



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Number: R 631

Date: 2 March 2026

Rector's ordinance regulating the internal evaluation of degree programmes and constituent parts of the University of South Bohemia in České Budějovice and proposals for the registration of lifelong learning courses leading to the award of a micro-certificate

Article 1

Introductory provisions

- 1) This ordinance, in accordance with the Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities at the University of South Bohemia in České Budějovice (hereinafter referred to as the 'Rules') sets out the details for the implementation of regular internal evaluation of degree programmes, faculties, other constituent parts and units of the University of South Bohemia in České Budějovice (hereinafter also referred to as 'USB') and the internal evaluation of proposals for the registration of lifelong learning courses (hereinafter also referred to as 'LLL') leading to the award of a micro-certificate within the Internal Evaluation Board of the University of South Bohemia in České Budějovice (hereinafter also referred to as 'IEB'). At the same time, it supplements the information contained in the USB Rector's ordinance issuing the Standards for the Accreditation and Implementation of Degree Programmes at the University of South Bohemia in České Budějovice (hereinafter also referred to as 'Standards'), in the Rector's ordinance regulating the guidelines for the composition and activities of the Degree Programme Board, in the Rector's ordinance regulating the procedure for submitting applications for the extension of the validity of degree programme accreditation and applications for the granting and extension of the validity of degree programme accreditation for the completion of studies by current students, and in the USB Rector's ordinance regulating the functioning of the LLL Board at the University of South Bohemia in České Budějovice (hereinafter also referred to as the 'LLL Board'), or the processes and procedures for the approval and implementation of LLL courses at the University of South Bohemia.
- 2) Internal evaluation of the quality of degree programmes and constituent parts of USB is an essential tool for monitoring and developing the quality of activities carried out at USB and its





individual constituent parts. Its main purpose is to provide impetus for further development in line with the fulfilment of relevant standards, the University's strategy and the mission of its individual constituent parts.

- 3) The internal quality assessment process should promote open discussion about the quality of activities among members of the academic community and ensure the sharing of good practices across individual degree programmes and constituent parts of the university.

Article 2

Responsible persons and bodies

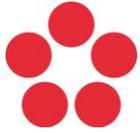
- 1) The person responsible for conducting internal evaluation at USB, and within the Rectorate offices, is the Rector, who, according to Act No. 111/1998, on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended (hereinafter referred to as the 'Act') represented in this matter, to the extent determined by the Rector, by the Vice-Rector, whose competence includes internal evaluation.
- 2) The persons responsible for internal evaluation at individual faculties of USB are the deans, vice-deans authorised by them, or faculty quality coordinators authorised by the deans. The directors of other constituent parts of USB are responsible for their internal evaluation.
- 3) The scientific boards and academic senates of USB and individual faculties are responsible, within the scope of their competences, for discussing and approving internal regulations, annual reports, strategic plans, accreditation documents, criteria for habilitation and professorship proceedings, and other documents related to internal evaluation.
- 4) The IEB is the supreme body for internal evaluation, managing its process and adopting conclusions and recommendations for the qualitative development of academic and other related activities at USB.
- 5) All members of the academic community and other staff, especially those in management positions, are responsible for providing full cooperation with all interested parties and bodies in the implementation of internal evaluation.

Article 3

Evaluated facts

- 1) According to the Rules, the following areas are evaluated: the quality of educational activities, the quality of creative activities, and the quality of related activities, including their social relevance. Another important area of evaluation is the setting up of mechanisms and processes in the personnel and financial remits of a given faculty or other constituent part and its organisational structure.





- 2) The evaluation takes place at the level of individual degree programmes, LLL courses leading to a micro-certificate, and at the level of faculties, other constituent parts and units.
- 3) The following other constituent parts and units are evaluated in accordance with this ordinance:
 - a) Dormitories and Refectories
 - b) Preschool facility
 - c) Academic library
 - d) British Centre
 - e) Goethe Centre
 - f) Centre of Information Technology
 - g) Publishing House
 - h) School of Doctoral Studies
 - i) specialised units with University-wide responsibilities (Support Centre for Students with Special Needs, Career Centre, University Counselling Centre)
 - j) Rectorate offices.

Article 4

Evaluation of the quality of educational activities

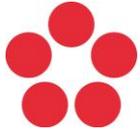
In terms of the quality of educational activities, the following are evaluated:

- a) degree programmes
- b) qualification theses
- c) feedback mechanisms and processes
- d) development of interest in studies
- e) graduate employment
- f) completion rates.

This data is collected and continuously evaluated at the relevant faculty where the degree programme is implemented.

Article 5





Internal evaluation of degree programmes

- 1) Degree programmes with active studies in bachelor's, master's and doctoral degree programmes are subject to regular internal quality evaluation, whereby both degree programmes accredited under institutional accreditation are evaluated and degree programmes accredited by the National Accreditation Bureau (hereinafter also referred to as 'NAB') within the framework of so-called programme accreditation.
- 2) The subject of the internal evaluation of a degree programme during its accreditation is, in particular, the assessment of compliance with the established quality standards over a longer period of time and the evaluation of trends in the development of the degree programme during its implementation.
- 3) Internal evaluation of a degree programme during its accreditation shall be carried out no later than five years after accreditation has been granted and further before any assessment of an application for extension of the validity of the degree programme accreditation (hereinafter also referred to as 'reaccreditation'), unless the IEB decides that the internal evaluation of the degree programme will take place earlier, or unless the dean requests the same from the IEB. In the case of a degree programme accredited for a period of five years, the internal evaluation is carried out before any assessment of an application for the extension of the validity of the degree programme accreditation.
- 4) Internal evaluation of a degree programme during its accreditation is not carried out in the following cases:
 - a) The degree programme has never been opened;
 - b) The degree programme is accredited only for the completion of studies by current students;
 - c) No students are enrolled in the degree programme on the date of the required submission of the self-evaluation report;
 - d) An application for the termination of the degree programme has been submitted by the date of the required submission of the self-evaluation report;
 - e) An extension of the accreditation validity period for the completion of studies by current students has been requested as of the date of the required submission of the self-evaluation report;
 - f) As of the date of the required submission of the self-evaluation report, no more than 18 months have elapsed since the date of the IEB resolution on the successful completion of the previous internal evaluation of the degree programme.
- 5) In the case of accredited degree programmes for which internal evaluation is no longer carried out but which still have enrolled students, basic information on the development of these degree



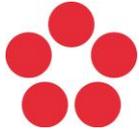
programmes is submitted to the IEB once a year. This information, which is processed by the Internal Evaluation Office of the Rectorate, is submitted to the IEB USB together with an overview of significant changes made in all accredited degree programmes of the USB during the last academic or calendar year.

