

The Ministry of Education, Youth and Sports registered pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended, under Ref. No. MSMT-2929/2026-2 the Rules of the System for Quality Assurance of Educational, Creative, and Related Activities and Internal Quality Assessment of Educational, Creative, and Related Activities at the University of West Bohemia in Pilsen as of the date of signing the registration.

*Mgr. Vojtěch Tomášek
Director of the Higher Education Department*

THE RULES OF THE SYSTEM FOR QUALITY ASSURANCE IN EDUCATIONAL, CREATIVE AND RELATED ACTIVITIES AND INTERNAL QUALITY ASSESSMENT OF EDUCATIONAL, CREATIVE AND RELATED ACTIVITIES AT THE UNIVERSITY OF WEST BOHEMIA IN PILSEN

PART ONE GENERAL PROVISIONS

Article 1

Introductory provisions

- (1) These Rules for the System of Quality Assurance in Educational, Creative, and Related Activities and Internal Quality Assessment of Educational, Creative, and Related Activities at the University of West Bohemia in Pilsen (hereinafter referred to as the "Rules"), in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), establish the scope of competence, powers, and duties of the bodies, senior staff, and members of the bodies of the University of West Bohemia in Pilsen (hereinafter referred to as "UWB") and its constituent parts in ensuring the quality of educational, creative and related activities (hereinafter referred to as the "quality assurance system") and in ensuring the internal assessment of the quality of educational, creative and related activities (hereinafter referred to as "internal quality assessment").
- (2) The quality assurance system and internal quality assessment are essential for the proper performance of the activities for which the University of West Bohemia was established.
- (3) UWB is committed to maintaining and improving its quality assurance system.

Article 2

Support for the quality assurance system and internal quality assessment

The quality assurance system and internal quality assessment are based on

- a) a set of internal regulations and internal standards, particularly in the areas of process management, management control and internal audit and control, risk management, and analytical activities;
- b) adequate human, material, and financial resources allocated for the proper functioning of the quality assurance system and internal quality assessment, and

- c) the needs of applicants, students, graduates, employers, private, public, and non-profit institutions (both domestic and international) and, in a broader sense, the general public, the state, and society, as well as members of the bodies and management of UWB and members of the bodies and management of its constituent parts and UWB employees.

PART TWO STRATEGY AND ITS ASSESSMENT

Article 3

- (1) The quality assurance system and internal quality assessment are based on
 - a) the strategic plan for educational, scientific and research, development and innovation, artistic and other creative activities and the annual strategic plan implementation scheme (hereinafter referred to as “strategic documents of UWB”),
 - b) the strategic plan for educational, scientific and research, development and innovation, artistic and other creative activities and the annual strategic plan implementation scheme of the constituent part (hereinafter referred to as "strategic documents of the constituent part") drawn up in accordance with the strategic documents of UWB.
- (2) Details on the development and assessment of the UWB strategy are set out in the internal standard Strategy Development and Assessment.

PART THREE COMPREHENSIVE INTERNAL QUALITY ASSESSMENT

Article 4

- (1) The process of comprehensive internal quality assessment is supervised by the UWB Internal Evaluation Council. Comprehensive internal quality assessment is carried out by a team of evaluators appointed by the Rector on the recommendation of the UWB Internal Evaluation Council. An evaluator may be a UWB employee or another person.
- (2) The conclusions of the comprehensive internal quality assessment, including measures taken to eliminate any identified shortcomings and for the purpose of improvement, are contained in the internal quality assessment report, which is updated annually with an addendum describing changes achieved in the area of quality assurance and assessment and measures taken to eliminate any identified shortcomings and for the purpose of improvement. The internal quality assessment report is prepared by the Internal Evaluation Council.
- (3) A comprehensive internal assessment is carried out at least once every five years.
- (4) The results of the comprehensive internal quality assessment are reflected in the development and evaluation of strategic documents of UWB.
- (5) Details of the process of comprehensive internal quality assessment are set out in the internal Quality Assessment standard.

