
Internal regulations of the Technical University of Liberec

The Rules of the Quality Assurance and Internal Quality Evaluation of the Technical University of Liberec were registered by The Ministry of Education, Youth and Sports under Section 36 (2) of the Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), on 13 November 2017 under the file number MSMT-31107/2017.

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**RULES OF THE QUALITY ASSURANCE
AND INTERNAL QUALITY EVALUATION
SYSTEM OF THE TECHNICAL
UNIVERSITY OF LIBEREC**

of November 13, 2017

RULES OF THE QUALITY ASSURANCE AND INTERNAL QUALITY EVALUATION SYSTEM OF THE TECHNICAL UNIVERSITY OF LIBEREC

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PART ONE GENERAL PROVISIONS

Article 1

Introductory Provisions

This internal regulation defines the rules of the quality assurance system of the educational, scientific, research, development, innovative, artistic, or other creative activities (hereinafter referred to as “creative activities”) and related activities and the internal quality evaluation of these activities of the Technical University of Liberec (hereinafter referred to as the "TUL") and has been created on the basis of Section 17, (1) j) of Act no.111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter referred to as the "Act") and in accordance with Article 41 (2) of the TUL Statutes (hereinafter referred to as the "Statutes"). The Rector, Vice-Rectors, Bursar (hereinafter referred to as the "TUL Leadership"), the Deans, Vice-Deans, the Director of the Institute (hereinafter referred to as "Faculty Leadership" or "Leadership of Units"), support departments (i.e., in particular, the professional and administrative offices of the Rector's Office, the Dean's Office and the Directorate), members of the TUL academic community and other TUL employees are aware of the importance of maintaining and further improving the quality of TUL processes.

Article 2

Quality of the TUL Activities

(1) The position of the TUL within the structure of education, the scope of creative activity, the position in society and also the international dimension reflects the TUL quality. The quality of the TUL's activities is defined as compliance with the legal order of the Czech Republic, standards for accreditation, fulfilment of internal standards set up by the TUL for its individual activities and the fulfilment of goals derived from the TUL strategic documents.

(2) The provision and method of internal quality evaluation aims at supporting further development of the TUL in accordance with valid legislation, with the adopted European rules and directives and, above all, with the general perception of the quality of the university environment. The aim is to strengthen the importance of the TUL in all areas of activity. A strong position of the TUL leads to higher quality of student training and supports their further development. High quality of internal processes at the TUL supports the professional development of the individual members of the TUL academic community, reinforces motivation for personal growth, development of the necessary background for quality teaching and other activities, and the development and protection of academic freedoms.

- (3) Quality assurance means systematic and structured care for the quality of processes, their maintenance and further improvement.
- (4) Internal quality evaluation means systematically verifying whether and to what extent the TUL is successful in fulfilling its mission and goals, adhering to the standards it applies to its activities, and how its activities exceed these goals and standards.
- (5) Quality assurance and internal quality evaluation is continuously responding to developments in legislation, to new standards and procedures related to quality assurance in the republic and international higher education space. The development of the TUL academic community is also taken into account.
- (6) In quality assurance and internal quality evaluation, the TUL cooperates effectively with other universities and other scientific institutions, public administration bodies, professional associations and other institutions of public life in the Czech Republic and abroad. The principle of cooperation is mutual trust, exchange of information and the attempt to achieve common goals.

Article 3

Basic Principles of Quality Assurance and Internal Quality Evaluation

- (1) Quality assurance and internal quality evaluation respects the internal structure of the TUL and the specific aspects of the individual activities.
- (2) The evaluation is conducted in a transparent way and is guided by factual, professional and ethical criteria.
- (3) The evaluation is based on verified qualitative and quantitative data and consists of a critical evaluation of the findings.
- (4) The rules, procedures and evaluation criteria are published in the public section of the TUL website.
- (5) Each evaluation includes recommendations for further development of the evaluated TUL unit.

