In accordance with section 36, subsection 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Masaryk University Educational, Creative and Associated Activities Quality Assurance and Internal Evaluation System Guidelines on 27 June 2017 under Ref. No. MSMT-18282/2017.

In accordance with Section 36(2) and (5) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered modification No. I to the Masaryk University Educational, Creative and Associated Activities Quality Assurance and Internal Evaluation System Guidelines under Ref. No. MSMT-6300/2024-2 as of the date of signing the registration.

I.
CONSOLIDATED TEXT OF THE

MASARYK UNIVERSITY EDUCATIONAL, CREATIVE AND ASSOCIATED ACTIVITIES QUALITY ASSURANCE AND INTERNAL EVALUATION SYSTEM GUIDELINES

(effective from 1 May 2024)

Part One
General Provisions

Section 1
Subject

This internal regulation specifies the following:

a) quality assurance system principles applicable to activities implemented by Masaryk University (hereinafter referred to as “MU”);

b) components of the MU quality assurance system;

c) roles, competences and responsibilities of individual participants in the MU quality assurance system;

d) quality assurance procedures applicable to MU educational activities;

e) quality assurance procedures applicable to scientific and research, development and innovation, artistic or other creative activities implemented at MU (hereinafter referred to as "creative activity");

f) quality assurance procedures applicable to associated MU activities;

g) rules governing the sharing of information on MU activity quality assurance outcomes;

h) rules governing the evaluation of the MU activity quality assurance system;

Section 2

Links to Legislation and Internal Regulations

The Masaryk University Educational, Creative and Associated Activities Quality Assurance and Internal Evaluation System Guidelines (hereinafter referred to as "Guidelines") constitute an internal MU regulation in accordance with section 17, subsection 1, letter j of Act No. 111/1998 on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), as amended (hereinafter referred to as "Act"), and section 54, subsection 2, letter k of the MU Statutes.

Section 3

Key Concepts

For the purposes of these regulations:

a) the MU activity quality assurance system (hereinafter referred to as the "MU quality assurance system") constitutes a set of interrelated principles, rules and procedures which verify compliance with standards defined in relevant legislation and internal MU regulations or contribute to the improvement of MU's educational, creative and associated activities;

b) the MU internal activity quality evaluation system constitutes a set of interrelated rules, procedures and tools for evaluating MU's educational, creative and associated activities, which forms the basis of MU quality assurance;

c) MU activities constitute educational, creative and associated activities;

d) MU creative activities constitute research and artistic activities.

Section 4

Quality Assurance System Principles

The MU quality assurance system is based primarily on the following principles:

a) The MU quality assurance system is designed to help achieve excellent results and improve MU activities in the areas of education, research and associated activities.

b) The MU quality assurance system is based on the implementation of internal evaluation processes, carried out in preliminary, continuous or follow-up mode and based on the appropriate interconnection of self-evaluation, feedback and relevant data evaluation, with the choice of evaluation method dependent on the nature of the evaluated activity.

c) Quality assurance processes call for the involvement of various internal and external entities including MU students, MU graduates, MU graduate employers, academics and other MU employees and both Czech and international professional associations in order to obtain feedback and acquire an overall view of the implementation of MU activities.

d) Knowledge continuously obtained by means of internal evaluation procedures is integrated and comprehensively evaluated at predetermined times.

e) The internal evaluation and follow-up decision-making procedures form a transparent process implemented according to clearly defined rules and criteria; it is properly documented at all stages and its outcomes are regularly communicated and presented to members of the academic community and, to an appropriate extent, also to the public.

f) The MU quality assurance system is based on internationally recognized procedures.

Section 5
Quality Assurance System Components

The MU quality assurance system comprises:

a) internal MU regulations incorporating quality assurance and other recommended procedures;

b) internal evaluation of MU activities;

c) decision-making procedures of MU bodies and the bodies of constituent parts of MU involved in the quality assurance of MU activities;

d) direct support for the continuous improvement of MU activities;

e) procedures designed to ensure the transparency of the MU quality assurance system and to provide the academic community and general public with access to quality assurance outcomes;

f) procedures leading to the regular verification of the functionality and suitability of the MU quality assurance system and its continuous improvement.

