



*Pursuant to Section 36, Para 2, Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Rules of the System of Assurance of Quality of Educational, Creative and Other Related Activities and Internal Quality Assessment of Educational, Creative and Other Related Activities of the Czech Technical University in Prague under ref. no. MSMT-19935/2018 on 19 June 2018.*

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# **RULES OF THE SYSTEM OF ASSURANCE OF QUALITY OF EDUCATIONAL, CREATIVE AND OTHER RELATED ACTIVITIES AND INTERNAL QUALITY ASSESSMENT OF EDUCATIONAL, CREATIVE AND OTHER RELATED ACTIVITIES AT CTU**

## **Part I Introduction**

### **Article 1**

**Quality of main activities in the context of CTU's mission and strategy**

- (1) The Czech Technical University in Prague (hereinafter referred to as "CTU") is the oldest technical university in Central Europe, with history going back more than 300 years, which has ranked best among Czech technical universities in international rankings such as QS Ranking.

- (2) In line with its Strategic Plan, CTU focuses on maintaining and increasing its position of an internationally acknowledged research university.
- (3) In the long run, the system of assurance of quality of educational, creative and other related activities at CTU is motivated by the effort to maintain and continually improve its position as the best technical university in the Czech Republic.
- (4) The quality of educational, creative and other related activities (hereinafter referred to as "Quality") is understood by CTU as meeting and exceeding the standards of the main activities at CTU in line with the European understanding of quality of university education and research and in line with its mission and objectives that are described in Article 4, the CTU Statute, in the Strategic Plan and in other internal regulations of CTU. The system of assurance and assessment of quality is based on the focus, medium-term orientation and plans of CTU and the annual Plan of Implementation of the CTU Strategic Plan.
- (5) CTU's traditional values confirmed by its long history include heterogeneity and an advanced level of autonomy of educational and creative activity of individual faculties and constituent parts of CTU. This principle is also reflected in the structure of quality assurance and control.

#### Article 2

##### Structure of quality assurance and assessment at CTU

- (1) The rules of the system of assurance of quality of educational, creative and other related activities and internal quality assessment of quality of educational, creative and other related activities at CTU (hereinafter referred to as the "Rules") stipulate in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts, as amended (hereinafter referred to as the "Act"), the procedures of quality assurance and internal quality assessment at CTU.
- (2) In accordance with the Act and the CTU Statute, internal quality assessment is carried out by the CTU Internal Evaluation Board (hereinafter referred to as "IEB").
- (3) Internal quality assessment leads to the preparation of the CTU Report on Internal Quality Assessment (hereinafter referred to as the "Report"). This Report is prepared every 5 years with an annual update, always for the past calendar year.
- (4) The principles of implementation of internal quality assessment and preparation of the Report are stipulated by these Rules.
- (5) The Rules apply to all organizational places and activities of CTU and are fully binding for all employees of CTU.

#### Article 3

##### Quality assessment at CTU

- (1) The overall quality at CTU is assessed primarily by the following quality indicators:

- a) CTU's standing in international and national rankings,
- b) Involvement in international university organizations and associations,
- c) Standing and social function of CTU within the city district, city region, state administration and the non-profit sector.

## **Part II**

### **System of assurance and internal quality assessment of educational activity at CTU**

#### Article 4

##### Structure of assurance of quality of educational activity

- (1) The system of assurance of quality of educational activity concerns accreditation preparation and implementation of study programmes (hereinafter referred to as an "SP").
- (2) The quality of educational activity is ensured by a combination of academic freedoms of educational activity pursuant to the Act, accreditation standards of the National Board of Accreditation for higher education and defining the responsibility of individual actors in assurance processes of educational activity at CTU
  - a) Deans, vice-rectors, vice-deans,
  - b) Guarantors of SPs,
  - c) Heads of departments/institutes at faculties (hereinafter referred to as "heads of departments"),
  - d) Guarantors of study subjects (hereinafter referred to as a "subject"),
  - e) Academic workers ensuring educational activity,
  - f) Employees (hereinafter referred to as a "worker") ensuring infrastructural, spatial and information support of educational activity.
- (3) The minimum requirements on quality of educational activity at CTU are stipulated in particular by
  - a) The Act,
  - b) Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education, and Government Regulation No. 275/2016 Coll., on Areas of Education in Higher Education,
  - c) The Study and Examination Rules for Students of CTU (hereinafter referred to as "SER") and other related internal regulations of CTU.

