

# **RULES OF THE QUALITY ASSURANCE SYSTEM**

**FOR EDUCATION, CREATIVE AND RELATED ACTIVITIES**

# **AND INTERNAL EVALUATION OF THE QUALITY**

**OF EDUCATION, CREATIVE AND RELATED ACTIVITIES OF BUT**

## Heading

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# **PART ONE**

## **GENERAL PROVISIONS**

### **Article 1**

#### **General provisions**

1. In accordance with Section 17 (1)(j) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended (hereinafter the “Act”), the Rules of the Quality Assurance System for Education and Creative and Related Activities and Internal Evaluation of the Quality of Education, Creative and Related Activities of the Brno University of Technology (hereinafter the “Rules”) are an internal regulation of the Brno University of Technology (hereinafter “BUT”).
2. Quality assurance and internal evaluation of quality rely on the definition of BUT’s mission under Art. 2 of the BUT Statute, take account of the focus, medium-term orientation and plans of BUT under Art. 3 of the BUT Statute and follows on from BUT development concepts formulated in BUT’s strategic education plan and scientific, research, development, innovation, artistic and other creative activities (hereinafter the “Strategic Plan”).

Quality means complying with or improving standards for activities of BUT pursuant to its mission and plans defined in the Strategic Plan, the BUT Statute, BUT internal regulations, BUT internal standards and the Strategic Plan of the Ministry of Education, Youth and Sports (or in other strategic or conceptual Government documents).

3. Quality assurance means a systematic care, maintenance and improvement of the quality of education, creative and related activities.
4. Evaluation of quality means verifying the extent to which BUT mission and plans have been implemented and the extent to which BUT activities have complied with the standards.
5. Quality assurance and internal evaluation of quality are based on standards and procedures intended for the quality assurance concerning higher education institutions in the Czech Republic and abroad.
6. While assuring quality and internally evaluating the quality of its activities, BUT co-operates with other higher education institutions in the Czech Republic and abroad, the academic community, public authorities, professional associations, employers’ organisations and other institutions of public life.

### **Article 2**

#### **Principles of quality assurance and internal evaluation of quality**

1. Quality assurance and internal evaluation of quality include:
  - a) in the area of education activities: in particular activities related to accreditation of study programmes, habilitation procedures and procedures to attain professorship, institutional accreditation of areas of education and related granting of authorisations to implement study programmes within the institutional accreditation, internal evaluation of the quality of study programmes (while respecting individual methodology of their implementation), including students’ and graduates’ evaluation of study programmes, internal evaluation of the quality of lifelong learning programmes;
  - b) in the area of scientific, research, development, innovation and other creative activities (hereinafter the “creative activities”): in particular monitoring and evaluation of the creative activities implemented at BUT, support for their excellence, preparation and evaluation of

- elements, tools or components of long-term conceptual development of individual disciplines at BUT;
- c) in the area of supporting activities related to education and creative activities at BUT: in particular evaluating the efficiency of assuring those activities with regard to the use of resources, the quality of BUT infrastructure and supporting services provided by the central departments and individual faculties of BUT;
  - d) other areas specified in BUT internal standards.
2. The evaluation is transparent and in accordance with substantive and ethical criteria. The faculties and other component parts of BUT are obliged to provide all data necessary for evaluation fully, accurately and in due time.
  3. The evaluation is based on verified relevant qualitative and quantitative data and resides in critical assessment of ascertained facts.
  4. The faculty or another component part of BUT under evaluation always participates in the evaluation and comments on its results.
  5. The evaluation usually relies on the feedback from academic staff, students, graduates and other relevant participants, if any.
  6. The evaluation always includes a recommendation for further development of the unit under evaluation and, in case of any inadequacies, a recommendation on how to remedy them within a set deadline. After the expiry of this deadline, a subsequent evaluation or inspection may be carried out.

### **Article 3**

#### **Underlying documents for evaluation**

1. The underlying documents for evaluation include in particular the following:
  - a) strategic, conceptual, review, analytical and other documents of BUT, its faculties and other component parts;
  - b) data from the information systems of BUT, its faculties and other component parts or other public sources, if any;
  - c) evaluation reports drawn up by component parts of BUT usually on the basis of a pre-determined scheme;
  - d) professional assessments;
  - e) questionnaire surveys;
  - f) information from databases, bibliometric analyses;
  - g) other data if stipulated by BUT internal standards.
2. The underlying documents for evaluation also include methodological materials approved by the Internal Evaluation Board of BUT (hereinafter the "IEB BUT") for specific requirements and procedures of quality assessment and internal evaluation of quality included in BUT internal standards.