Section 6
Activity Quality Evaluation Methods

(1) MU quality assurance is based on the internal evaluation of MU activities which employs both qualitative and quantitative data collection and evaluation methods including the utilization of data from MU information systems, evaluation interviews, questionnaire surveys and bibliometric monitoring.

(2) During the course of evaluation, MU takes into account the outcomes of activity quality evaluation procedures performed by external entities such as evaluation agencies included in the European Quality Assurance Register for Higher Education (EQAR) or members of the European Association for Quality Assurance in Higher Education (ENQA).

(3) Unless otherwise stipulated by an internal MU regulation or other MU regulation, the evaluation methods, terms and output format are specified by the MU Internal Evaluation Board (hereinafter referred to as "MUIEB") in accordance with the nature of the evaluated activity.

Part Two
Persons and Bodies Involved in the Quality Assurance System

Section 7
Definition of Persons and Bodies Involved in the Quality Assurance System

(1) MU quality assurance system participants include relevant internal and external entities which form a shared culture of MU activity quality in accordance with the principles of the MU quality assurance system.

(2) The competences, authority and duties of persons and bodies involved in the MU quality assurance system are governed by the Act, MU Statutes and other internal MU regulations, namely the internal regulation MU Degree Programme Quality Regulations (hereinafter referred to as the "Degree Programme Regulations"), and relevant recommended procedures issued by MU bodies.

(3) The MU quality assurance system is created and developed in particular by:

a) MU bodies and bodies of constituent parts of MU;

b) MU academic community members.

(4) Bodies of constituent parts of MU and academic community members create conditions supporting the continuous improvement of MU activities and implement measures resulting from MU activity quality evaluation outcomes.

Section 8

Internal Evaluation Board

MUIEB constitutes the central MU body with respect to the quality assurance of MU activities. In accordance with these regulations, MUIEB specifically:

a) decides on the implementation of MU activity evaluation;

b) issues recommendations for improving and developing evaluated activities on the basis of evaluation outcomes;

c) proposes specific steps in support of the improvement of MU activities;

d) maintains continuous records of internal MU activity quality evaluation;

e) ensures access to MU activity quality assurance outcomes within and outside MU.

Part Three

Educational Activity Quality Assurance

Section 9

Scope

MU educational activity quality assurance includes the following procedures:

a) degree programme evaluation (section 44 of the Act) and decision-making relevant to degree programmes;

b) lifelong learning programme evaluation (section 60 of the Act);

c) evaluation of education in a course with an internationally recognized title (section 60a of the Act);

d) evaluation of admission to studies and study conditions;

e) evaluation of foreign education recognition (sections 89 to 90a of the Act);

f) evaluation of educational areas (section 44a of the Act) and

follow-up procedures leading or contributing to the direct support of MU educational activity improvement.

Section 10

MU Educational Activity Quality Assurance Legal Framework

The MU educational activity quality assurance legal framework comprises the following:

a) legislation;

b) government decree No. 274/2016 Coll., on Standards for Accreditation in Higher Education (hereinafter referred to as the "Decree on Standards"), and other procedural regulations;

c) MU Statutes;

d) Degree Programme Regulations;

e) MUIEB Rules of Procedure;

f) MU Study and Examination Regulations;

g) MU Lifelong Learning Regulations.

Section 11

Degree Programme Quality Assurance

(1) MU degree programme quality assurance includes approval, management and evaluation procedures relevant to MU degree programmes stipulated by Degree Programme Regulations. MU degree programme quality assurance is based on degree programme evaluation.

(2) The evaluation verifies the compliance of degree programmes with the MU Degree Programme Quality Standards and supports the improvement of conditions for student-centred teaching.

(3) Internal degree programme evaluation procedures are carried out prior to the granting of authorization to implement the degree programme as well as during its implementation. Evaluation procedures applicable to an already implemented degree programme include an internal degree programme evaluation every five years as well as annual internal degree programme evaluation updates.

(4) In accordance with the Degree Programme Regulations, persons participating in evaluation procedures include persons participating in degree programme implementation, additional MU academic employees, members of programme or doctoral boards and evaluators including student representatives, graduates, degree programme graduates' employers and academic employees from other universities.

(5) Evaluation output comprises a degree programme development plan and its continuous updates.