- 6) The internal evaluation of degree programmes during their accreditation is initiated by the IEB, which approves the schedule for the implementation of the individual stages of internal evaluation for the relevant calendar year by the end of the previous calendar year at the latest. It is based on the following general principles:

Activity	Deadline ¹
Approval and publication of the schedule for the internal evaluation of degree programmes for the given calendar year	By the end of the previous calendar year at the latest
Processing of data by the Rectorate and its submission together with instructions for the preparation of a self-evaluation report for the evaluated degree programme	No later than D - 3 months
Submission of the self-evaluation report of the degree programme to the IEB	D
Evaluation of the self-assessment report of the degree programme within the IEB	D + 2 months

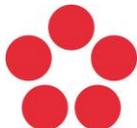
- 7) Information on the commencement of the internal evaluation, together with further instructions, is forwarded to the faculties offering the evaluated degree programmes by the Vice-Rector responsible for internal evaluation or, where applicable, by an employee of the Internal Evaluation Office of the Rectorate authorised by the Vice-Rector. Any requests to amend the approved schedule and its individual stages, taking into account the planned submission of applications for the extension of the validity of degree programme accreditation in the given year, or for other serious reasons, shall be forwarded by the faculties to the Vice-Rector responsible for internal evaluation for assessment.
- 8) As part of the internal evaluation of the degree programme during its accreditation, the degree programme guarantor, in cooperation with the heads of the units conducting the instruction in the degree programme and the guarantors of the individual courses of the degree programme, shall

¹ D = The date for the required submission of the degree programme self-evaluation report to the IEB is set separately for each individual degree programme. This date takes into account the type of degree programme accreditation and whether it is an internal evaluation 5 years after accreditation or an internal evaluation carried out prior to a possible assessment of an application for the extension of the degree programme accreditation.



prepare a self-evaluation report. This report should be as factual and concise as possible and should contain specific data and clear opinions.

- 9) The preparation of the self-evaluation report does not relieve the degree programme guarantor of the obligation to independently submit the control reports required by the NAB or IEB in connection with the assessment of the accreditation application. At the same time, it does not relieve them of the obligation to independently submit a proposal for significant changes in the implementation of the degree programme. If, within the framework of the evaluated degree programme, substantial changes have occurred or will occur in the future which, due to their nature or scope, require approval by the IEB (and, where appropriate, subsequent notification to the NAB), a separate proposal for these substantial changes shall be submitted to the IEB, including those changes that are mentioned in the self-evaluation report of the degree programme. These obligations apply to all accredited degree programmes, including degree programmes accredited for the completion of studies by current students.
- 10) The self-assessment report of a degree programme during its accreditation generally contains:
 - a) Evaluation of the submitted inspection reports;
 - b) Evaluation of the fulfilment of the basic quality standards of the degree programme;
 - c) Evaluation of significant changes made to the degree programme;
 - d) Evaluation of the implementation of the degree programme, including evaluation of the success rate in the admission procedure, study success and failure rates, the rate of successful completion of studies and the employability of graduates;
 - e) Evaluation of the personnel and material and technical resources of the degree programme;
 - f) Evaluation of the international dimension of the degree programme;
 - g) Evaluation of feedback, i.e. the results of student and graduate surveys, evaluations by employers, partners (in the case of joint degree programmes), and other relevant evaluations;
 - h) Identification of strengths, weaknesses, opportunities and threats for the further development of the degree programme (SWOT analysis);
 - i) Proposal for a degree programme development plan for the next five-year period;
 - j) Degree programme development plan for the following year.
- 11) An integral part of the self-evaluation report is the data documentation, which includes selected statistical data on the degree programme. The preparation of the data documentation is coordinated by the Vice-Rector responsible for internal evaluation. In the self-evaluation report,



the degree programme guarantor refers to the data, comments on it, interprets it and, if necessary, provides additional information as required by the individual points of the self-evaluation report. No additional data is added or entered into the data; such additional data is only included in the self-evaluation report.

- 12) In the case of a degree programme that has an accredited foreign-language version in addition to the Czech version, a single joint self-evaluation report is prepared for the purposes of internal evaluation, provided that this evaluation takes place in the same period. This report contains information for both degree programmes together, with the information that explicitly relates only to the foreign-language version of the degree programme being distinguished (e.g. in red). The data sources containing selected statistical data for the Czech and foreign-language versions of the degree programme continue to be processed separately.
- 13) In the case of reaccreditation of a degree programme, the schedule for the implementation of the individual stages of the internal evaluation of the degree programme is based on the following general principles:

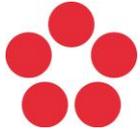
Activity	Deadline ²	
	Reaccreditation of a degree programme within the framework of institutional accreditation	Reaccreditation of a degree programme within the framework of NAB programme accreditation
Approval and publication of the schedule for internal evaluation of degree programmes for the given calendar year	By the end of the previous calendar year at the latest	By the end of the previous calendar year at the latest
Processing of data by the Rectorate and its transfer together with instructions for processing the self-evaluation report of the degree programme	No later than D - 17 months	No later than D - 20 months
Submission of a substantive proposal for the extension of the accreditation of the degree programme / self-evaluation report of the degree programme to the IEB	No later than D - 14 months	No later than D - 17 months
Evaluation of the substantive proposal for the extension of the accreditation of the degree programme / self-evaluation report of the degree programme within the IEB	D - 12 months	D - 15 months

² T = Date of expiry of the accreditation of the degree programme.



