

Ministry of Education, Youth and Sports registered pursuant to § 36 paragraph 2, § 41 paragraph 2 and § 87 paragraph 111/1998 Coll., on Universities and on Amendments to Other Acts (Higher Education Act), as amended on 9<sup>th</sup> October 2017 under file number MSMT-23840 / 2017- Rules of quality assurance and internal quality assessment system of the The College of Regional Development and Banking Institute – AMBIS, a.s.

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**Rules of quality assurance  
system of educational, creative and related activities and  
rules of internal quality evaluation**

## **Article I**

### **Introductory provisions**

This regulation defines the rules of the quality assurance system of educational, creative and related activities and their internal evaluation by the The College of Regional Development and the Banking Institute - AMBIS, a.s. (hereinafter referred to as the “**School**”).

#### **1. The purpose of quality assurance**

The mission of the School is to provide high quality university education meeting the requirements of the 21st century. The school brings the spread of education, free thinking and universal support of the creative spirit of human society.

The School, its management and academics are aware of the mission of the university in society. The culture of the school is based on the principles of tolerance, the culture of the institution and the high professional level of academics. The quality of teaching and processes at the School is governed by international quality management standards.

The aim of quality management at the school is to prepare graduates able to find their place in the domestic and international labor market, who can work with the latest knowledge, preserve, distribute and further advance the results achieved by mankind in the scientific, technical, cultural and social fields.

#### **2. Organizational and personnel support**

The guarantor of the whole system of quality assurance and evaluation of the School is the Board for Internal Evaluation (hereinafter referred to as the “**Board**”), in which the employees of the School are represented. In particular, the board shall:

- a) controls the area of accreditation, verifies that the requirements of the School for the quality of educational activities in study programs are fulfilled and evaluates them;
- b) it prepares and approves the application of the rules of the quality assurance and internal quality assessment system according to the rules included in the internal manual (hereinafter referred to as “**IMS**”), which - IMS (internal management system) contains a summary of rules and guidelines for process management. It is regularly updated.

Its activities are governed by Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act) (hereinafter referred to as the “**Act**”), the Statute of the School, the Rules of the Internal Evaluation Board and other regulations of the School. The President of the Internal Evaluation Board (hereinafter referred to as the “**Board**”) is the Rector.

The guarantor of the study program plays an important role in the system of quality assurance and internal evaluation. At the school, the guarantor of the study program is an academic employee who is fundamentally responsible for the quality and proper implementation of the guaranteed study program. In cooperation with the departments, it ensures the content and methodological quality of the study program, the proper implementation of its teaching according to valid accreditation, as well as its development and regular evaluation. The school management and the Board are responsible for its activities.

### **3. Internal evaluation of the quality of educational and creative activities and support processes**

Internal quality evaluation of processes is carried out in accordance with school regulations and IMS manual. An important part of quality management are teaching quality indicators, which set standards and allow year-on-year comparison. Quality evaluation is part of the school's long-term plan. Every year, the school draws up an internal self-assessment report covering all areas of competence of the school. In addition to the main areas of internal quality assessment, auxiliary statistics and survey results relating to surveys among students, graduates and employees are processed. Regular internal audits are other important documents that contain the results of internal quality assessment.

### **4. External quality evaluation of activities**

According to the Act, external evaluation of educational, scientific and related activities of the School may be carried out by the National Accreditation Office for Higher Education or a generally recognized accreditation institution. The nature of its assessment is usually international. As part of an international training group, the school undergoes regular international audits to check the quality of processes, suggestions for improvement and implemented measures.