(6) In case deficiencies are established, MUIEB may impose remedies in accordance with the Degree Programme Regulations.

Section 12

Lifelong Learning Programme Quality Assurance

(1) Lifelong learning programme quality assurance includes the evaluation of lifelong learning programmes in accordance with the MU Lifelong Learning Regulations.

(2) Evaluation procedures include both internal and external stakeholders including those involved in the implementation of lifelong learning programmes, lifelong learning programme participants and institutions granting accreditation in the case of accredited lifelong learning programmes.

Section 13

Educational Activity Quality Assurance in a Course with an Internationally Recognized Title

(1) Section 12 shall apply to the educational activity quality assurance in a course with an internationally recognized title.

(2) Evaluation of education in a course with an internationally recognized title is carried out together with evaluation of the degree programme to which the course with an internationally recognized title is attached.

Section 14

Admission to Studies and Study Conditions Quality Assurance

(1) In accordance with the MU Study and Examination Regulations, admission to studies and study conditions quality assurance includes an evaluation of whether these conditions:

a) ensure equal treatment;

b) are appropriate and proportionate in relation to study objectives and graduate profiles;

c) contribute to the development and improvement of MU's educational activities.

(2) The evaluation of admission to studies and study conditions is carried out on the basis of a decision issued by MUIEB. The MUIEB decision stipulates the term, method and form of required evaluation output.

(3) Evaluation procedure participants include relevant internal and external entities, in particular persons involved in the implementation of degree programmes, applicants for studies and MU students.

(4) Following the evaluation, MUIEB provides recommendations for improving and developing the quality of admission to studies and study conditions.

Section 15

International Education Recognition Quality Assurance

(1) For the purpose of these regulations, international education recognition quality assurance constitutes the quality assurance of the recognition of foreign university education and qualifications.

(2) The evaluation of international education recognition is carried out on the basis of a decision issued by MUIEB. The MUIEB decision stipulates the term, method and form of required evaluation output.

(3) Evaluation procedure participants include persons involved in the implementation of international education recognition as well as international education recognition applicants.

(4) Following the evaluation, MUIEB provides recommendations for improving and developing international education recognition quality.

Section 16

Activity Quality Assurance in the Area of Education

(1) MU activity quality assurance in the area of education includes the evaluation of MU activities carried out in the area of education on the basis of institutional accreditation, in relation to requirements stipulated by government decree No. 275/2016 Coll., on Education Areas in Higher Education.

(2) MU activity evaluation in the area of education is carried out on the basis of a decision issued by MUIEB. The evaluation term is established by MUIEB so that it takes place at least once during each period for which institutional accreditation has been granted. The MUIEB decision also stipulates the method and form of required evaluation output.

(3) Evaluation procedure participants include relevant internal and external entities, in particular persons involved in the implementation of degree programmes in the area of education and degree programme students in the evaluated area of education.

(4) Following the evaluation, MUIEB provides recommendations which form the basis for the preparation of further institutional accreditation applications.

Part Four

Creative Activity Quality Assurance

Section 17

Scope

MU creative activity quality assurance includes:

a) MU research activity quality assurance;

b) MU artistic activity quality assurance.

Section 18

MU Creative Activity Quality Assurance Legal Framework

The MU creative activity quality assurance legal framework comprises the following:

a) legislation;

b) MU Statutes;

c) MU Organizational Code;

d) MU Academic and Professional Employee Code of Ethics;

e) national methodological documents on research activity evaluation.

Section 19

MU Research Activity Quality Assurance

(1) MU research activity quality assurance includes the following procedures:

a) evaluation of MU research activities;

b) evaluation of academic and scientific employees involved in MU research activities;

c) harmonization of evaluation procedures associated with MU research activities in accordance with the national research evaluation;

d) utilization of internal evaluation outcomes for the strategic development of MU research activities;

e) support for the development of MU research activity capacity.

(2) MU research activity quality assurance is based on an evaluation of MU research activities carried out:

a) once a year on the basis of bibliometric monitoring;

b) once every 5 years in connection with the national evaluation at MU level in the case of creative activities (section 22, subsection 1, letter c of the Act); in this case quality assurance is carried out on the basis of bibliometric monitoring and evaluation activities on the basis of expert judgement.