#### Article 5

##### Division of responsibility in assurance of quality of educational activity

- (1) Responsibilities for assurance of quality of educational activity of its individual participants are defined in the relevant provisions of the Act, national standards and internal regulations of CTU, in particular SER.
- (2) The quality of educational activity at CTU is coordinated by the Vice-Rector for Bachelor and Master Studies and the Vice-Rector for Science, Creative Activities and PhD Studies through advice of the relevant vice-deans.
- (3) The dean in cooperation with the faculty's self-governing bodies is responsible for setting the conditions for assurance of quality of educational activity in all SPs at the faculty.
- (4) Guarantors of SPs are responsible for maintaining and increasing the quality of the SPs they guarantee in the framework of standards and conditions of the valid accreditations primarily in terms of content and information, and they cooperate closely with heads of departments on the quality of staffing.
- (5) Heads of departments are responsible for assurance of quality of implementation of guaranteed subjects primarily in terms of organization, space, infrastructure and staff and for assuring quality of cooperation with other departments involved in the implementation of an SP. They are responsible for student input on quality of educational activity implemented at the department.
- (6) Guarantors of subjects are responsible for cooperation with heads of departments and guarantors of SPs on assurance of quality of the content of subjects and their innovation in line with advances in the field, accreditation conditions and social demand reflected in the graduate profile.
- (7) Academic workers carrying out instruction are responsible for the fulfilment of requirements on the quality of teaching in line with instructions and conditions set out by guarantors of subjects and heads of departments.
- (8) Workers responsible for equipment, information, infrastructural and spatial support to educational activity ensure quality of this support in line with instructions of deans or possibly in line with instructions of heads of departments, depending on whether the support is at the level of faculty or at the level of department.
- (9) Provisions of this Article apply *mutatis mutandis* to university institutes of CTU involved in educational activity.

#### Article 6

##### Quality indicators of educational activity at CTU

- (1) The assurance of quality of educational activity at CTU is based, in line with CTU's position as a prestigious technical university, on monitoring the following quality indicators
- a) Topicality and social necessity of the content of SPs and their specializations in accordance with national and international demand for profiles of technically educated university graduates,
  - b) Fundamentality and wholeness of the content of taught subjects,
  - c) Quality content (innovativeness and creative benefit) and formal level (language, typography) of theses (Section 47b, Para 1 of the Act), the share of theses in a foreign language, with the exception of Slovak, the share of theses prepared in cooperation with industrial partners and public administration bodies,
  - d) Academic failure in SPs, the share of successfully completed studies in SPs,
  - e) The level of employment and the quality of employability of CTU graduates on the labour market,
  - f) The degree and level of students' involvement in research projects, including the Student Grant Competition (SGC),
  - g) Success of students in external national and international competitions of university students,
  - h) Participation of students in Student Scientific and Professional Activity (SVOČ), or in student conferences organized at constituent parts of CTU,
  - i) The level of involvement of students in evaluation of quality of teaching in the framework of the CTU Questionnaire,
  - j) Professional qualifications, pedagogical quality and scientific renown of teachers,
  - k) The quality and level of internationalization of studies (the quality of involved teachers from abroad, the number and quality of exchange stays of students and teachers),
  - l) The quality and use of modern methods and technology in teaching, such as the use of e-learning,
  - m) Student-teacher ratio.
- (2) Other monitored quality indicators are field-specific and are monitored at the level of constituent parts of CTU.

#### Article 7

Mechanisms and processes of internal quality assessment of educational activity at CTU

- (1) CTU has long used a number of controlling feedback process for assessment and increasing of quality of educational activity with the aim to maintain its position as a university whose graduates are valued at the labour market at home and abroad and achieve important successes in industry, the innovation sector and the research and academic sector.
- (2) The basic tool of quality assessment of educational activity is a systemic assessment of quality indicators specified in Article 6 at relevant levels.
- (3) Quality assessment of educational activity is carried out continuously and periodically.
- (4) Continuous quality assessment consists in
  - a) Control of quality of spatial and infrastructural conditions for teaching by deans, heads of departments or by workers authorized by them,
  - b) Control of quality of teaching and information and equipment conditions by guarantors of subjects and SPs.
- (5) Periodical assessment of quality of educational activity consists in
  - a) The use of the CTU Questionnaire (collection of data from students, evaluation of results of the questionnaire by teachers and senior workers, taking measures to remove detected flaws and feedback from students concerning these measures),
  - b) Assessment of quality of theses and the course of final examinations, awards for the best theses,
  - c) Assessment of SPs by their guarantors,
  - d) Evaluation of indicators of internationalization of studies, primarily the number of exchange stays and the quality of partner workplaces.
- (6) Constituent parts implementing SPs present summary evaluation reports on periodical assessment of quality of educational activity in which senior workers propose measures to remedy the detected flaws and assess the fulfilment of remedial measures taken in the previous period.
- (7) IEB keeps records of and processes summary evaluation reports referred to in Paragraph 6 in the Report.