Article 4

Set of Documents for the Internal Quality Evaluation

- (1) The evaluation is based on the strategic, analytical and other documents of the TUL and its units.
- (2) The strategic documents are:

- a) The Strategic Plan of the Educational and Scientific, Research, Development and Innovation, Artistic and other Creative Activities of the TUL (hereinafter referred to as the "TUL Strategic Plan"),
 - b) The Plan to Implement the TUL Strategic Plan,
 - c) Strategic Plans of Educational and Scientific, Research, Development and Other Creative Activities of the TUL Faculties (hereinafter referred to as "Strategic Plans of the TUL Faculties"),
 - d) Plans to Implement the Strategic Plans of the TUL Faculties,
 - e) A self-evaluation report describing and evaluating the fulfilment of the individual requirements resulting from the standards for institutional accreditation,
 - f) The TUL Strategic Development Plan till 2020 with a View to 2030,
 - g) possible other strategic documents prepared by the TUL or its units,
- (3) Other documents and supporting materials are:
- a) reports on the internal quality evaluation of the TUL units which are faculties and institutes,
 - b) reports on the internal quality evaluation of those TUL units which are not faculties and institutes,
 - c) data from the information systems of the TUL, its faculties or other units and from other public sources, or sources available to the TUL,
 - d) professional evaluations,
 - e) questionnaire surveys,
 - f) bibliometric analyses,
 - g) Annual Reports on the Activities and Annual Reports on the Financial Management of the TUL and its units.

PART TWO

QUALITY ASSURANCE AND INTERNAL QUALITY EVALUATION SYSTEM OF THE TUL ACTIVITIES

Article 5

Basic Prerequisites of the Quality Assurance and Internal Quality Evaluation System

The TUL ensures and evaluates the quality of its activities in the fields of education, scientific and research activities, co-operation with partners in the application sphere, support for the development of society and development of relations with state administration and self-government. At the same time, the TUL ensures the quality of such activities that cover, support and mutually connect the individual areas. In order to ensure and evaluate the quality of TUL activities, methodological, personnel and organizational conditions are created, adequate facilities and technical background provided and conditions for sustainable development are created. The TUL provides necessary financial resources for the operation of all the activities.

Article 6
Internal Quality Evaluation of the TUL Activities

(1) The minimum requirements for the quality of activities are set out in particular by the following general standards and documents of the Technical University of Liberec:

- a) the Act,
- b) Government Regulation No. 274/2016 Coll., On Standards for Accreditation in Higher Education, and Government Regulation No.275/2016 Coll., On Educational Fields in Higher Education,
- c) the Statutes,
- d) Internal Remuneration Regulation (Vnitřní mzdový předpis),
- e) Order of the Selection Procedure for Filling the Positions of Academic Staff and Other Employees (Řád výběrového řízení pro obsazování míst akademických pracovníků a dalších zaměstnanců),
- f) Study and Examination Regulations,
- g) Scholarship Regulations,
- h) Disciplinary Code,
- i) The Statutes of the Internal Evaluation Board,
- j) The Code of Procedure for Granting Associate Professorship and Full Professorship,
- k) Rules of Studies in Lifelong Learning Programmes,
- l) Rules for the Accreditation of Study Programmes,
- m) internal regulations governing the process of nostrification,
- n) internal regulations on the protection of intellectual property at the TUL and on the commercialization of the results of science and research,
- o) Personnel development strategy for academic staff,
- p) Ethics Code for Employees and Students.

(2) In the field of education, TUL ensures the quality, above all, through transparent conditions for the admission to studies, transferring the necessary competencies in accredited study programmes and through transparent and unbiased state examinations. Support for the development of the quality of educational activities in study programmes is realized mainly through:

- a) evaluation of study programmes,

- b) feedback from members of the academic community of the TUL and alumni on the quality of teaching, organization of study, study facilities and infrastructure,
- c) evaluation of the bachelor, diploma and dissertation theses (hereinafter referred to as the "Final Qualification Thesis"),
- d) monitoring the conditions, course and results of admission procedures and studies, including ensuring equal access to the admission procedure and studies, and monitoring the careers of the graduates of the study programmes.

(3) The evaluation report of study programmes is based on the evaluation report of the study programme submitted by the academic staff member authorized by the Dean of the TUL unit, in the case of study programmes not realized at the faculty, by the Rector. The report is prepared every five years, with an annual update, and shall be submitted to the leadership of the TUL unit to be able to prepare a report on the internal quality evaluation of the TUL unit. Under Article 7 (1), the report contains as a rule:

- a) the evaluation of the fulfilment of the study programme standards,
- b) the results of evaluations from the students and alumni,
- c) assessing how the related creative activity is reflected in educational activities,
- d) according to the type and profile of the study programme, the evaluation of the students' creative activities,
- e) according to the type and profile of the study programme, the evaluation of the cooperation with the work placements,
- f) evaluation of the international dimension of the study programme,
- g) the results of the evaluation of the final qualification theses,
- h) evaluation of the success rate in the admission procedure, study failure, degree of proper completion of studies and career paths of alumni of the study programme,
- i) evaluation of the personnel, scientific and technical support of the study programme,
- j) defining the strengths and weaknesses, opportunities and threats for further development of the study programme's curriculum.