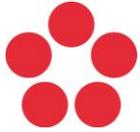
Activity	Deadline ²	
	Reaccreditation of a degree programme within the framework of institutional accreditation	Reaccreditation of a degree programme within the framework of NAB programme accreditation
Submission of a proposal for the extension of the validity of the degree programme accreditation (full accreditation applications) to the IEB	D - 9 months	D - 12 months
Evaluation of the proposal to extend the validity of the degree programme accreditation (full accreditation applications) within the IEB	D - 7 months	D - 10 months
Submission of a proposal to extend the validity of degree programme accreditation (full accreditation applications) to the NAB	x	D - 9 months

- 14) The self-evaluation report is approved by the degree programme board or the discipline board at its meeting, which is usually also attended by the head of the unit where the degree programme is implemented, before it is submitted to the IEB. The self-evaluation report approved in this way is forwarded to the IEB via the faculty quality coordinator.
- 15) The evaluation of the submitted self-assessment report or degree programme during its accreditation is carried out by the IEB using similar procedures as in the case of the evaluation of the establishment of a degree programme. In addition to the summative evaluation of the fulfilment of individual standards, the IEB may also add formative recommendations and suggestions for the further development of the evaluated degree programme.
- 16) If the current implementation of the degree programme shows serious shortcomings in certain areas or standards, the IEB may establish binding measures and a mechanism for monitoring the implementation of these measures, including a deadline for verifying the successful rectification of the situation, or decide to carry out an in-depth inspection of the evaluated degree programme.
- 17) If the current implementation of the degree programme does not show any serious shortcomings, the IEB may, on the basis of a request submitted by the faculty, decide to extend the validity of the current accreditation of the degree programme in the case of degree programmes accredited under the valid institutional accreditation, up to the maximum period for which the degree programme would have been originally accredited if the so-called continuous principle of determining the period of validity of accreditation had been applied at the time of its accreditation. This option applies only to degree programmes for which the IEB has previously decided to grant accreditation until the end of the validity of the USB's institutional accreditation, i.e. until 16



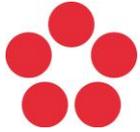
November 2028. The faculty submits a request to extend the validity of the current accreditation of the degree programme as part of the self-evaluation report of the degree programme during its accreditation.

- 18) In the case of re-accreditation of a degree programme, the IEB is first presented with a substantive proposal for an application to extend the validity of the degree programme accreditation, followed (or possibly simultaneously) by a self-evaluation report of the degree programme during its accreditation and then a proposal to extend the validity of the degree programme accreditation. The self-evaluation report of the degree programme during its accreditation and the proposal to extend the validity of the degree programme's accreditation cannot be discussed in a single IEB meeting.
- 19) In the event of the simultaneous submission of a substantive proposal for the extension of the validity of the degree programme accreditation and a self-assessment report of the degree programme during its accreditation, the IEB shall first evaluate the substantive proposal. If it is approved, the IEB will then carry out (during the same meeting) an internal evaluation of the degree programme in the course of its accreditation, based on the submitted self-evaluation report and any other relevant documents.
- 20) If the current implementation of the degree programme does not show any serious shortcomings, the IEB will then assess the submitted proposal to extend the validity of the degree programme accreditation. If the IEB does not approve the proposal to extend the validity of the degree programme accreditation or returns it to the faculty for completion, the internal evaluation of the degree programme during its accreditation is not repeated when the proposal is re-discussed within the IEB. The specific procedures for submitting and discussing applications for the extension of the validity of degree programme accreditation are governed by a separate Rector's ordinance.
- 21) The dean of the faculty and the faculty quality coordinator are informed of the results of the internal evaluation of the degree programme during its accreditation within the IEB, and they ensure that the results of the evaluation, together with any recommendations for improving the quality of the degree programme formulated by the IEB, are forwarded to the guarantor of the evaluated degree programme.
- 22) The guarantor of the degree programme shall incorporate the conclusions of the evaluation of the degree programme into the degree programme in question during its further implementation, both within the framework of the existing accreditation and within the framework of any re-accreditation of the degree programme in question.
- 23) In addition to the above, the faculty may establish its own additional evaluation procedures with the aim of ensuring the qualitative development of its degree programmes.
- 24) The preparation of the degree programme self-evaluation report form during its accreditation and its completion with the basic identification data of the evaluated degree programme is coordinated by the vice-rector responsible for internal evaluation. The self-evaluation report form



for a degree programme in the course of its accreditation is the same for all bachelor's and master's degree programmes, both those accredited under institutional accreditation and those accredited by the NAB under so-called programme accreditation. The answers to the individual questions must take into account the profile of the degree programme (academic, professional), its type (bachelor's, master's, consecutive master's degree) and form of study (full-time, part-time, distance learning). The self-assessment report form for doctoral degree programmes takes into account the specifics of the implementation of doctoral degree programmes and their internal evaluation.

- 25) The evaluation period for all accredited degree programmes is the last 5 years, or the period since the accreditation of the relevant degree programme, unless otherwise specified by the IEB.
- 26) In the following five-year cycle of internal evaluation of the degree programme, the evaluation process also includes an assessment of the extent to which the long-term development goals of the degree programme set out in the self-evaluation report for the previous five-year period have been met, as well as recommendations and suggestions for improvement of the activities implemented, as formulated by the IEB in its evaluation of the previous five-year period.
- 27) Similar procedures are also used for the internal evaluation of doctoral degree programmes during their accreditation.
- 28) For the internal evaluation of doctoral degree programmes in the course of their accreditation, evaluation of the substantive proposals of applications for accreditation and proposals for new doctoral degree programmes, as well as proposals for the extension of the validity of existing doctoral degree programmes, an expanded IEB USB Evaluation Committee is established according to the areas of education to which the evaluated doctoral degree programme, substantive proposals or degree programme proposal belongs. The expanded IEB Evaluation Committee has five members, consisting of three IEB members and two representatives nominated by the USB School of Doctoral Studies (hereinafter also referred to as 'SDS).
- 29) Within the expanded IEB Evaluation Committee, representatives of the School of Doctoral Studies may, as part of the internal evaluation and as part of the assessment of other submitted materials, formulate recommendations for the further implementation of the evaluated degree programmes, taking into account the standards currently being prepared for the implementation of degree programmes at USB.
- 30) In order to provide sufficient time and space, primarily for conceptual work in the area of evaluation and development of doctoral degree programmes at USB, representatives of the School of Doctoral Studies do not participate in the evaluation of substantive proposals for applications for the extension of the validity of accreditation of existing doctoral degree programmes, proposals for the extension of the validity of accreditation for the completion of studies by current students, proposals to extend existing accreditations to include another form or language of study (substantive proposals and full accreditation applications), proposals to change the guarantors of



degree programmes, and proposals to make other significant changes in the implementation of doctoral degree programmes.