## **Article II**

### **Assurance and internal quality assessment**

1. The purpose of quality assurance and internal assessment is to support the development of the School, in line with the European concept of quality in university education and scientific, research, development and innovation or other creative activities that support individual development and preparation for life in an increasingly complex society; its development and cooperation with students in a free academic environment and the preparation of graduates who are able to work in the international labor market and who can work with the latest knowledge, preserve, disseminate and further advance the achievements of mankind in scientific, technical, cultural and social.
2. Quality means meeting the standards set by the School on its activities or exceeding standard practice in accordance with its mission and objectives.
3. Quality assurance means systematic and structured care for the quality of educational, creative and related activities, its maintenance and improvement.
4. Quality evaluation means verifying whether and to what extent the School is successful in fulfilling its mission and objectives, adhering to the standards it places on its activities.
5. Quality assurance and internal evaluation is based on the definition of the mission and activities of the School, the concept of its development formulated in its strategic intention of educational and scientific, research, development, innovation or other creative activities.
6. The school cooperates with other COGNOS colleges and other institutions of public life in the Czech Republic and abroad in the assurance and internal evaluation of the quality of its activities.

### **Article III**

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

1. Quality assurance and internal assessment are based on the set and required internal culture and School environment.
2. The rules, procedures and assessment criteria are set out in the IMS Quality Manual.
3. The evaluation is carried out transparently and is guided by factual, professional and ethical criteria.
4. The evaluation is based on verified qualitative and quantitative data.

5. Assessment is generally based on feedback from academics, students, graduates or other relevant actors.
6. An integral part of each evaluation are recommendations for further development in case of identified deficiencies then recommended corrective measures within the set deadline. After this period has elapsed, depending on the nature of the matter, a follow-up evaluation or follow-up is carried out in accordance with the IMS Quality Manual for each partial activity of the School.

**Article IV**  
**Supports of evaluation**

- 1) The evaluation is usually based on:
  - a) strategic, conceptual, analytical and other documents of the School,
  - b) data from the School's information system,
  - c) evaluation reports based on a pre-established framework outline,
  - d) expert assessments,
  - e) questionnaire surveys,
  - f) structured interviews,
  - g) indicators monitored in the strategic plan and in the School's annual report.
- 2) The evaluation is further based on methodological materials integrated in the IMS quality manual, which specify the requirements and procedures of quality assurance and internal evaluation.

**PART TWO**  
**System of quality assurance and internal evaluation of the school activities**

**Article V**  
**Internal evaluation of educational activities in study programs**

- 1) The minimum requirements for the quality of the The College's educational activities are determined in particular by:

- a) The law,
  - b) government regulation No. 274/2016 Coll., on standards for accreditation in higher education and No. 275/2016 Coll., on areas of education in higher education,
  - c) Study and Examination Regulations of the School,
  - d) internal standards of study programs of the School.
- 2) Support for the development of the quality of educational activities in study programs is carried out mainly through:
- a) evaluation of study programs,
  - b) feedback from students and graduates to the quality of teaching, the organization of studies, the study background and infrastructure,
  - c) monitoring of the conditions, course and results of study, and the employment of graduates.
- 3) The basis for the evaluation of study programs is the evaluation report on the study program covering the period since the accreditation was granted by the National Accreditation Office for Higher Education or the Ministry of Education, Youth and Sports. The report usually includes:
- a) evaluation of the fulfillment of the standards of the study programs of the School,
  - b) results of student and graduate assessments,
  - c) evaluation of how the related creative activity translates into educational activity,
  - d) according to the type and profile of the study program, evaluation of student creative activity or cooperation with practice,
  - e) evaluation of the international dimension of the study program,
  - f) evaluation of the success rate of studies, the degree of regular completion of studies and the application of graduates,
  - g) evaluation of pedagogical, scientific and technical support of the study program,

- h) defining strengths and weaknesses, risks and opportunities for further development of the study program.
- 4) The data for the elaboration of the evaluation report are available in the school information system and in the outputs of the regular annual audit according to ISO 9000.
- 5) The evaluation report is discussed at a joint meeting between the school management and the board or the guarantor of the evaluated study program. Notes are taken of the meeting.
- 6) The requisites of the organization and course of study program evaluation are set by the Rector's measures, on which the board expresses its opinion.
- 7) The IMS Quality Manual sets out the rules for evaluating educational activities by students and graduates at the School.
- 8) Monitoring of the course and results of study is based mainly on data from the School information system.