**Part III**  
**System of assurance and internal quality assessment of creative activity at CTU**

Article 8

#### Structure of assurance of quality of creative activity

- (1) According to the Act, creative activity includes scientific, research, development, innovation and artistic activity, which is an indispensable part of the personality of each creative academic worker and other creative workers at CTU (hereinafter referred to as a “creative worker”).
- (2) The system of assurance of assessment of quality of creative activity is based on scientific and research tradition of CTU and the international experience and ambition of all creative workers. The results of creative activity at CTU must face up to international competition and provide new excellent knowledge and discoveries of basic and applied research and support excellence of CTU evidenced by CTU’s ranking in international university rankings as a prestigious technical university in the Czech Republic.
- (3) The system of assurance of quality of creative activity includes scientific or scientific and artistic councils (hereinafter referred to as an “SC”) of faculties and the CTU Scientific Council (hereinafter referred to as “SC CTU”) that ensure quality of accreditations of habilitation procedures and procedures for the appointment of professors and implementation of own habilitation procedures and procedures for the appointment of professors.
- (4) Creative workers, i.e. professors, associate professors, assistant professors, students of doctoral study programmes (hereinafter referred to as “PhD students”) and researchers at CTU are involved in creative activity.
- (5) The quality of creative activity in the framework of academic freedoms of creative activity stipulated in the Act is ensured by cooperation and collaboration of
  - a) The rector and vice-rectors,
  - b) IEB,
  - c) SCs of faculties, SCs of university institutes and SC CTU,
  - d) Deans, vice-deans and directors of university institutes,
  - e) Guarantors and supervisors of doctoral study programmes (hereinafter referred to as a “DSP”),
  - f) subject area boards of DSPs (hereinafter referred to as an “SAB”),
  - g) Heads of departments,
  - h) Creative workers,
  - i) Workers ensuring infrastructural, spatial and information support to creative activity.

#### Article 9

##### Division of responsibilities in assuring quality of creative activity

- (1) The rector and vice-rectors are responsible for strategic setting of processes of assurance of creative activity and assessment of their quality. Assurance of quality of creative activity at CTU

- is coordinated by the Vice-Rector for Science, Creative Activities and PhD Studies through advice of the relevant vice-deans.
- (2) IEB manages the course of internal assessment of quality of creative activity and regularly evaluates the achieved qualitative outcomes of CTU in the field of creative activity, and in accordance with international standards for creative activity proposes measures to improve their quality.
  - (3) In the field of assurance of quality of creative activity, SCs in particular
    - a) Discuss and approve proposals for accreditation of DSP,
    - b) Discuss and approve proposals for accreditation of habilitation procedures and procedures for the appointment of professors,
    - c) Discuss and approve proposals for habilitation procedures and procedures for the appointment of professors,
    - d) Faculty SCs comment on the SAB report on activity of DSP.
  - (4) Deans in cooperation with SCs of faculties and with SAB are responsible for setting up the conditions for assurance of quality of creative activity. They are in charge of individual processes for assurance of creative activity and of preparation of documents for IEB.
  - (5) Heads of departments are responsible for the focus and organization of creative activity at their department. They carry out assessment interviews with academic workers working at the given department, present to the dean proposals for improvement of creative activity, actively create conditions for the professional and qualification development of academic workers working at the department.
  - (6) Guarantors and SAB in particular
    - a) In accordance with SER take care of fulfilment of standards of quality of creative activity of PhD students,
    - b) Take care of updates and development of the accredited DSP and initiate proposals for modification.
  - (7) Supervisors of students in DSP in particular
    - a) In accordance with SER for students at CTU draw up individual study plans in cooperation with students,
    - b) Guarantee the topicality and quality of creative activity of PhD students, fulfilment of individual study plans, cooperate in the preparation of scientific publications, involve PhD students in scientific tasks of the department and in other projects and help establish international contacts.
  - (8) Creative workers are responsible in particular for



- a) The preparation of projects and acquiring research grants,
  - b) The quality of solution of research projects,
  - c) The quality of published results of creative activity,
  - d) The improvement of educational activity by involving students in creative activity.
- (9) Provisions in this Article apply mutatis mutandis to university institutes of CTU.

