

STANDARDS AND PROCEDURES FOR QUALITY
ASSURANCE AND INTERNAL EVALUATION OF
EDUCATIONAL, CREATIVE AND RELATED
ACTIVITIES

of the PRIGO University



————— WE ARE PRIGO - SCHOOL FOR LIFE, AS IT WILL BE —————

STANDARDS AND PROCEDURES FOR QUALITY ASSURANCE AND INTERNAL EVALUATION OF
EDUCATIONAL, CREATIVE AND RELATED ACTIVITIES
of the PRIGO University

Part One
Introductory provisions

Article 1

1. Standards and procedures for quality assurance and internal evaluation of the educational, creative and related activities of the PRIGO University follow the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the „Higher Education Act“), and are internal regulations of the PRIGO University (hereinafter referred to as the "University").
2. In accordance with Section 77a et seq. of the Higher Education Act, the university establishes and maintains a system of quality assurance and internal evaluation of educational, creative and related activities.
3. The internal evaluation of the quality of educational, creative and related activities consists in particular in the application of standards and procedures for the internal evaluation of the quality of educational, creative and related activities of the university, in the preparation of a report on the internal evaluation of the quality of educational, creative and related activities of the university and its publication.
4. In ensuring and internally evaluating the quality of its activities, the higher education institution shall cooperate with other higher education institutions, public research institutions and other legal entities engaged in research, experimental development or innovation, employers of graduates of higher education institutions, state and local government institutions, non-profit organisations, entrepreneurs operating in the industrial and commercial sphere, business associations and other persons or bodies carrying out, supporting or using the educational or creative activities of higher education institutions or their results.

Article 2

The mission of the university

The mission of the university is defined in the Strategic Plan of Educational and Creative Activities of the PRIGO

University (hereinafter referred to as the "Strategic Plan") and in the second part of Article 2 of the Statute of the PRIGO University (hereinafter referred to as "Statute"). The mission of the university is mainly to provide education in accredited study programmes and lifelong learning programmes, as well as to cultivate and develop scientific and other creative activities in cooperation with domestic and foreign universities, research and other institutions, with the state administration and with the corporate and cultural sphere.

Article 3

Strategic intent

1. According to Article 14 of the Statute, the strategic plan is the basic instrument of the direction of the university, which sets the strategic goals of the university in defined priority areas and the proposal of measures and indicators for achieving the set goals.
2. The formulation of the strategic plan and annual plans for its implementation is based on other strategic documents of the university, which are mainly:
 - a) the annual activity report and the annual management report of the university,
 - b) a report on the internal evaluation of the educational, creative and related activities of the higher education institution (hereinafter referred to as the "internal evaluation report"),
 - c) a self-assessment report describing and evaluating the fulfilment of the individual requirements arising from the relevant accreditation standards.
3. The Rector approves the strategic plan after discussion by the Scientific Board and the Internal Evaluation Board.

Article 4

Internal evaluation of educational activities

1. The minimum requirements for the quality of the educational activities of a higher education institution are determined in particular by:
 - a) the Higher Education Act,
 - b) Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education (hereinafter referred to as "Standards for Accreditation"),
 - c) Government Regulation No. 275/2016 Coll., on areas of education in higher education,
 - d) the university's admissions regulations,
 - e) the study and examination regulations of the university,
 - f) other relevant internal regulations and strategic documents of the university.

2. Support for the development of the quality of educational activities in study programmes is carried out through the evaluation of study programmes.
3. The basis for the evaluation of study programmes is the evaluation report on the study programme covering the period since the granting of accreditation by the National Accreditation Office for Higher Education or the Ministry of Education, Youth and Sports (hereinafter referred to as "accreditation"). The report usually includes:
 - a) evaluation of the fulfilment of standards for accreditation,
 - b) the evaluation of the study programme by students and graduates,
 - c) an evaluation of how the related creative activity is translated into educational activity,
 - d) evaluation of cooperation with practice,
 - e) an assessment of the international dimension of the study programme,
 - f) the assessment of qualifying work,
 - g) evaluation of the success rate in the admission procedure, the failure rate, the completion rate and the employment of graduates of the study programme,
 - h) evaluation of the pedagogical, scientific and technical support of the study programme,
 - i) identification of strengths, weaknesses, opportunities and threats to the further development of the study programme.
4. The assessment under paragraph 3 shall be based in particular on:
 - a) data from conceptual, strategic, analytical and other documents of the university,
 - b) data from the university's information system,
 - c) data on the fulfilment of the indicators monitored in the strategic plan,
 - d) data obtained through direct observation of teaching, interviews with members of the academic community and alumni, electronic questioning, verification of learning outcomes, peer-review, etc.
5. The evaluation of the study programme is carried out at least once every five years by the guarantor of the study programme in cooperation with the Vice-Rector for Studies, who submits a report on the evaluation of the study programme to the Internal Evaluation Board for approval.