## **PART TWO**

### **QUALITY ASSURANCE SYSTEM AND INTERNAL EVALUATION OF THE QUALITY OF BUT ACTIVITIES**

#### **Article 4**

##### **Internal evaluation of the quality of education activities in study programmes**

1. Minimum requirements for the quality of the education activities of BUT are determined particularly by:
  - a) the Act;
  - b) Government Regulations No. 274/2016 Coll., on standards for accreditation in higher education, and No. 275/2016 Coll., on areas of study in higher education;
  - c) BUT internal regulations;
  - d) BUT internal standards.
2. The quality of education activities is assured particularly through:
  - a) evaluation of study programmes;
  - b) feedback from academic staff and graduates concerning quality of teaching, organisation of studies, facilities and infrastructure;
  - c) evaluation of qualification theses or rigorosum theses;
  - d) monitoring and evaluation of the conditions, course and results of admission procedures and studies, including equal access to admission procedures and studies, and monitoring of the employability of graduates of study programmes.

#### **Article 5**

##### **Evaluation of study programmes**

1. The underlying document for evaluation of a study programme is the evaluation report on the study programme presented by its guarantor. The evaluation report evaluates the period from the time when accreditation was granted by the Ministry of Education, Youth and Sports or the National Accreditation Bureau for Higher Education, or from the time of authorisation to implement the study programme within the institutional accreditation; the evaluation report usually includes:
  - a) evaluation of implementation of the standards of the study programme;
  - b) results of students' and graduates' evaluation, description of measures taken to remedy inadequacies, if any;
  - c) evaluation of related creative activities and their projection into the process of education;
  - d) evaluation of student research or co-operation with the industry, depending on the type and profile of the study programme;
  - e) evaluation of the international aspect of the study programme;
  - f) results of evaluation of qualification or rigorosum theses, if these were evaluated during the given period;
  - g) evaluation of the success rate of the admission procedure, drop-out rate, rate of successful completion of studies, evaluation of the process and results of the state examinations and the employability of graduates in the given field of study;
  - h) evaluation of teaching, scientific, organisational and technical arrangements of the study programme, specification of strengths and weaknesses, threats and opportunities for further development of the programme.

2. The Dean provides the guarantor of the study programme with the data from the BUT information system so that the latter processes the evaluation report; the Rector provides the data concerning the study programmes not implemented at the faculties.
3. A working group of IEB BUT discusses the evaluation report in the presence of the guarantor of the study programme. The chairman of EIB BUT or the member of EIB BUT authorised to manage it may invite other persons to this meeting. Minutes shall be drawn up of the meeting.
4. Once the working group of EIB BUT discusses the evaluation report under Article 3, they present the full wording of the draft report on the study programme evaluation within one month. Before discussing the draft report in EIB BUT, the leading member of EIB BUT presents the implemented study programme under evaluation to the guarantor and the Dean for them to issue an opinion; if the study programme is not implemented at a faculty, the draft report is presented to the Rector. Minutes of the meeting under Article 3 are annexed to the draft report on the study programme evaluation.
5. The draft report on the study programme evaluation is discussed and approved by EIB BUT. Once the report on the study programme evaluation is approved, a summary of its conclusions is published in the public part of the BUT website.
6. The study programme is evaluated at least once during the period of validity of its accreditation.
7. EIB BUT provides an opinion on BUT internal standards which stipulate the details of the organisation and course of the study programme evaluation.
8. EIB BUT provides an opinion on BUT internal standards which stipulate the rules for students' and graduates' evaluation of education activities.
9. EIB BUT provides an opinion on BUT internal standards which stipulate the rules for the evaluation of qualification theses and rigorosum theses.
10. The conditions, course and results of admission procedures are monitored particularly in annual reports on admission procedures.
11. The conditions, course and results of studies are monitored particularly based on the data from the study information system.

#### **Article 6**

##### **Working group for study programme evaluation**

1. EIB BUT establishes a working group for study programme evaluation and appoints its members. Details are laid down by the rules of procedure of EIB BUT.

#### **Article 7**

##### **Internal evaluation of the quality of lifelong learning programmes**

1. Lifelong learning is defined by BUT internal regulations.
2. Lifelong learning programmes are usually evaluated through:
  - a) feedback from participants and graduates concerning the quality of teaching, organisation and facilities of lifelong learning programmes;
  - b) Commission's opinion on the area of education activities of EIB BUT, quality of teaching, organisation and facilities of lifelong learning programmes;
  - c) monitoring and evaluation of data gathered particularly when preparing the BUT annual report on its activities.