#### **Article VI**

##### **Internal quality assessment of lifelong learning programs**

The evaluation of the Lifelong Learning Program usually consists of:

- a) feedback from participants and graduates on the quality of teaching, organization and background of the Lifelong Learning Program,
- b) statements and evaluation of lecturers,
- c) statement of the employee in charge of lifelong learning management at the School.

#### **Article VII**

##### **Internal evaluation of quality of creative activity**

- 1) The conceptual development of creative activities at the School is ensured mainly through programs supporting science and research.
- 2) Science and research support programs support the development of study programs run by the school as well as students and academic and researchers.

- 3) The preparation of programs to support science and research, in addition to the mission and strategic intent of the School, is based in particular on the evaluation of the implementation of existing programs and the results of the creative activities achieved by the School in recent years.
- 4) The conditions of programs supporting science and research are announced by the Rector's Measure, which also lays down the conditions and criteria for the evaluation of their interim and final results.
- 5) The evaluation of the creative activity of the School takes place throughout the School.
- 6) The evaluation of creative activities is usually based on:
  - a) evaluation report on creative activity
  - b) quality indicators of creative activity.
- 7) The Creative Activity Report describes and assesses:
  - a) poslání, vize a cíle v oblasti tvůrčí činnosti,
  - b) strategic management of creative activity development,
  - c) measures taken to support the development of creative activities,
  - d) linking creative and educational activities,
  - e) staffing and qualification growth of academic staff,
  - f) national and international cooperation in creative activities,
  - g) the social importance of creative activity,
  - h) the most important achievements,
  - i) method and results of internal evaluation of creative activity,
  - j) strengths, weaknesses, opportunities and risks of creative activity.
- 8) The School reports on creative activity every five years.



- 9) The Academic Council of the School expresses its opinion on the creative activity report at the School.
- 10) The report on creative activities is submitted by the Rector for comments to the board.
- 11) The details of the internal evaluation of creative activity, including its assurance, are set by the Rector's decision on which the board expresses its opinion.

### **Article VIII**

#### **Internal quality assessment of related activities**

- 1) Quality assessment of related activities means the evaluation of activities that support educational and creative activities.
- 2) The subject of evaluation is usually:
  - a) School management and administration,
  - b) goal planning and cost-effectiveness management,
  - c) conditions for teaching and technical equipment,
  - d) external and internal communication,
  - e) library activities,
  - f) publishing and editorial activity.
- 3) Evaluation of related activities is carried out at regular intervals according to the School's Internal Audit Plan according to the standards of the COGNOS ISO 9001: 2008 Group.

### **Article IX**

#### **The long-term strategic intention of the School**

- 1) The School's quality assurance and internal quality assessment system includes strategic documents, in particular:
  - a) long-term strategic intentions,
  - b) interim report on the implementation of the strategic plan,

- c) the annual activity report of the School,
  - d) a report on the quality audit of the educational, creative and related activities,
  - e) self-assessment report describing and evaluating the fulfillment of individual requirements resulting from accreditation standards.
- 2) The interim report on the implementation of the strategic plan is prepared annually and submitted to the Academic Council of the School for information.

### **PART THREE**

#### **Activities of the school authorities**

##### **Article X**

#### **Activities of the school authorities**

- 1) The competence, powers and duties of the School's bodies are governed by the Act, the Statute and other regulations of the School.
- 2) Quality assurance and internal evaluation at the School is ensured to meet the requirements of the Act, Government Order No. 274/2016 Coll., On Standards for Accreditation in Higher Education, Government Order No. 275/2016 Coll., On Education in Higher Education education, other legal regulations, school regulations or the Rector's measures.

### **PART FOUR**

#### **Final Provisions**

##### **Article XI**

#### **Final Provisions**

- 1) This regulation was approved by the Board of School Directors on 14 August 2017.
- 2) This regulation shall enter into force pursuant to Article 36 (4) and Article 41 (2) of the Act and shall become effective on the date of registration by the Ministry of Education, Youth and Sports.

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rektor