PART FOUR EXTERNAL QUALITY ASSESSMENT

Article 5

- (1) External assessment of UWB is carried out by the National Accreditation Authority for Tertiary Education (hereinafter referred to as the "Accreditation Authority") in cases specified by law.
- (2) UWB may also arrange for an external assessment to be carried out at its own expense by a generally recognized assessment agency, if the Rector so decides after discussion in the Internal Evaluation Council.

**PART FIVE
ASSURANCE AND ASSESSMENT OF THE QUALITY OF EDUCATIONAL
ACTIVITIES**

Title I

Quality assurance and assessment of study programs

Article 6

General provisions

- (1) At UWB, study programs can be implemented based on
 - a) approval of the study program within the framework of institutional accreditation by the Internal Evaluation Council, if UWB implements the study program within the field or fields of education for which UWB has institutional accreditation, or
 - b) accreditation granted by the Accreditation Authority.
- (2) The procedure leading to the approval of a study program within the framework of institutional accreditation pursuant to paragraph 1(a) and the procedure leading to the granting of accreditation to a study program pursuant to paragraph 1(b) are regulated by the UWB Accreditation Regulations.
- (3) The study program assessment is conducted in accordance with The Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG standards).

Article 7

Study program guarantor

- (1) The guarantor of the study program, in accordance with the requirements stipulated by law and government regulations governing accreditation standards in higher education (hereinafter referred to as "accreditation standards"), is appointed and dismissed by the Dean of the faculty where the study program is or will be implemented, after discussion in the faculty's Scientific Council. The guarantor of a study program that is not carried out at any of the faculties shall be appointed and dismissed by the Rector in accordance with the requirements stipulated by law and the accreditation standards after discussion in the UWB Scientific Council.
- (2) The quality assurance and assessment of the study program is carried out by the study program guarantor, in particular by
 - a) supervising the content preparation of the study program,

- b) overseeing the quality of its implementation,
- c) evaluating and further developing the study program,
- d) preparing a report on the quality assessment of the study program and addenda to this report, which he/she sends to the Education Council of the given faculty and to the Education Council of the faculty that guarantees the relevant field of education; the guarantor sends the report on the quality assessment of a doctoral study program and addenda to it together with the opinion of the PhD Program Committee.

Article 8

Faculty Education Council

- (1) The Education Council is established by the Dean, who appoints and dismisses its members and its chairperson, unless he or she is the chairperson.
- (2) The Education Council shall have at least five members. At least one-third of the members shall be persons other than employees of the given faculty.
- (3) The term of office of members of the Education Council appointed by the Dean shall end on the last day of the second month following the month in which the term of office of the new Dean began.
- (4) The new Dean shall appoint new members of the Education Council within two months of taking office.
- (5) The Rules of Procedure of the Internal Evaluation Council shall apply to the meetings of the Education Council.
- (6) The Education Council ensures and assesses the quality of study programs implemented at the faculty, in particular by
 - a) creating a concept for the development of study programs,
 - b) participating in the creation of the study program,
 - c) participating in the study program quality assessment,
 - d) establishing measures to eliminate any identified shortcomings and for the purpose of improvement, and monitors their implementation.
- (7) The Education Council shall send the report on the overall assessment of the quality of study programs implemented at the faculty, including the measures taken to eliminate any identified shortcomings and for the purpose of improvement, to the Internal Evaluation Council for comment via the Quality Department. In its opinion, the Internal Evaluation Council may also specify measures to remedy any identified shortcomings and for the purpose of improvement, and monitor their implementation.
- (8) The results of quality assessment of UWB study programs are reflected in comprehensive internal quality assessment and in UWB strategic documents.
- (9) The structure and required elements of the report on the quality assessment of study programs and details on the methodology and process of quality assessment of study programs are set out in the internal Quality Assessment standard.