**Article 8**  
**Internal evaluation of the quality of creative activities**

1. The creative activities of BUT are evaluated according to the groups of disciplines content-related to the implemented study programmes in individual areas of education; the evaluation is organised in such a way that it enables their interconnection with the faculties and institutes of BUT.
2. The evaluation of creative activities respect different publishing and citation standards of individual disciplines, and usually takes the form of an international comparison.
3. Creative activities are also evaluated from the point of view of excellence in international or (in justified cases) national comparison. Creative activities are evaluated based on the comparison with important foreign (or potentially domestic) higher education and research institutions.
4. The evaluation of creative activities usually relies on:
  - a) evaluation report on creative activities of the faculties and institutes (hereinafter the "Report on Creative Activities");
  - b) bibliometric analysis of results;
  - c) data from relevant databases;
  - d) assessment of results by independent, internationally recognised professionals;
  - e) indicators of the quality of creative activities.
5. The Report on Creative Activities, with regard to specificities of the faculties or institutes and the disciplines which they implement, usually describes and evaluates the following:
  - a) mission, visions and goals in the area of creative activities and accordance with the BUT Strategic Plan and the Strategic Plan of the relevant component part;
  - b) strategic management of the development of creative activities;
  - c) measures adopted to support the development of creative activities;
  - d) connection of creative activities to education activities;
  - e) personnel and qualification growth;
  - f) student scientific activities with special attention to the students of doctoral programmes;
  - g) university, national and international scientific projects being addressed;
  - h) national and international co-operation concerning creative activities;
  - i) social importance of creative activities;
  - j) the most important results achieved;
  - k) manner and results of the internal evaluation of creative activities;
  - l) strengths and weaknesses, opportunities and threats in the area of creative activities.
6. The faculties and institutes compile summary reports on creative activities every five years and interim reports every two years.
7. The Scientific Board of the faculty or institute, if established, provides an opinion on the Report on Creative Activities before the Dean or the Institute Director presents it to the Rector. If the institute does not have a scientific board, the Report on Creative Activities is presented to the Scientific Board of BUT for an opinion.
8. The Rector presents the Report on Creative Activities to EIB BUT for approval. The Rector may ask the Scientific Board of BUT for an opinion.
9. Data from the BUT information system, the register of results, the register of creative outputs and internationally recognised Web of Science, Scopus and other databases, if they are relevant for the fields which are not covered by the aforementioned databases, are used for compiling the Report on Creative Activities.



10. The main results of the Report on Creative Activities are published in the public part of the BUT website.
11. The reports on creative activities serve as underlying documents for the development of disciplines, particularly in relation to the preparation of the BUT Strategic Plan and programmes for the support of science and research.
12. The bibliometric analysis is used for evaluation of creative activities only if the results contained in the underlying international database represent a larger than only a very small part of results in the relevant area of education or discipline.
13. If the bibliometric analysis does not provide enough data, assessments by independent, internationally recognised professionals are used instead. Professional assessments are performed continuously, usually on the basis of a co-operation between BUT and partner higher education institutions abroad.
14. Details of the internal evaluation of creative activities and its implementation are stipulated in BUT internal standards.

#### **Article 9**

##### **Internal evaluation of the quality of supporting activities related to education and creative activities of BUT**

1. Supporting activities are activities which support education and creative activities of BUT (hereinafter the “related activities”).
2. The evaluation of related activities usually includes:
  - a) management and administration of BUT;
  - b) use of resources, particularly personal and financial resources;
  - c) infrastructure;
  - d) information system;
  - e) information and consultancy services;
  - f) services related to the transfer of knowledge and technologies;
  - g) library services;
  - h) publishing activities;
  - i) accommodation and catering services;
  - j) sports facilities.
3. Evaluation of related activities concerns especially the activities of other component parts of BUT under Article 42 (2)(c) of the BUT Statute. The evaluation of related activities may include, after agreement with the Deans and Institute Directors, the evaluation of assurance of related activities at the faculties and institutes.
4. The Rector decides on the date and the requirements of the evaluation of related activities.