(3) Internal evaluation procedures implemented in accordance with subsection 2 include the participation of relevant internal and external entities, generally an international MU advisory body and other international experts.

(4) Implemented evaluations form the basis for MU's strategic decision-making on the further course of its research activities, including the allocation of support for their development.

Section 20

Artistic Activity Quality Assurance

(1) MU artistic activity quality assurance includes the evaluation of MU artistic output registered in the artistic output register operated by the Ministry of Education, Youth and Sports (hereinafter referred to as the "Ministry").

(2) The evaluation of MU artistic activity is carried out on the basis of a decision issued by MUIEB. The MUIEB decision stipulates the term, method and form of required evaluation output.

(3) Evaluation procedure participants include relevant internal and external entities, in particular persons involved the creation of MU's artistic outputs and evaluators with appropriate artistic erudition.

(4) Following the evaluation, MUIEB provides recommendations for improving and developing MU artistic activity.

Part Five

Associated Activity Quality Assurance

Section 21

Scope

MU associated activity quality assurance includes internal evaluation procedures and support for the development of activities which lead or contribute to:

a) the creation, maintenance and improvement of favourable conditions for the implementation of MU educational and creative activities, in particular in the form of:

1. support for employee competences and development;
2. support for student and employee mobility;
3. support for student and employee association activities;
4. support for students with disabilities and/or special needs;
5. library and information services;
6. counselling services;
7. accommodation and catering services;
8. sports activity services;
9. publishing and editing activities;
10. material and technical security;

b) fulfilling the social responsibility of MU (part one, letter A, part III, point 3 of the Decree on Standards).

Section 22

MU Associated Activity Quality Assurance Legal Framework

The MU associated activity quality assurance legal framework comprises the following:

a) MU Habilitation Procedure and Professor Appointment Procedure Regulations;

b) MU Regulations on Competitive Selection Procedures;

c) MU Scholarship and Bursary Regulations;

d) MU Employment Code and MU Internal Wage Regulations;

e) MU Academic and Professional Employee Code of Ethics;

f) Library Regulations;

g) Directive on the Studies of Persons with Special Needs.

Section 23

Associated Activity Quality Assurance

(1) MU associated activity quality assurance includes internal evaluation procedures designed to verify compliance with the objectives of associated activities in accordance with section 21.

(2) The evaluation of associated MU activities is carried out on the basis of a decision issued by MUIEB. The MUIEB decision stipulates the term, method and form of required evaluation output.

(3) Evaluation procedure participants include internal and external entities including service users and recipients of support processes in accordance with section 21 as well as their providers.

(4) Following the evaluation, MUIEB provides recommendations for improving and developing associated MU activities.

Part Six

Integration of Educational, Creative and Associated Activity Quality Assurance

Section 24

Activity Quality Assurance Integration

MU quality assurance procedures are adequately integrated within the MU quality assurance system by means of:

a) common MU quality assurance system principles in accordance with section 4;

b) common MU activity quality assurance rules and procedures;

c) bodies and persons participating in the MU quality assurance system.

Section 25

Activity Integration

(1) Educational, creative and associated activities as well as persons performing these activities are adequately integrated at MU in order to influence each other, co-operate and share knowledge, skills, performance and feedback. In order to support the integration of educational, creative and associated activities, MU facilitates mutual information sharing by employing relevant internal communication tools and appropriate collaboration support.

(2) Educational and creative activities at MU are adequately integrated with respect to degree programme type and profile, in particular by utilizing scientific knowledge to improve teaching and learning activities and by increasing the quality of degree programmes in view of advances in scientific knowledge.

Part Seven

MU Quality Assurance Information Sharing

Section 26

Sharing Activity Quality Assurance Outcomes

(1) The MU quality assurance system is based on transparent procedures carried out according to clearly defined rules and criteria and documented at all stages.

(2) With respect to quality assurance, MU publishes the following information on its websites:

a) basic information on the functioning of the quality assurance system (Part One, letter A, Part V, point 12 of the Decree on Standards);

b) general MU activity evaluation outcomes (section 21, subsection 2, letter b of the Act).

(3) MU provides MU bodies, bodies of constituent parts of MU, the National Accreditation Bureau for Higher Education and the Ministry with a report on the internal quality evaluation of MU's educational, creative and associated activities and report supplements (section 77b, subsection 3, letter b of the Act).