(4) In the field of creative activity, the TUL creates conditions for free research and professional growth of its academic staff, develops laboratory and technical background and creates conditions for the funding of scientific and research activities. At the same time, the TUL creates the conditions for efficient technology transfer, taking into account the welfare of the society, the development of relations with the application sphere and the legitimate interests of the TUL. The evaluation of the TUL creative activity takes place according to groups of scientific disciplines related to the content of the study programmes, respects the different publishing and citation practices of individual disciplines and is usually carried out

as an international comparison. The evaluation serves as a basis for preparing a report on the internal quality evaluation of the TUL unit under Article 7(1).

(5) In the field of its third role, the TUL develops relations with the Statutory City of Liberec, the authorities of the Liberec Region, state administration bodies and other organizations, thus consolidating the position of an independent centre of education, culture and art, science and research, and of a place that supports the overall development of the society. The evaluation in the field of the third role serves as a basis for preparing a report on the internal quality evaluation of the TUL unit under Article 7(1).

Article 7

Report on the Internal Quality Evaluation of the TUL Unit

(1) Reports on the internal quality evaluation of TUL units, which are faculties and institutes, are processed by individual faculties and institutes. They proceed in accordance with the valid Methodology of Self-evaluation of Faculties and Institutes of the TUL for all areas of activity.

(2) Reports on the internal quality evaluation of the TUL units, which are not faculties and institutes, are processed by the TUL supporting departments. The Rector shall decide on the structure of the report.

(3) The subject of this report is:

- a) management and administration,
- b) the use of resources (especially personnel and financial ones),
- c) infrastructure,
- d) information system,
- e) information and advisory services,
- f) services in the area of transfer of knowledge and technologies,
- g) library services,
- h) publishing and editing activity,
- i) the services of the halls of residence and the refectories,
- j) facilities for sporting activities,
- k) other activities.

(4) The report on the internal quality evaluation of the TUL units includes:

- a) comments on the individual activities; emphasis is placed on clarity, specificity and the appropriate schematic structure with specific and verifiable references to the sources of the information and the responsible persons,
- b) the strengths found in the quality of the activities performed from the point of view of the particular unit, the possible impact on the other units and the overall strengthening of the TUL activities,
- c) the weaknesses identified in the quality of the activities performed from the point of view of the unit, the explanation of the negative phenomena and their frequency of

- occurrence. Circumstances that may adversely affect the operation of other units or the TUL are stated,
- d) incentives to improve the quality of the performed activities which are the results of circumstances that were not known at the beginning of the reviewed period or their importance was not fully appreciated; This is primarily about responding to changes in the provision of financial support, development in state administration and self-government, political changes and the general development of the TUL academic community,
 - e) a statement of the units on the positive findings and the assumption of further development of the strengths,
 - f) a statement of the units on the negative findings and a set of corrective measures.
- (5) Reports on the internal quality evaluation of the TUL units are processed every five years, with annual updates in the form of amendments describing the changes.

Article 8

The Report on the Internal Quality Evaluation of the TUL

- (1) The TUL Internal Quality Evaluation Report is prepared by the TUL Internal Evaluation Board (hereinafter referred to as "IEB") established in accordance with Section 12a of the Act and Article 20 (2) of the Statutes.
- (2) For the assessed period under Article 8 (5), the IEB shall assess the internal quality of the activities primarily on the basis of the documents submitted. The essential documents are reports on the internal quality evaluation of the TUL units under Article 7, the responses of the TUL units to the previous internal quality evaluation report, or other documents of the TUL and its units.
- (3) When performing internal quality evaluation, the IEB
 - a) acts independently in relation to the TUL activities and units that are being evaluated,
 - b) deals with equal access to all evaluated activities and units of the TUL,
 - c) acts without unnecessary delays,
 - d) issues a written statement,
 - e) supervises the elimination of the deficiencies identified.
- (4) The IEB draws up a report on the TUL internal quality evaluation being aware of the requirements of the Act and the fact that it will be submitted by the TUL units during accreditations and on other occasions when the TUL quality evaluation is needed; To this, the scale and structure of the report shall correspond. Parts of the TUL internal quality report are:
 - a) conclusions drawn from the internal quality evaluation of activities; IEB comments on the individual areas assessed, the setting-up of processes; the IEB may proceed in accordance with the Methodology of Self-evaluation of Faculties and Institutes of the TUL,
 - b) comments on the goals derived from the strategic documents of the TUL and its units,