Article 6

Internal evaluation of proposals for the registration of LLL courses leading to a micro-certificate within the IEB

- 1) The materials for the IEB meeting are provided by the LLL Board. The materials include a cover letter with a statement from the management of the submitting faculty, a positive statement/recommendation from the LLL Board, which, as part of its internal processes, assesses the formal and content requirements of each submitted proposal for registration (approval) of an LLL course leading to the award of a micro-certificate (hereinafter also referred to as the 'proposal'); it also includes a positive opinion from the relevant ministry, if the submitted proposal is subject to its approval, or a positive statement from the programme guarantor in the case of a proposal for the approval of an integrated micro-certificate.
- 2) The IEB shall ensure the assessment of materials and the preparation of a statement of a recommendation/non-recommendation from the relevant IEB Evaluation Committee in the case of a proposal for the approval of an integrated micro-certificate. The subsequent evaluation process is analogous to the evaluation process for degree programmes.
- 3) In the case of other submitted proposals (except for integrated micro-certificates), the LLL Board is considered to be an external evaluation committee of the IEB. These proposals are discussed in the plenary session of the IEB.
- 4) The IEB Evaluation Committee always assesses the course concept and staffing in relation to the established quality standards. The specific requirements in relation to the established quality standards are as follows, in accordance with the nature of the proposal submitted:
 - a) Course consistency and requirements
 - The course must be internally consistent and meet the relevant requirements with regard to the nature of the micro-certificate (integrated/independent).
 - The course must have clearly defined learning outcomes (graduate profile).
 - The course must include the prerequisites necessary for enrolment in the LLL course and any links to accredited degree programmes and other LLL courses.
 - The course must be classified at the appropriate EQF level.
 - b) Study plan and its structure



- The course must have a clearly defined study plan and its structure (in the case of a course with multiple courses).
- The course must include the form, content and scope of studies (including the number of ECTS credits).
- The course must have defined teaching methods, student requirements (study obligations), learning outcomes, and the type and method of assessment (verification of learning outcomes).
- The course must provide practical training (if relevant).
- The study plan and overall concept of the course must guarantee the professional quality of the course.
- The content of the studies must be based on the current state of scientific knowledge.

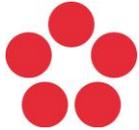
c) Course staffing

- The course must meet the relevant requirements in terms of staffing (course guarantor, qualification structure of guarantors of individual courses and other educators).
- The course must have a sufficient number of educators with sufficient employment scopes in relation to the nature and scope of the educational activities provided.
- The profile and erudition of the guarantors of study courses and educators must be demonstrable through creative output or professional practice.

d) Institutional provision of the course

- The course must have the necessary institutional (informational, material and financial) conditions for its implementation, given its type, profile, form and language of study.
- The course must have the approval of the recognition bodies for regulated professions, accreditation from the relevant ministry, and accreditation of practical training sites (if relevant).
- The course must have contractual arrangements for cooperation with other cooperating institutions and work placements (if relevant).
- The course must have internal standards and information about the study programme available in the relevant language.
- The course must include study materials, literature and other resources for blended and distance learning (if relevant).





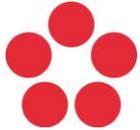
- 5) The IEB will discuss the course proposal at its meeting. The decision on the approval and registration of the course is issued on the basis of an IEB resolution, for a maximum period of 10 years, taking into account the nature or type of course. If registration is not recommended, the IEB will attach its reasoning. The IEB resolution is published on the IEB website. The micro-certificate itself states the reference number and date of approval of the course leading to the micro-certificate by decision of the IEB.
- 6) The LLL Board, in cooperation with the professional and organisational guarantors of LLL courses, regularly evaluates the scope and quality of the LLL courses offered. This evaluation takes into account, in particular, feedback from participants and graduates of LLL courses. The evaluation focuses primarily on the quality of instruction and the organisational arrangements for LLL courses, as well as the promotion of LLL courses, the development of interest in the LLL courses offered and the demand for new LLL courses.
- 7) The output of the evaluation of continuing education courses is an evaluation report, which is prepared by the LLL Board once every five years. The LLL Board also prepares annual addenda to this report. After their approval by the LLL Board, the evaluation report and annual addenda to this report are submitted to the IEB, which discusses these reports. Subsequently, these reports, supplemented by any comments or recommendations from the IEB, are communicated to the management of USB and the USB Rector's Board through the Chair of the LLL Board.

Article 7

Internal evaluation of faculties

- 1) The main objective of the internal evaluation of faculties is to:
 - a) Assess the development of the evaluated faculties in the main areas of their activities;
 - b) Assess the position of the evaluated faculties within USB as a whole and its activities;
 - c) Draw attention to any shortcomings in the activities of the evaluated faculties, to provide suggestions, recommendations and guidelines for further development in the main areas of their activities;
 - d) Recommend financial or other support for faculties in certain strategically important areas to the USB management;
 - e) Provide space for the evaluated faculties to express their opinions, comments and suggestions.
- 2) The internal evaluation of faculties is carried out in the following consecutive stages:
 - a) Faculty self-evaluation;





- b) Peer review evaluation by a committee based on the self-evaluation report, documents from USB and the evaluated faculty, and, where appropriate, its own investigation;
- c) Final statement and approval by the IEB.