Article 9

Quality assurance and assessment of courses

- (1) The guarantor of the course, who is appointed by the head of the department where the course is listed (hereinafter referred to as the "department responsible"), is responsible for ensuring the quality of the course, in particular for the fulfillment of the specified learning outcomes, and for its personnel, financial, material, and other resources.
- (2) Before being included in the study plan of a study program, a course is subject to internal accreditation; if a doctoral study program is not conducted according to the principles of the credit system, the specialized course of the doctoral study program is not subject to internal accreditation.
- (3) A course for internal accreditation is proposed by the relevant department responsible.
- (4) Internal accreditation of a course is granted by the UWB Accreditation Commission.
- (5) Details of the procedure for internal accreditation of courses are set out in the internal standard Study Environment and Internal Accreditation of Courses.
- (6) The course quality assessment is carried out by the course guarantor together with the course teachers, based on the course assessment by students, which students have the opportunity to enter into the information system twice a year, always at the end of the semester, and other relevant data.
- (7) The assessment of all courses guaranteed by the department responsible is carried out by the head of the department responsible together with the Dean; if the course is taught for a faculty other than the one where the department responsible is located, the head of the department responsible shall, upon request, also forward the results of the quality assessment to the Dean of the faculty for which the course is taught via the Dean.
- (8) The results of the course quality assessment shall be taken into account appropriately in the assessment of the quality of the relevant study program.

Title II

Quality assurance and assessment of the habilitation procedure and the procedure for the appointment of a professor

Article 10

- (1) The habilitation procedure or procedure for the appointment of a professor can be carried out at UWB on the basis of accreditation granted by the Accreditation Authority. The procedure leading to the granting of accreditation for the habilitation procedure and the procedure for the appointment of a professor is regulated by the UWB Accreditation Regulations.
- (2) The comprehensive assessment of the quality of the habilitation procedure and the procedure for the appointment of a professor is carried out by the UWB Scientific Council.
- (3) The basis for the comprehensive assessment of the quality of the habilitation procedure and the procedure for the appointment of a professor is the report on the assessment of the quality of the habilitation procedure and the procedure for the appointment of a professor, which is prepared for each field of the habilitation procedure and for each field of the procedure for the appointment of a professor by the person responsible for the field in which UWB conducts the habilitation procedure and the procedure for the appointment of a professor.
- (4) The UWB Scientific Council sends a report on the comprehensive quality assessment of the habilitation procedure and the procedure for the appointment of a professor, including the

measures taken to eliminate any identified shortcomings and for the purpose of improvement, to the Internal Evaluation Council for its opinion. In its opinion, the Internal Evaluation Council may also specify measures to remedy any identified shortcomings and for the purpose of improvement, and monitor their implementation.

- (5) The results of the quality assessment of habilitation procedures and procedures for the appointment of professors are reflected in the comprehensive internal quality assessment and in the strategic documents of UWB.
- (6) The structure and required elements of the report on the quality assessment of habilitation procedures and procedures for the appointment of professors, as well as details on the methodology and process of the quality assessment of habilitation procedures and procedures for the appointment of professors, are set out in the internal standard Quality Assessment.

Title III

Quality assurance and assessment of lifelong learning programs

Article 11

- (1) A lifelong learning program can be implemented at UWB on the basis of accreditation granted by the Lifelong Learning Council. The procedure leading to the accreditation of a lifelong learning program is regulated by the Lifelong Learning Regulations.
- (2) The comprehensive assessment of the quality of lifelong learning programs is carried out by the Lifelong Learning Council.
- (3) The basis for the comprehensive assessment of the quality of lifelong learning programs is the report on the assessment of the quality of lifelong learning programs, which is prepared by the organizer of lifelong learning programs together with the guarantor of the lifelong learning program.
- (4) The Lifelong Learning Council sends the report on the comprehensive assessment of the quality of lifelong learning programs, including the measures taken to eliminate any identified shortcomings and for the purpose of improvement, to the Internal Evaluation Council for comment. In its opinion, the Internal Evaluation Council may also specify measures to remedy any identified shortcomings and for the purpose of improvement, and monitor their implementation.
- (5) The results of the quality assessment of UWB's lifelong learning programs are reflected in a comprehensive internal quality assessment and in UWB's strategic documents.
- (6) The structure, required information, and deadlines for submitting reports on the quality assessment of lifelong learning programs, as well as details on the methodology and process of assessing the quality of lifelong learning programs, are set out in the internal standard Quality Assessment.