Article 5

Internal evaluation of the quality of creative activity

1. The strategy for the development of the creative activity of the university is based mainly on the strategic

plan and is implemented by supporting the personal development of the academic staff of the university.

2. The internal evaluation of the quality of creative activity is based on a comparison of the results of the creative activity of the academic staff of the university with the results of the creative activity of staff of internationally recognised universities, research institutions or other professional institutions that carry out comparable study programmes.
3. The basis for the evaluation of creative activity is the evaluation report on creative activity covering the period since the granting of accreditation. As a rule, the report shall include:
 - a) creative activity objectives,
 - b) the measures taken to meet the creative activity objectives,
 - c) linking creative activities with educational activities,
 - d) staffing and skills development,
 - e) research projects in progress,
 - f) national and international cooperation in creative activities,
 - g) the social significance of creative activity,
 - h) the most significant results achieved,
 - i) the method and results of the internal evaluation of creative activity,
 - j) strengths and weaknesses, opportunities and threats in the field of creative activity.
4. The assessment under paragraph 3 shall be based in particular on:
 - a) bibliometric analysis of the results of creative activity,
 - b) a peer review of the results by independent, internationally recognised experts,
 - c) generally recognised indicators of the quality of creative activity.
5. The evaluation of creative activity is carried out at least once every five years by the Vice-Rector for Research, Development and Innovation, who submits the report on the evaluation of creative activity for approval by the Internal Evaluation Board.

Article 6

Internal quality assessment of related activities

1. Evaluation of the quality of related activities means the evaluation of activities that support educational and creative activities.

2. The subject of the evaluation is usually:
 - a) the staffing of educational and creative activities,
 - b) material and technical support for educational and creative activities,
 - c) an information system,
 - d) information and advisory services,
 - e) library services,
 - f) publishing and editorial activities,
 - (g) administrative support activities.
5. The evaluation of related activities shall be carried out at least once every five years by the Vice-Rector for Strategy and Development, who shall submit a report on the evaluation of related activities to the Internal Evaluation Board for approval.

Article 7

Internal evaluation report and implementation of internal evaluation results

1. The Rector submits the internal evaluation report to the Internal Evaluation Board at least once every five years.
2. The internal evaluation report shall include:
 - a) a report on the evaluation of study programmes,
 - b) a report on the evaluation of the creative activity,
 - c) a report on the evaluation of related activities.
3. The internal evaluation report also usually contains:
 - a) a description of the evaluation process,
 - b) the conclusions of the evaluations carried out,
 - c) a proposal for any corrective and preventive measures,
 - d) recommendations for the further development of the college and the system for the assurance and internal evaluation of the quality of educational, creative and related activities.
4. Supplements to the internal evaluation report are prepared once a year, together with the annual report on the activities of the university. The provisions of paragraphs 2 and 3 shall apply mutatis mutandis to the appendices to the internal evaluation report.
5. The internal evaluation report is published in the public section of the university's website.

Article 8

Final provisions

1. These Standards and Procedures for the Quality Assurance and Internal Evaluation of Educational, Creative and Related Activities established in accordance with the Statute of the PRIGO University were approved by the Board of Trustees on 31 May 2019.
2. These Standards and Procedures for the Quality Assurance and Internal Evaluation of Educational, Creative and Related Activities repeal the Standards and Procedures for the Quality Assurance and Internal Evaluation of Educational, Creative and Related Activities of the University of Social and Administrative Affairs, registered by the Ministry of Education, Youth and Sports on 10 November 2017 under No.MSMT -21550/2017-5.
2. These Standards and Procedures for the Quality Assurance and Internal Evaluation of Educational, Creative and Related Activities become valid on the date of registration by the Ministry of Education, Youth and Sports and become effective on the day following the date of registration, pursuant to Sections 36(4) and 41(2) of the Higher Education Act.

For the Board of Trustees on 31 May 2019

JUDr. Pavel PETR, Ph.D., LL.M.