Article 8

Faculty self-evaluation

- 1) Self-evaluation is a process in which the evaluated faculty critically analyses the results of its work to date in terms of quantitative and qualitative indicators. In doing so, it takes into account specific data provided by the Rectorate, its own experience and feedback mechanisms. The self-assessment process may also include examples of best practices and qualitative changes that have been implemented, along with an evaluation of those changes. Where appropriate, benchmarking (comparison with similar faculties in the CR and abroad) may also be included.
- 2) All relevant staff should be involved in the self-assessment process, to the extent possible and necessary. Student cooperation must be ensured in an appropriate manner (e.g. through the student chamber of the academic senate of the relevant faculty).
- 3) The result of the self-assessment process is a faculty self-assessment report. The faculty self-assessment report should be a reflective document that accurately describes the state of the faculty in the areas assessed. The information in the report should be presented concisely, factually and, wherever possible, substantiated.
- 4) The faculty self-assessment report contains basic information on current developments, strategic objectives and the tools for achieving them in the following areas:
 - a) Education strategy
 - b) Creative activity
 - c) Social relevance of faculty activities
 - d) Faculty organisation and management.
- 5) In the case of the education strategy referred to in paragraph 4(a), this does not concern the internal evaluation of individual degree programmes pursuant to Article 5, but rather the overall concept and coherence of studies at the faculty, its development to date and its strategic objectives.
- 6) In the case of creative activity pursuant to (4)(b), the self-evaluation report shall contain information on the faculty's own evaluation methodology and the development of evaluation over the last five years, including strategic objectives in this area and the tools for achieving them. Particular attention should be paid to units and scientific areas that are key to habilitation and appointment procedures, doctoral studies and accreditation. The evaluation should take into





account excellent teams and top results, domestic and international cooperation in science, and ways of motivating quality growth.

- 7) In the case of the social relevance of faculty activities pursuant to (4)(c), this concerns all activities classified as the so-called 'third role' of universities, i.e. lifelong learning programmes for the public, other educational activities and topics that are monitored within Module 3 of the M25+ Methodology. The self-assessment report contains a description of the current development, strategic goals and means of achieving them in a manner appropriate to the nature of the activity. Attention should be paid to the consistency of the related activities with the main mission of USB, which is educational and creative activity.
- 8) In the case of the organisation and management of the faculty pursuant to (4)(d), this primarily concerns the division of powers, the method of filling managerial positions, the functioning of boards, committees and other bodies, feedback mechanisms, motivational tools and the method of budget allocation within the faculty, as well as information on the link between these organisational measures and the strategic objectives of the faculty concerned.

Article 9

Internal evaluation of other constituent parts and units

- 1) The main objective of the internal evaluation of other constituent parts and units is to:
 - a) Assess the degree of consistency between the current scope and level of services provided by the evaluated units and those required by users;
 - b) Assess the extent to which the evaluated units contribute to the fulfilment of the university's strategic priorities;
 - c) Assess the capabilities and possibilities of the evaluated units to ensure the long-term quality of the required activities and the conditions that these units have for their work;
 - d) Highlight good practices and changes that have already been implemented;
 - e) Draw attention to any shortcomings in the activities of the evaluated units and provide them with guidance for their future direction and development,
 - f) Provide space for the evaluated units themselves to express their opinions, comments and suggestions;
 - g) Stimulate discussion on the quality of services provided within the academic and non-academic community of the university.
- 2) Internal evaluation of other constituent parts and units is carried out in the following consecutive stages:





- a) Suggestions and comments from key service users;
- b) Self-evaluation that takes these suggestions and comments into account;
- c) Peer review evaluation by a committee based on the above points, or possibly its own investigation;
- d) Final statement and approval by the IEB.

Article 10

Suggestions and comments from key service users

- 1) As part of the evaluation process of other constituent parts and units, all faculties and all other constituent parts and units, including all units of the Rectorate, are invited to provide constructive user feedback on the activities of the evaluated unit. The following facts are assessed in particular as part of this feedback:
 - a) Experience with the services provided by the evaluated unit and the extent of their use, their quality, professional, human (respect and courtesy in dealing with service users, willingness, collegial and pro-client approach) and staffing for the activities of the evaluated unit,
 - b) The degree of consistency between the currently provided and required scope and level of services provided by the evaluated unit, including suggestions for changes to the scope and quality of services provided, development and further direction of the evaluated unit.
- 2) User feedback on the activities of the evaluated unit can be provided by all other constituent parts and units, including those that are being evaluated in the given year. The evaluated unit cannot provide user feedback on the activities of its own unit.
- 3) In order to provide sufficiently vivid feedback on the activities of the evaluated unit, it is necessary for the evaluation process to include, on the part of the faculties, other constituent parts and units include as many relevant users of the services of these units as possible (management of faculties and other constituent parts, management of departments, academic and non-academic staff, staff of departmental units, students and graduates, and other interested parties). It is important that the management of faculties, other constituent parts and unit allow mainly those employees who have direct experience with the evaluated units to express their opinions.
- 4) Evaluations by key service users, prepared in the framework structure described above, are sent by faculties, other constituent parts and units to the Internal Evaluation Office of the Rectorate by the specified deadline, which then compiles the evaluations into a summary document. This document is then submitted to the evaluated unit, which responds to it in a self-evaluation report.



- 5) If the key users of the services of the evaluated constituent parts and units include target groups other than those addressed in the process of preparing the materials for internal evaluation, the evaluated units may supplement this centrally obtained feedback with their own surveys and investigations, if such investigations are carried out at the given units.

Article 11

Self-evaluation

- 1) Self-evaluation is a process in which the evaluated unit critically analyses the services currently provided and the activities carried out, their scope, quality and the conditions for their provision. In doing so, the unit in question prepares a SWOT analysis and takes into account the feedback provided by key service users (see Article 10) and, where appropriate, benchmarking (own inspiration and comparison with other units). Feedback may also be obtained by the evaluated unit through various surveys and investigations, focus groups or other means. The self-evaluation process also includes examples of good practices and qualitative changes that have been implemented and their evaluation.
- 2) The purpose of SWOT analysis is to identify the internal strengths and weaknesses of the unit being evaluated and the external opportunities and threats, and to group them into logical units. SWOT analysis, together with the self-evaluation, makes it possible to better define the development strategy of the unit being evaluated, possible areas for further improvement, and topics that should be given greater attention.
- 3) The purpose of benchmarking is to compare the activities, processes, working methods and outputs of the unit being evaluated with a selected reference unit (domestic or foreign) that is comparable in terms of size, structure and nature of activities performed, in order to better define the directions and goals for improving its own activities so that it can gradually achieve at least the same performance and quality of activities as the reference unit.
- 4) Examples of good practices identify proven procedures or measures that improve the quality of services provided or activities carried out within the evaluated unit. These may be measures that are not transferable between different evaluated units due to the diversity of the services they provide and the activities they carry out, but which are functional and beneficial within the specific unit in question. The ability of the evaluated unit to identify examples of good practices and describe their impact on the quality of the activities carried out demonstrates the mature approach of the evaluated unit to quality, the ability to think self-critically about its work and to seek ways to further improve it. SWOT analysis and benchmarking are useful sources of ideas for examples of good practices.
- 5) For the self-assessment process to be meaningful, it needs to be as open as possible and involve all employees of the assessed unit who can contribute to the process with their opinions, comments and suggestions.