- c) positive findings on the quality of activities, positive trends in the context of previous periods, partial achievements and specific goals met in an above-average way,
 - d) negative findings on the quality of activities, negative trends in the context of previous periods, specific failures and unfulfilled or only partially met goals, findings concerning process failures,
 - e) recommendations to eliminate the negative findings, a set of corrective and preventive measures,
 - f) recommendations for the date to check the effectiveness of these measures,
 - g) proposals and recommendations for the following evaluation period, in particular on how to improve the process of ensuring and evaluating the quality of the TUL activities.
- (5) The report on the internal quality evaluation of the TUL is processed every five years, with an annual update in the form of an appendix describing the changes achieved in the quality and management measures.
- (6) In terms of the quality goals set for the next five-year period, the IEB shall be assessed in particular:
- a) the particular specification of the quality goals and their connection to the strategic documents of the TUL and its units,
 - b) the measurability of achieving the goals and the degree of their fulfilment,
 - c) the ambition of the goals in the context of the position of the TUL units and the TUL as a whole in relation to the individual activities (in particular, the international dimension of the activity, specific impact on teaching, tackling socially perceived imbalances, addressing current problems in the society);
 - d) the feasibility of achieving the goals,
 - e) the feasibility of achieving the goals within the proposed deadline.
- (7) The IEB in relation to the assessed TUL unit evaluates whether the goal is:
- a) reasonable and feasible,
 - b) personally and technically secured,
 - c) secured in the appropriate environment,
 - d) has the resources available for its implementation,
 - e) has a particular impact on improving the quality of the target group (especially student, academic, external environment).
- (8) Individual members of the IEB ensure the confidentiality of the facts and may not provide third parties with any information that might favour the TUL units assessed. From the internal quality evaluation, only the final report is published.
- (9) After the report on the internal quality evaluation of the TUL is published by the IEB and after it is discussed at the TUL Scientific Board, the evaluation report is submitted to the TUL Academic Senate for approval. It is then passed on to the TUL units being evaluated.
- (10) The Framework Results of the Internal Quality Evaluation Report of the TUL and its Appendices are described in the TUL Annual Activity Report.

PART THREE

ACTIVITIES OF THE BODIES, FACULTIES, INSTITUTES AND OTHER UNITS OF THE TUL

Article 9

Activities of the Bodies, Faculties, Institutes and Other Units of the TUL

- (1) The competencies, powers and duties of the bodies, faculties, institutes and other units within the system of quality assurance and internal quality evaluation are governed by the Act, the Statutes and other internal regulations of the TUL.
- (2) The Rector designates a TUL employee, usually a member of the TUL leadership, to coordinate the activities related to the quality assurance and internal quality evaluations of the TUL.
- (3) The Dean designates a faculty employee, usually a member of the faculty leadership, to coordinate the activities related to the quality assurance and internal quality evaluation of the unit. The directors and heads of other units proceed accordingly.
- (4) Quality assurance and internal quality evaluation at the faculty or another unit beyond the scope of this internal regulation is governed by an internal regulation of the faculty or by the dean's or director's directive.

PART FOUR CONCLUDING PROVISIONS

Article 10

Concluding Provisions

- (1) The proposal for this internal regulation was discussed pursuant to Section 12 (1) h) of the Act by the TUL Scientific Board on April 24, 2017. The proposal of this internal regulation was approved pursuant to Section 12a (4) a) of the Act by the Internal Evaluation Board of the TUL on September 25, 2017. This internal regulation was approved pursuant to Section 9 (1) b) point 3 of the Act by the TUL Academic Senate on October 10, 2017.
- (2) This Internal Regulation shall become valid on the date of its registration by the Ministry of Education, Youth and Sports.
- (3) This Internal Regulation shall become effective on the first day of the calendar month following the day on which it became valid.

Prof. Dr. Zdeněk Kůs, m.p.
rector

