quorum when at least half of its members are present.
 - (10) Sessions of ORP or ORO are held when necessary, but at least once a year; the sessions are presided over by the chair or a member authorized by the chair. At ORP sessions, the ORO chairs submit overviews of the activities undertaken by fields of study in the form of a report in writing. A report is drawn of sessions and all resolutions of ORP and it is submitted to the dean or to the rector and to the heads of the training centres. ORP can decide remotely, in particular by means of electronic voting.
 - (11) If no ORP has been established, its functions are fulfilled by the relevant scientific board pursuant to Para 6.
 - (12) If ORO fails to take action in any of the matters under Para 7 for a period of time longer than 30 days, the dean may refer the matter to ORP, which may make a decision in the matter. The dean will notify the relevant scientific board about it at its next session.
 - (13) If ORP fails to take action in any of the matters under Para 7 for a period of time longer than 30 days, the dean may refer the matter to the relevant scientific board for decision.
 - (14) The chair of the relevant ORP or ORO can decide on the manner in which a suggestion submitted by a member of the academic community of the relevant faculty is discussed and on adopting a resolution on the individual suggestions. In case the suggestion is submitted by the dean of the relevant faculty or the rector, the chair of the relevant subject-area board must ensure that the suggestion is discussed by the relevant subject-area board so that the dean or the rector will receive a statement on the suggestion within 30 days of its submission at the latest.

Section 4

Internal evaluation of study programme

Article 8

Definition of processes of quality assurance of study programmes

- (1) Processes of quality assurance of SPs are interconnected so that they create an internal system of quality assurance of SPs that is an integral part of the system of internal quality assurance of educational, creative and related activities. The processes of quality assurance of SPs include:
 - a) procesy vnitřního hodnocení SP, processes of internal evaluation of SPs,

- b) processes of creation, expansion, amendment, extension and termination of authorization of implement an SP,
 - c) processes of remedial measures in case of deficiencies in the implementation of SPs,
 - d) processes of evaluation of quality of instruction and the results thereof.
- (2) The verification and assurance that newly prepared or implemented SPs comply with the requirements set out in the Act, the CTU Standards of Study Programmes¹ and other internal standards of CTU is an inseparable part of the processes of quality assurance of SPs.

Article 9

Internal evaluation of SPs

- (1) Processes of internal evaluation of SPs are applied in the course of the implementation of the SP as well as before the granting of the accreditation or before the authorization to implement an SP is issued, and they include in particular:
- a) evaluation of creation of the SP – an approval process pursuant to the CTU Accreditation Code,
 - b) regular internal evaluations of an ongoing SP (pursuant to Para 2 to 11).
- (2) SPs with an active study implemented at CTU are subject to regular internal quality assessment, which includes:
- a) internal evaluation of the SP once in five years (pursuant to Paras 5 to 9), unless the dean or IEB decides that internal evaluation shall take place sooner,
 - b) continuous updates of internal evaluation of an SP once a year (pursuant to Paras 10 to 11).
- (3) The dean presents the list of planned internal evaluations of an SP for the current academic year at the given faculty to the IEB for approval by the end of the calendar year in which the academic year has begun.
- (4) If in the given year the SP is evaluated in accordance with Para 2, letter a), the update pursuant to Para 2, letter b) will not take place.
- (5) As part of the internal evaluation of the SP, the GSP will prepare, in cooperation with the BSP, GS, heads of workplaces where the SP is taught as well as guarantors of subjects, an evaluation report of the SP using the structure approved by the IEB on meeting the requirements set out in the internal standard “Standards of Study Programmes at CTU” (hereinafter referred to as the “evaluation report”).
- (6) The IEB will discuss the evaluation report at its session at which the heads of workplaces where the SP is implemented usually also take part.
- (7) After the evaluation report has been discussed by the BSP, the GSP will present it to the dean, who will make sure it is discussed by the scientific board of the relevant faculty.
- (8) After the evaluation report has been discussed by the scientific board of the faculty, the dean will submit it for approval to the IEB through OKIS. The rapporteur of the relevant educational area will make sure evaluation is carried out in a temporary working group set up for this educational area. The chair of the working group will convene an evaluation meeting attended by the members of the working group and as a minimum also the dean of the relevant faculty and the GSP. The evaluation meetings can also be attended by the members of the BSP, heads of departments where the SP is implemented and other persons based on a proposal by the GSP.
- (9) The evaluation report of the SP and the report on the discussion at the IEB constitute a complete set of documents of the processes of internal evaluation that is entered and stored in the CTU information system as part of the documents of the SP. The documents can be accessed by the members of the BSP, the members of the IEB and the members of the academic bodies at CTU

¹ PR No. 11/2021_Standards of Study Programmes at CTU of 1 July 2021.

and the faculty.

- (10) The quality of the SP is continuously, at least once a year, evaluated by the BSP. The GSP takes minutes of the meeting, which include the Evaluation of the Implementation of the SP in the past year.
- (11) The minutes pursuant to Para 10 are entered and stored in the CTU information system as part of the documents of the SP and can be accessed by all members of the academic community at CTU.
- (12) If the term "BSP" is used in this Article, it refers also to ORP in case of doctoral SPs.

Article 10

Evaluation and assurance of quality of life-long learning programmes

- (1) Assurance and internal evaluation of quality of educational activity in life-long learning programmes implemented in accordance with Section 60, Para 2 of the Act is performed in compliance with internal regulations of CTU.

Section 5

Transitional and final provisions

Article 11

Transitional provision

- (1) The deans of the relevant faculties must issue internal standards of the faculty and take subsequent measures to ensure their compliance with this internal regulation by 31 December 2022.

Article 12

Final provisions

- (1) This internal regulation was approved pursuant to Section 12, Para 4, letter a) of the Act by the CTU Internal Evaluation Board on 12 April 2022.
- (2) This internal regulation was approved pursuant to Section 9, Para 1, letter b, point 3 of the Act by the CTU Academic Senate on 13 April 2022.
- (3) This internal regulation comes into force pursuant to Section 36, Para 4 of the Act on the day it is registered by the Ministry of Education, Youth and Sports (22. April 2022).
- (4) This internal regulation comes into effect on the day the 10th Changes to the CTU Statute come into effect.

doc. RNDr. Vojtěch Petráček, CSc., m. p.

Rector