- 6) The result of the self-assessment process of other constituent parts and units is a self-assessment report. The self-assessment report should be a reflective document that fulfils the following basic tasks (individual points may have varying degrees of importance at different units):
- a) It presents essential information about the evaluated unit, its mission, position and scope within the organisational structure of USB, or the Rectorate.
 - b) It provides a brief but comprehensive overview of the strategic objectives of the evaluated unit.
 - c) It describes the established systems and procedures for internal quality assurance and allows their effect to be assessed.
 - d) It provides a comprehensive self-critical analysis of the services provided and activities carried out, including national and, where applicable, international benchmarking.
 - e) It enables the identification and analysis of the strengths and weaknesses of the evaluated unit and external opportunities and threats in the form of a SWOT analysis.
 - f) It helps to identify areas for further direction and development.
 - g) It provides a framework for improving the quality of services provided and activities performed.

Article 12

Schedule for the evaluation of faculties, other constituent parts and units

- 1) The evaluation of faculties, other constituent parts and units takes place in five-year cycles according to the following schedule:

Faculty	Other units	Other units / Rectorate and other units
Faculty of Science	Preschool facility	Support Centre for Students with Special Needs <u>Area of projects, development and marketing:</u> - Project Office - Strategy and Development Office - Marketing Office
Faculty of Arts	Academic Library	<u>Finance and property area (Bursar's Office):</u>



Faculty	Other units	Other units / Rectorate and other units
Faculty of Theology	Publishing House	<ul style="list-style-type: none">- Bursar's Office- Economic Division- Investment Office- Public Procurement Office- Asset Management Office- Financial Control Office- Building Management and Maintenance Office
Faculty of Economics Faculty of Health and Social Sciences	Dormitories and Refectories School of Doctoral Studies	Career Centre <u>Study remit and internal evaluation:</u> <ul style="list-style-type: none">- Office of Study Activities- Lifelong Learning Office- Internal Evaluation Office
Faculty of Education	Centre of Information Technology	University Counselling Centre <u>Science area (including TTO):</u> <ul style="list-style-type: none">- Science and Research Office- Technology Transfer Office <u>Rectorate/Bursar's Office:</u> <ul style="list-style-type: none">- Rector's Office- Internal Audit Office- Legal Office- Human Resources Office- Occupational Health and Safety and Fire Protection Office- Cyber Security Office- Documentation Centre- Management Reporting Office (Bursar's Office)
Faculty of Fisheries and Protection of Waters Faculty of Agriculture and Technology	British Centre Goethe Centre	<u>Foreign affairs (or other remits):</u> <ul style="list-style-type: none">- International Relations Office- Records Management Office and Filing Desk



- 2) In the event of a concurrence of internal and external evaluations, the implementation of an international evaluation, or other substantial reasons, the IEB may, at the initiative of the Rector, decide to omit the internal evaluation in a given year. In this case, the order of evaluation of faculties, other constituent parts and units shall remain unchanged.

Article 13

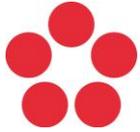
Common provisions for the evaluation of faculties, other constituent parts and units

- 1) Unless otherwise specified, for the sake of simplicity, the term 'unit' is used in the following text (where appropriate) to refer to faculties, other constituent parts and units, including the Rectorate.
- 2) The internal evaluation of units is initiated by the IEB, which approves the schedule for the implementation of the individual stages of the internal evaluation for the relevant calendar year by the end of the previous calendar year at the latest. It is based on the following general principles:

Activity	Deadline (by; date)	
	Evaluation of faculties	Evaluation of other constituent parts and units
Distribution of the schedule for the implementation of individual stages of the internal evaluation of faculties, other constituent parts and units and its official launch	31 December of the previous year	31 December of the previous year
Publication of a call for comments (user feedback) on the evaluated units from faculties and other relevant units (evaluation of other constituent parts/units)	31 January	31 January
Submission of a proposal for the composition of evaluation committees (evaluation of faculties/other constituent parts /units)	15 February	15 February
Statement by the evaluated unit on the proposal for the composition of evaluation committees (evaluation of faculties / other constituent parts / units)	28 February	28 February
Establishment of evaluation committees (evaluation of faculties / other constituent parts / departments)	31 March	31 March
Processing of comments (user feedback) on the evaluated unit from faculties and other relevant units and their submission to the Rectorate (evaluation of other constituent parts/units)	x	31 March



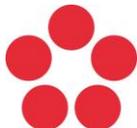
Activity	Deadline (by; date)	
	Evaluation of faculties	Evaluation of other constituent parts and units
Conclusion of ACJ / APW / work contracts with external members of evaluation committees (evaluation of faculties)	15 April	x
Processing of data by the Rectorate and its transfer, together with instructions for the preparation of self-evaluation reports, to the evaluated units (evaluation of faculties / other constituent parts / units) / Processing of a summary document based on comments (user feedback) sent from faculties and other relevant units and its submission by the Rectorate to the evaluated unit (evaluation of other units / units)	15 April	15 April
Preparation of a self-evaluation report by the evaluated unit (evaluation of faculties / other constituent parts / units) and its submission to the evaluation committees	31 August	31 August
Initial meeting of evaluation committees (evaluation of faculties / other constituent parts / units)	15 October	15 October
On-site visit (evaluation of faculties / other constituent parts / units)	15 November	15 November
Preparation of a preliminary version of the evaluation report by the evaluation committee and its submission to the evaluated unit for comment (evaluation of faculties / other constituent parts / units)	15 December	15 December
Comments from the evaluated unit on the preliminary version of the evaluation report and forwarding of these comments back to the evaluation committee (evaluation of faculties / other constituent parts / units)	15 January of the following year	15 January of the following year
Preparation of the final version of the evaluation report and its submission to the IEB (evaluation of faculties / other constituent parts / units)	31 January of the following year	31 January of the following year
Approval of the evaluation report by the IEB (evaluation of faculties / other constituent parts / units)	31 March of the following year	31 March of the following year