(4) MU provides MUIEB as well as additional MU bodies, bodies of constituent parts of MU and members of the academic community with access to the outcomes of MU activity quality evaluation procedures (Part One, letter A, section V, point 7 of the Decree on Standards).

(5) Procedures for providing access to degree programme evaluation outcomes are governed by the Degree Programme Regulations.

Section 27

Internal Activity Evaluation Report

(1) At a predetermined time, but at least once every five years, MUIEB prepares a report on the internal evaluation of MU's educational, creative and associated activities (hereinafter referred to as the "report"), which, in accordance with section 77b, subsection 3, letter b of the Act, includes in particular the following:

a) evaluation of the functioning of the MU quality assurance system;

b) qualitative outputs achieved by MU in the area of educational and creative activity;

c) measures taken to remedy any identified deficiencies.

(2) The MUIEB report is primarily based on the following:

a) MU activity quality evaluation outcomes;

b) course and outcomes of decision-making procedures of MUIEB, other MU bodies and the bodies of constituent parts of MU involved in the quality assurance of MU activities;

c) MU quality assurance system evaluation outcomes in case an evaluation has been carried out during the period in question;

d) suggestions and comments made by internal and external entities involved in the MU quality assurance system;

e) information acquired by MUIEB during the course of quality assurance procedures, in particular in the form of reports or visits to relevant units or during the course of teaching activities.

(3) A draft of the report is discussed by the MU Scientific Board; along with the board's statement, the report is subsequently submitted for approval to the MU Academic

Senate by the MUIEB chair. An approved report is then discussed by the MU Board of Trustees.

(4) The report is published in accordance with section 26, subsection 3.

(5) The report is updated on an annual basis with a supplement describing changes in MU activity quality; subsections 1 to 4 apply to such supplements as appropriate.

Part Eight

Quality Assurance System Evaluation

Section 28

Quality Assurance System Evaluation Procedures

(1) The MU quality assurance system is continuously evaluated in order to verify its functionality and suitability in connection with MU priorities arising from MU's strategic documents.

(2) As part of the evaluation of the MU quality assurance system, individual elements of the MU quality assurance system are evaluated in accordance with section 5.

(3) Quality assurance system evaluation is carried out on the basis of a decision issued by MUIEB. The MUIEB decision stipulates the term, method and form of required evaluation output.

(4) Evaluation procedures include both internal and external participants including persons and MU bodies and bodies of constituent parts of MU tasked with the implementation of activities in accordance with these regulations, members of the MU academic community and higher education quality assurance experts.

(5) Following the evaluation, MUIEB provides recommendations for improving and developing the MU quality assurance system which form the basis for the subsequent elaboration of MU's strategic documents as well as for potential modifications and supplements to internal and other MU regulations associated with MU activity quality assurance.

Part Nine

Common and Concluding Provisions

Section 29

Employee Evaluation

Rules and procedures applicable to the evaluation of MU employees are governed by an MU regulation on employee evaluation.

Section 30

Concluding Provisions

(1) The MUIEB chair is tasked with interpreting the provisions of these regulations and with monitoring their observance.

(2) These regulations have been duly approved in accordance with section 9, subsection 1, letter b, point 3 of the Act by the MU Academic Senate on 5 June 2017.

(3) These regulations enter into force in accordance with section 36, subsection 4 of the Act on the day of registration with the Ministry.

(4) These regulations shall apply from the date of their publication in the public section of the MU website.

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Modification No. I to the Masaryk University Educational, Creative and Associated Activities Quality Assurance and Internal Evaluation System Guidelines has been approved in accordance with Section 9(1)(b)(3) of Act No. 111/1998 Coll. on Higher Education Institutions and on the Modification and Amendment of Other Acts (Higher Education Act), as amended, by the Masaryk University Academic Senate on 8 April 2024.

Modification No. I to the Masaryk University Educational, Creative and Associated Activities Quality Assurance and Internal Evaluation System Guidelines shall enter into force in accordance with Section 36(4) of the Higher Education Act on the day of registration with the Ministry of Education, Youth and Sports.

Modification No. I to the Masaryk University Educational, Creative and Associated Activities Quality Assurance and Internal Evaluation System shall enter into effect on 1 May 2024.