PART SIX

QUALITY ASSURANCE AND ASSESSMENT OF CREATIVE ACTIVITIES

Article 12

- (1) UWB carries out creative activities in connection with educational activities involving its students and in cooperation with the academic and non-academic spheres.
- (2) The comprehensive quality assessment of creative activities is carried out by the UWB Scientific Council.
- (3) The UWB Scientific Council sends a report on the comprehensive quality assessment of creative activities, including measures taken to eliminate any identified shortcomings and for the purpose of improvement, to the Internal Evaluation Council for comment. In its opinion, the Internal Evaluation Council may also specify measures to remedy any identified shortcomings and for the purpose of improvement, and monitor their implementation.
- (4) The results of the ongoing and comprehensive assessment of UWB are reflected in a comprehensive internal quality assessment and in the strategic documents of UWB.
- (5) The structure and required content of individual reports, deadlines for their submission, details on the methodology and process of quality assessment of creative activities, and the definition of individual scientific or artistic fields and their connection to areas of education, are set out in the internal standard Quality Assessment; this internal standard of UWB must be in accordance with the National Policy for Research, Development and Innovation of the Czech Republic.

PART SEVEN

QUALITY ASSURANCE AND ASSESSMENT OF RELATED ACTIVITIES

Article 13

- (1) For the purposes of these Rules, related activities are understood to be activities whose purpose is to provide technical, informational, administrative and other support for and development of educational and creative activities. Supplementary activities are also considered related activities.
- (2) Related activities are organized for the needs of the entire UWB by its constituent parts in the form of other departments or special-purpose facilities and the Rectorate.
- (3) Quality assessment of related activities performed by units that are organizationally subordinate to
 - a) the Rector is carried out by the Chancellor.,
 - b) the Vice-Rector or Bursar is carried out by the Chancellor based on documents provided by the Vice-Rector or Bursar.
- (4) The report on the comprehensive quality assessment of related activities, including the measures taken to remedy any identified shortcomings and for the purpose of improvement, shall be sent by the Chancellor to the Internal Evaluation Council for comment. In its opinion, the Internal Evaluation Council may also specify measures to remedy any identified shortcomings and for the purpose of improvement, and monitor their implementation.
- (5) The results of the quality assessment of related activities at UWB are reflected in the comprehensive internal quality assessment and in UWB's strategic documents.
- (6) The structure, required information, and deadlines for submitting reports on the quality assessment of related activities, as well as details on the methodology and process of quality assessment of related activities, are set out in the internal standard Quality Assessment.

**PART EIGHT
FINAL PROVISIONS**

Article 14

- (1) The Rules of the System for Quality Assurance of Educational, Creative, and Related Activities and Internal Quality Assessment of Educational, Creative, and Related Activities at the University of West Bohemia in Pilsen dated May 29, 2024, registered by the Ministry of Education, Youth and Sports under ref. no. MSMT-9696/2024-2, are hereby repealed.
- (2) These Rules were discussed by the UWB Scientific Council on January 21, 2026, and approved by the Internal Evaluation Council on January 21, 2026.
- (3) These Rules were approved in accordance with Section 9(1)(b)(3) of the Act by the UWB Academic Senate on January 28, 2026.
- (4) These Rules shall enter into force pursuant to Section 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.
- (5) These Rules shall take effect on the day following their registration by the Ministry of Education, Youth and Sports.

prof. Ing. Pavel Karban, Ph.D., v. r.
Chairman of the Academic Senate
of the University of West Bohemia in Pilsen

prof. RNDr. Miroslav Lávička, Ph.D., v. r.
Rector