#### **Article 10**

##### **Strategic documents**

1. The quality assurance system and the internal evaluation of the quality of BUT include the following strategic documents:
  - a) BUT Strategic Plan and its annual implementation plan under Sections 9 (1)(i) and 21 (1)(b) of the Act;
  - b) Annual Report on the Activities of BUT under Sections 9 (1)(d) and 21 (2) of the Act;
  - c) Annual BUT Management Report under Sections 9 (1)(d) and 21 (3) of the Act;

- d) Report on the Internal Evaluation of the Quality of Education, Creative and Related Activities of BUT (hereinafter the “Report on Internal Evaluation”) under Sections 77b (3)(b) of the Act and Article 32 of the BUT Statute;
  - e) self-evaluation report describing and evaluating compliance with requirements following from standards for institutional accreditation under Section 81a (2)(d) of the Act;
  - f) similar documents drawn up by the faculties and other component parts of BUT.
2. The Strategic Plan under paragraph 1 (a):
    - a) follows particularly from the concept of development and interests of BUT;
    - b) is prepared on the basis of underlying documents of the faculties and other component parts of BUT which may provide their opinion on the draft strategic plan before it is discussed by the Scientific Board of BUT and approved by the Academic Senate of BUT;
    - c) is an underlying document particularly for preparing changes to the internal organisation of BUT, new study programmes and the orientation of creative activities;
    - d) is an underlying document for preparing strategic plans of the faculties and similar documents of other component parts of BUT.
  3. The Annual Report on Activities and the Annual Management Report are drawn up on the basis of the underlying documents of BUT, its faculties and other component parts, they also contain evaluations of the faculties and other component parts from the point of view of BUT as a whole. The conclusions of annual reports may be used in management and for the purposes of the Strategic Plan or the Report on Internal Evaluation.
  4. The Report on Internal Evaluation is drawn up on the basis of the evaluations performed at BUT in the last five years, and includes:
    - a) description of the evaluations performed;
    - b) achieved creative outputs of BUT in education and creative activities;
    - c) measures adopted to remove any inadequacies;
    - d) evaluation of strengths and weaknesses, opportunities and threats;
    - e) recommendations for further development of BUT and the improvement of the quality assurance system and the internal evaluation of quality.
  5. The annual amendment to the Report on Internal Evaluation under Section 77b (3)(b) of the Act is usually drawn up together with the annual report on the activities of BUT. The requirements for the Report on Internal Evaluation under paragraph 4 apply to its amendments accordingly.
  6. General results of the Report on Internal Evaluation and its amendments are described in the annual report on the activities of BUT.

## **PART THREE**

### **ENSURING QUALITY ASSURANCE SYSTEM AND INTERNAL EVALUATION OF THE QUALITY OF BUT ACTIVITIES**

#### **Article 11**

##### **Activities of bodies, faculties and other component parts of BUT**

1. The competence, rights and obligations of bodies, faculties and other component parts in the quality assurance system and the internal evaluation of quality is governed by the Act, the BUT Statute and other BUT internal regulations and internal standards.
2. The assurance and the internal evaluation of quality at the faculty or another component part of BUT is ensured so that it complies with the requirements of the Act, other legal regulations,

Government Regulations No. 274/2016 Coll., on standards for accreditation in higher education, and No. 275/2016 Coll., on areas of study in higher education, BUT internal regulations and internal standards.

3. Specific conditions for the quality assurance system and the internal evaluation of quality at a faculty or another component part of BUT are regulated by the internal standards of the particular faculty or component part of BUT.

#### **Article 12**

#### **Personnel and financial resources for the quality assurance system and the internal evaluation of the quality of BUT activities**

1. The Rector authorises the employees of BUT to co-ordinate the activities related to the quality assurance system and the internal evaluation of quality at BUT level. The relevant office of the Rectorate provides methodological, technical and administrative support.
2. The Dean authorises the employees of BUT, usually the Vice-Dean, to co-ordinate the activities related to the quality assurance system and the internal evaluation of quality at faculty level. The senior manager of another component part proceeds analogously.
3. The BUT budget includes resources for the quality assurance system and the internal evaluation of the quality of BUT activities.

### **PART FOUR FINAL PROVISIONS**

#### **Article 13**

#### **Final provisions**

1. The Rules of the Quality Assurance System for Education and Creative and Related Activities and Internal Evaluation of the Quality of Education, Creative and Related Activities of the Brno University of Technology were passed by the Academic Senate of BUT on 30 June 2017 pursuant to Section 9 (1)(b)(3) of the Act on Higher Education Institutions.
2. The Rules come into force as of the date of registration by the Ministry of Education, Youth and Sports pursuant to Section 36 (4) of the Act.
3. The Rules enter into effect as of the date of coming into force.

Doc. Dr. Ing. Petr Hanáček, signed  
President of the Academic Senate of BUT

Prof. RNDr. Ing. Petr Štěpánek, CSc., signed  
Rector