#### Article 10

##### Quality indicators of creative activity at CTU

- (1) In line with CTU's tradition as a research-oriented technical university and in accordance with internationally respected quality standards of creative activity, the assurance of quality of creative activity at CTU is based on monitoring the following field-specific quality indicators
- a) The quality of publication outcomes of creative activity
    - 1. Articles in impacted journals (for example, the impact factor or quartile of a journal, the prestige of the publisher),
    - 2. Research monographs (for example, the prestige of an international publishers),
    - 3. Papers at international conferences with proceedings registered in international databases (for example, the prestige of the database (WOS, SCOPUS), the prestige of the conference organizer),
    - 4. Ranking of the conference in case a field-specific ranking of conferences exists (for example, the core.edu.au rankings for informatics).
  - b) The quality of creative activity in architecture and design,
  - c) The quality of doctoral studies
    - 1. The quality of publication activity of a PhD student – assessed in accordance with criteria in point (a) of this Paragraph,
    - 2. The quality of dissertations,
    - 3. The share of dissertations in a foreign language,
    - 4. Involvement of PhD students in research projects,
    - 5. The number of study stays abroad,
    - 6. The quality of supervisors,
    - 7. The number of foreign PhD students from universities abroad,
  - d) The quality of habilitation procedures and procedures for the appointment of professors
    - 1. The quality of committees, the number of foreign members,

2. Quantified criteria of CTU for habilitation procedures and procedures for the appointment of professors,

- e) Citation indices and H-indices
  - f) Success in excellent research grants (in particular ERC, H2020, NSF, GAČR),
  - g) The quality assessment and possible awards for completed grants from providers,
  - h) The share of foreign grants,
  - i) The number of foreign researchers (in postdoc and senior researcher categories) and visiting professors,
  - j) The quality of contractual research (in particular in the amount of financial resources),
  - k) The quality of patents and other intellectual property results and the number of licences sold,
  - l) Success of start-up companies established using CTU's intellectual property and spin-off companies with ownership interest of CTU,
  - m) Involvement of creative workers of CTU in international professional and normalization organizations, grant agencies, editor, editing, executive boards of journals and conferences, in professional, scientific and academic boards,
  - n) Invited lectures and reviewing activity,
  - o) Success in architecture competitions and significant artistic and technical work with international reception,
  - p) Fulfilment of the plan of qualification development of employees.
- (2) Monitored quality indicators that are not listed in Paragraph 1 are field-specific and are monitored at the level of CTU.

Article 11

Mechanisms and processes of internal quality assessment of creative activity at CTU

- (1) The mechanisms and processes of internal quality assessment of creative activity at CTU are linked to the organizational structure and are carried out at all levels.
- (2) The assessment of quality of creative activity at the individual constituent parts of CTU is monitored by systematic evaluation of quality indicators specified in Article 10 that are carried out continuously and periodically.
- (3) The assessment of quality of creative activity at CTU is supported by the v3s.cvut.cz application. The application keeps records of results of creative activity of workers, is used for sending results to RIV and RUV, for exports for statistical analyses and for internal evaluation of creative activity.

- (4) IEB periodically prepares a Report in accordance with the Act. It manages the course of internal quality evaluation of creative activity. It monitors and controls the implementation of approved remedial and preventative measures in this field.
- (5) SABs in particular
  - a) Regularly assess quality of supervisors,
  - b) Assesses ongoing studies in DSP,
  - c) Take care of updating and developing of DSP.
- (6) SCs of faculties in particular
  - a) Assess the activity of SABs,
  - b) At least once a year discuss the SAB report on the results of DSP.

#### **Part IV**

### **System of quality assurance and internal quality assessment of other related activities at CTU**

#### Article 12

##### Structure of assurance of quality of other related activities

- (1) Other related activities are support activities that assure the operation of CTU (spaces, operations, equipment, material, information and other).
- (2) Other related activities concern both academic workers and other workers at CTU.
- (3) The quality of other related activities is assured in cooperation and collaboration of
  - a) The rector and vice-rectors,
  - b) The registrar,
  - c) Deans, vice-deans and secretaries of faculties,
  - d) Directors of constituent parts,
  - e) The CTU Academic Senate and Academic Senates of faculties.

#### Article 13

##### Division of responsibility in assurance of quality of other related activities

- (1) The rector and vice-rectors are responsible for strategic setting of processes of assurance of other related activities and assessment of their quality.