- 3) Information on the commencement of the internal evaluation, together with further instructions, is provided to the evaluated units by the Vice-Rector responsible for internal evaluation or by an employee of the Internal Evaluation Office of the Rectorate authorised by the Vice-Rector.
- 4) The starting point for the internal evaluation of faculties, other constituent parts and units is the self-evaluation report of the relevant unit. An integral part of the self-evaluation report is the data documentation, which includes selected data on the evaluated unit. The preparation of the self-evaluation report form for all units evaluated in a given year and the relevant data documentation is coordinated by the Vice-Rector responsible for internal evaluation. In the self-assessment report, the author refers to the data, comments on it, interprets it and, if necessary, provides additional information as required by the individual points of the self-assessment report. The author does not add or enter any additional data into the data; such additional data is only included in the self-assessment report.
- 5) The self-assessment report, prepared in accordance with the instructions, is sent by the dean of the assessed faculty, director or head of another unit or unit to the vice-rector responsible for internal evaluation or to an employee of the Internal Evaluation Office of the Rectorate authorised by the vice-rector. After checking the formal requirements, the vice-rector forwards it to the relevant evaluation committee. If the constituent part or unit does not have a director or head, the self-evaluation report shall be submitted by the immediate superior of that constituent part or unit, or by an employee authorised by him or her.
- 6) The self-evaluation report may be supplemented by other relevant materials and annexes that help to provide a complete picture of the unit being evaluated. However, the entire report should be factual and specific, while remaining reasonably concise.
- 7) The evaluation of units is primarily formative in nature. Summative evaluation is understood only as a basis for formative evaluation. The evaluation should not be static in nature but should instead reflect the development of activities and internal quality assurance of the evaluated units over time.
- 8) For the purposes of internal faculty evaluation, an evaluation committee appointed by the rector has been established as follows:
 - a) A representative of the USB management proposed by the USB Rector, who is the chair of the evaluation committee;
 - b) 3 members of the IEB from outside the evaluated faculty proposed by the IEB;
 - c) 1 representative of the evaluated faculty proposed by the dean of the faculty;
 - d) 1 student proposed by the student chamber of the USB Academic Senate from a related faculty;
 - e) At least 1 external member proposed by the dean of the evaluated faculty.



- 9) If two faculties are being evaluated in a given year, two evaluation committees are established, which may have some members in common.
- 10) For the purposes of internal evaluation of other constituent parts and units, an evaluation committee appointed by the USB Rector is established as follows:
- a) A representative of the USB management proposed by the USB Rector, who is the chair of the evaluation committee;
 - b) 1 member of the IEB proposed by the IEB;
 - c) 1 faculty secretary proposed by the Bursar after consultation with the faculty secretaries;
 - d) 1 representative of each other evaluated unit or unit proposed in accordance with Article 13(11);
 - e) 1 academic staff member from a faculty other than that of the secretary under (c), proposed by the dean of the faculty concerned;
 - f) 1 student nominated by the student chamber of the USB Academic Senate.
- 11) The representative of the other evaluated constituent part or unit is nominated to the evaluation committee in the following manner:
- a) If the unit has a director or manager, this director or manager is automatically a member of the evaluation committee; if the director or manager of the unit being evaluated is unable to participate in the activities of the evaluation committee in person, they may delegate this activity to another employee of their unit, provided that they report the person thus delegated at the time of the formation of the evaluation committee.
 - b) If the unit has more than one employee but no director or manager, the immediate superior shall appoint a representative of the evaluated unit to the relevant evaluation committee.
 - c) if the unit has only one employee, that employee shall automatically be a member of the evaluation committee.
- 12) For every maximum of 6 other constituent parts and units evaluated in a given year, one joint evaluation committee shall be established.
- 13) The representative of the evaluated faculty proposed by the dean of the faculty and the representative of the evaluated constituent part or unit shall have the same rights and obligations as other members of the relevant evaluation committee, including the right to vote. Their role is also advisory and consultative (clarifying any misunderstandings that may arise within the relevant evaluation committee during the evaluation of the unit in question).

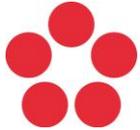


- 14) The proposed composition of the evaluation committee shall be communicated to the evaluated unit without undue delay after its formation. The dean of the evaluated faculty, the director or head of another unit, the head of the unit, or the person nominated in accordance with Article 13(11)(b) and (c), may, within five working days of the date of submission of the proposal for the composition of the relevant evaluation committee, submit their comments on the composition of the evaluation committee to the vice-rector responsible for internal evaluation or to an employee of the Internal Evaluation Office of the Rectorate authorised by the vice-rector, together with the reasons for their disagreement. The latter shall inform the Rectorate of this fact without undue delay. If the dean of the evaluated faculty, the director or head of another unit, the head of the unit, or the person proposed by the rector pursuant to Article 13(11) (b) and (c), does not comment on the proposed composition of the relevant evaluation committee within the specified period, it shall be deemed that they agree with the composition of the relevant evaluation committee.
- 15) In the event of a dissenting opinion from the dean of the evaluated faculty, director or head of another constituent part, head of a unit, or the person nominated pursuant to Article 13(11),(b) and (c), with the composition of the relevant evaluation committee, the Rector shall propose new members of the evaluation committee, proposing only those members to whom the evaluated unit has raised objections. The other members of the relevant evaluation committee remain unchanged. The names of the members of the evaluation committee thus modified shall be communicated to the evaluated unit without undue delay. The composition of this evaluation committee is final and cannot be contested by the evaluated unit. The evaluation committee thus established shall then be appointed by the USB Rector.
- 16) The chair of the evaluation committee shall manage the work of the committee, set the internal schedule for the implementation of the individual steps of the peer review evaluation, convene and chair the meetings of the evaluation committee, and compile a draft and subsequently the final version of the report on the internal evaluation of the unit. The meetings of the evaluation committee shall be held in person, in a hybrid form, or fully online, as necessary.
- 17) The evaluation committee may select a secretary from among its members. The secretary's task is, in particular, to record the agreed changes in the text of the draft report on the internal evaluation of the unit on the basis of the ongoing results of the evaluation committee's meetings, so that the chair of the evaluation committee can fully devote himself or herself to the discussion and management of the committee's meetings.
- 18) If necessary, the evaluation committee may request additional information or materials at any time during the evaluation. The request for additional materials is forwarded to the evaluated unit through the chair of the evaluation committee.
- 19) The evaluation committee shall determine, taking into account the nature of the unit being evaluated, whether the evaluation of the unit will be based solely on the self-evaluation report