- (2) Assurance of quality of other related activities is coordinated in particular by the Vice-Rector for Development and Strategy through advice of vice-deans for development and by the registrar through the advice of secretaries of faculties.
- (3) IEB manages the course of internal assessment of quality of other related activities and regularly evaluates the achieved qualitative outcomes and proposes measures to improve their quality.
- (4) Deans, secretaries of faculties, directors of institutes and heads of departments are responsible for assurance of quality of other related activities within the scope of their competences defined by the Act and internal regulations.

#### Article 14

##### Quality indicators of other related activities

- (1) The high quality of the core activity requires synergy and high quality of other related activities.
- (2) The quality of other related activities is ensured by monitoring the following quality indicators
  - a) The quality of the plan of strategic development of CTU and plans of development of its constituent parts,
  - b) The parameters of the CTU Career System and career systems of constituent parts of CTU as tools for management of quality of personnel to carry out other related activities,
  - c) The quality of spaces (in particular equipment, capacity and availability of auditoriums, classrooms for seminars, laboratories, study rooms, relaxation zones),
  - d) The quality and functionality of information systems (in particular the functionality, availability, user friendliness, technical support),
  - e) The quality of equipment, technological and infrastructure support (in particular audio-visual, computer, equipment and network functionality, capacity, availability and support),
  - f) The quality of library services (in particular the availability, offer of library collections and information sources),
  - g) The quality of editing and publishing activity (in particular the flexibility, reprographic quality, quality of author support),
  - h) The quality of accommodation for students and workers (in particular the availability and capacity of accommodation facilities),
  - i) The quality of catering for students and workers (in particular the availability and capacity of catering facilities),
  - j) The quality of medical care and other care for workers (in particular the availability and capacity of health care facilities),
  - k) The quality of support for integration of workers with disabilities (in particular barrier-free access, special navigation system, counselling services),

- l) The quality of free time activities and sport of students and workers,
- m) The quality of counselling, marketing and promotional services.

#### Article 15

##### Mechanisms and processes of internal quality assessment of other related activities

- (1) The mechanisms and processes of internal quality assessment of other related activities at CTU are linked to the organizational structure and are carried out at all levels in accordance with the definition of responsibilities of relevant workers in the Act and internal regulations.
- (2) The assessment of quality of other related activities is carried out by systematic evaluation of quality indicators specified in Article 14 that are carried out continuously and periodically.
- (3) IEB periodically prepares a report on internal evaluation of quality of other related activities and monitors and controls the implementation of approved remedial and preventative measures in this field,
- (4) The CTU Academic Senate discusses and controls the quality of other related activities within its competences stipulated by the Act and internal regulations in particular in the following areas
  - a) The quality of accommodation and catering services regularly within the control of the CTU Service Facilities Administration
  - b) The quality of spaces for activities of constituent parts outside faculties,
  - c) The quality and functionality of the CTU information systems,
  - d) The quality of services of the Rector's Office and other constituent parts outside faculties.
- (5) The Academic Senates of faculties discuss and control the quality of other related activities within their competences stipulated by the Act and internal regulations in particular in the following areas
  - a) The quality of spaces for activities in premises administered by faculties,
  - b) The quality and functionality of information systems of faculties,
  - c) The quality of services of the Dean's Office, the Study Office and other faculty centres.

### **Part V**

#### **Final provisions**

#### Article 16

##### Collaboration with legal and natural persons outside CTU

- (1) For the assessment of quality of all processes ensured by CTU, its position in society which is reflected in the assessment by legal and natural persons affected by activity of CTU is important.
- (2) For the assessment of quality of all processes ensured by CTU, in particular documents acquired from the following sources are used
  - a) National and international rankings,
  - b) Quality assessment by workers from workplaces outside CTU,
  - c) Accreditation by international accreditation institutions

And in the framework of the following collaborations, in particular with

- d) Partner companies,
- e) Employers of graduates,
- f) Business unions and professional chambers,
- g) Graduates,
- h) State and public administration,
- i) Local organizations,
- j) Professional public,
- k) Primary and secondary schools,
- l) Non-profit organizations.

#### **Article 17 Effectiveness**

- (1) These Rules were adopted by the CTU Academic Senate pursuant to Section 9, Para 1 (b), point 3 of the Act on 30 May 2018.
- (2) Pursuant to Section 36, Para 4 of the Act, these Rules come into force on the day they are registered by the Ministry of Education, Youth and Sports.
- (3) These Rules come into effect on the day they are registered by the Ministry of Education, Youth and Sports.

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

Rector