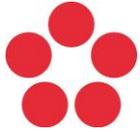
submitted or whether it will be supplemented by an on-site visit. In the case of faculty evaluations, an on-site visit shall always take place.

- 20) The evaluation committee's requirements for the on-site visit, its content and organisational arrangements are communicated to the evaluated unit through the chair of the evaluation committee. The on-site visit includes, in particular:
 - a) Meetings with the management of the evaluated unit;
 - b) If appropriate, a tour of the premises of the evaluated unit and a study of the materials submitted on site;
 - c) In relevant cases, discussions with other employees of the evaluated unit, selected users of its services and, in the case of faculties, students.
- 21) At least three members of the evaluation committee always participate in on-site visits.
- 22) Based on the self-evaluation report provided, any other supporting documents and materials provided, and any on-site visits, the evaluation committee shall prepare a draft report on the internal evaluation of the unit. The framework outline of the internal evaluation report will be provided to the evaluation committee by the vice-rector responsible for internal evaluation or, where applicable, by an employee of the Internal Evaluation Office of the Rectorate authorised by the vice-rector.
- 23) As part of the internal evaluation of other constituent parts and units, a single joint internal evaluation report is prepared by the relevant evaluation committee for all other constituent parts and units evaluated by that committee in a given year, with separate chapters devoted to each of the other constituent parts and units evaluated.
- 24) The internal evaluation report of the unit should be concise and factual, referring to specific data and phenomena so that the statements contained therein are verifiable and verifiable. The report should emphasise the performance of an objective analysis and review of available materials. The report should draw the attention of the evaluated unit to any shortcomings in its activities and indicate areas for improvement, highlighting good practice and changes already implemented. The internal evaluation report should also include recommendations for the evaluated unit to develop its strengths and address any shortcomings. The internal evaluation may also result in recommendations for University-wide support for certain strategically important development plans of the evaluated unit. In the case of other constituent parts and units, the internal evaluation may also result in recommendations for an in-depth inspection of the evaluated unit.
- 25) The draft internal evaluation report, approved by a majority of all members of the relevant evaluation committee, is forwarded by the chair of the evaluation committee to the dean of the evaluated faculty, the director or head of the other constituent part, the head of the unit, or the person nominated to the evaluation committee in accordance with Article 13(11)(b) and (c). The



purpose of this step is to limit the possibility of misinterpretation of the documents or information contained in the self-evaluation report of the evaluated unit, in any other documents and materials provided, including materials and information provided during the on-site visit.

- 26) The dean of the evaluated faculty, the director or head of another constituent part, the head of the unit, or the person nominated to the evaluation committee pursuant to Article 13(11)(b) and (c) shall send their opinion on the submitted draft internal evaluation report of the unit to the chair of the relevant evaluation committee by the set deadline. This opinion may also include additional information and explanations.
- 27) The evaluation committee may take this opinion into account when subsequently processing the final version of the internal evaluation report of the unit. After its approval by a majority of all members of the relevant evaluation committee, it shall be forwarded by the chair of this committee to the vice-rector responsible for internal evaluation or to an employee of the Internal Evaluation Office of the Rectorate authorised by him, who shall then provide it to the IEB.
- 28) The IEB approves the submitted internal evaluation report, and may supplement it with its own recommendations and suggestions for improving the activities of the evaluated unit.
- 29) In the case of evaluations of other constituent parts and units, the IEB may, with regard to the findings stated in the internal evaluation report, establish binding measures and a mechanism for monitoring the implementation of these measures, including a deadline for verifying the successful rectification of the situation, or decide to carry out an in-depth inspection of the evaluated unit.
- 30) The dean of the evaluated faculty, the director or head of other constituent parts, the head of the unit, or the person nominated to the evaluation committee pursuant to Article 13(11)(b) and (c), who shall also receive the final version of the internal evaluation report of the unit together with any other recommendations and suggestions for quality improvement formulated by the IEB.
- 31) The final version of the internal evaluation report of the unit, together with any further recommendations and suggestions for quality improvement formulated by the IEB, is made available to the management of USB. After discussion by the management of USB, the report is forwarded to the USB Rector's Board.
- 32) In the following five-year evaluation cycle, the evaluation process also includes an assessment of the extent to which the units have fulfilled the long-term development goals set out in the self-evaluation report for the previous five-year period, the recommendations contained in the internal evaluation report and any other recommendations and suggestions for improvement of the activities carried out, formulated by the IEB as part of the evaluation of the previous five-year period.



Article 14

Final provisions

- 1) Comments and suggestions for adjustments to the internal evaluation procedures for degree programmes, faculties, other constituent parts and units, and proposals for the registration of LLL courses leading to the award of a micro-certificate may be submitted on an ongoing basis to the Vice-Rector responsible for internal evaluation or to the staff of the Internal Evaluation Office of the Rectorate.
- 2) This ordinance comes into force and takes effect on the date of its publication in the collection of decisions and ordinances of the USB Rector in the public section of the USB website.
- 3) This ordinance repeals Rector's Ordinance No. R 533 of 11 December 2023, R 579 of 7 January 2025, and R 591 of 13 May 2025.

prof. Ing. Pavel Kozák, Ph.D.
Rector

Prepared by: Vice-Rector for Internal Evaluation and Accreditation

Distribution list: USB management, IEB USB, deans of USB faculties, directors of constituent parts, faculty quality coordinators

