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**THE RULES OF THE QUALITY ASSURANCE SYSTEM FOR EDUCATIONAL, CREATIVE  
AND RELATED ACTIVITIES AND INTERNAL QUALITY ASSESSMENT  
EDUCATIONAL, CREATIVE AND RELATED ACTIVITIES OF THE POLICE  
ACADEMY OF THE CZECH REPUBLIC IN PRAGUE**

*Academic Senate of Police Academy of the Czech Republic in Prague  
pursuant to Section 9(1)(b) and Section 17(1)(j) of Act No. 111/1998 Coll,  
on Higher Education and on Amendments and Additions to Other Acts (Higher Education  
Act), as amended, resolved as follows*

*Rules of the system of quality assurance of educational, creative and related activities and internal  
evaluation of the quality of educational, creative and related activities of Police  
of the Academy of the Czech Republic in*

*Prague as its internal regulation:*

**PART ONE BASIC  
PROVISIONS**

**Article 1**

**Basic provisions**

- 1) The Rules of the Quality Assurance System for Educational, Creative and Related Activities and the Internal Quality Assessment of Educational, Creative and Related Activities of the Police Academy of the Czech Republic in Prague (hereinafter referred to as "the Rules") are, pursuant to Section 17(1)(j) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as "the Act"), an internal regulation of Police Academy of the Czech Republic in Prague (hereinafter referred to as "PA CR").
- 2) Quality assurance and internal quality assessment is based on the definition of the PA CR mission according to Article 2 of the PA CR Statute (hereinafter referred to as the "Statute"), is based on the basic, educational and creative activities of the PA CR according to Articles 3, 4 and 5 of the Statute and is linked to the PA CR development concept formulated in its strategic plan of educational and scientific, research, development, innovation, artistic or other creative activities of the PA CR and its annual implementation plan (hereinafter referred to as the "Annual Implementation Plan").  
"strategic intent")  
  
Quality means meeting or increasing the standards of the activities of the PA CR in with its mission and its objectives, which are described in the strategic plan, statutes, internal regulations of the PA CR, and internal standards of the PA CR.
- 3) Quality assurance means the systematic care, maintenance and improvement of the quality of educational, creative and related activities.
- 4) Quality assessment means verification of the degree of fulfilment of the mission and objectives of the PA CR and compliance with the standards of PA CR activities.
- 5) Quality assurance and internal quality assessment are also based on standards and procedures for quality assurance in the higher education sector in the Czech Republic and abroad.
- 6) In ensuring and internally evaluating the quality of activities, the PA CR cooperates with other universities and scientific institutions in the Czech Republic and abroad, academic

municipalities, public , chambers of commerce, employers' organisations and other public institutions.

## **Article 2**

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

- 1) Quality assurance and internal quality assessment includes:
  - a) in the field of educational activities, in particular activities related to accreditation of study programmes, accreditation of habilitation proceedings and proceedings for the appointment of professors, internal evaluation of the quality of study programmes, including student evaluation and evaluation of graduates of study programmes, internal evaluation of the quality of lifelong learning programmes,
  - b) in the field of scientific and research, development and innovation, artistic or other creative activities (hereinafter referred to as "creative activities"), in particular monitoring and evaluation of creative activities carried out at the PA CR, support for their excellence, preparation and evaluation of elements, tools or components of the long-term conceptual development of individual scientific disciplines at the PA CR,
  - c) in the area of support activities related to the educational and creative activities of the PA CR, in particular the evaluation of the effectiveness of the provision of these activities with regard to the use of resources, the quality of the PA CR infrastructure and the support services provided by the central units and individual components of the PA CR,
  - d) other areas specified by the internal standards of the PA of the Czech Republic.
- 2) The evaluation is carried out in a transparent manner according to substantive and ethical criteria. It is the duty of the faculties and other units of the PA CR to provide timely, complete and truthful information necessary for the evaluation.
- 3) The evaluation is based on verified relevant qualitative and quantitative data and consists of a critical assessment of the findings.
- 4) The evaluated faculty or other part of the PA CR participates in the evaluation and comments on its results.
- 5) The evaluation is usually also based on feedback from academic staff, students, alumni or other relevant stakeholders.
- 6) Each evaluation always includes a recommendation for the further development of the evaluated unit and, in the case of identified shortcomings, a recommendation for correction within a specified period of time. After this period, a follow-up evaluation or a follow-up inspection may be carried out.

## **Article 3**

### **Basis for evaluation**

- 1) The basis for the evaluation of the activities are in particular:
  - a) strategic, conceptual, balance sheet, analytical and other documents of the PA CR, its faculties and other parts of the PA CR,
  - b) data from the information systems of the PA of the Czech Republic, its faculties or other public sources,
  - c) own evaluation reports prepared by the components of the PA of the Czech Republic, usually on the basis of a predetermined outline,
  - d) professional assessments,
  - e) questionnaire ,

- f) data from databases,
- g) other data, if the internal standard of the PA of the Czech Republic so stipulates.

**PART TWO**  
**SYSTEM OF QUALITY ASSURANCE AND INTERNAL EVALUATION OF THE ACTIVITIES**  
**OF THE PA CZECH REPUBLIC**

**Article 4**

**Internal evaluation of educational activities in study programmes**

- 1) The minimum requirements for the quality of educational activities of the PA CR are determined in particular by:
  - a) Act,
  - b) 274/2016 Coll., on Standards for Accreditation in Higher Education and 275/2016 Coll., on Areas of Education in Higher Education (hereinafter referred to as "Standards for Accreditation"),
  - c) internal regulations of the PA of the Czech Republic,
  - d) internal standards of the PA of the Czech Republic.
- 2) The quality of educational activities is ensured mainly by:
  - a) evaluation of study programmes,
  - b) feedback from members of the academic community and alumni on the quality of teaching, the organisation of studies, study facilities and infrastructure,
  - c) evaluation of qualification and rigorous theses,
  - d) monitoring and evaluating the conditions, process and results of admissions and studies, including ensuring equal access to admissions and studies and monitoring the application of graduates of the study programme.

**Article 5**

**Evaluation of the study programme**

- 1) The basis for the evaluation of a study programme is the self-evaluation report on the study programme submitted by its guarantor. This report evaluates the period since the granting of accreditation by the Ministry of Education, Youth and Sports or the National Accreditation Office for Higher Education and usually includes:
  - a) Evaluation of the fulfilment of standards for accreditation in the field of education,
  - b) results of student and graduate evaluations, description of any measures taken to correct deficiencies,
  - c) evaluation of related creative activities and their translation into educational activities,
  - d) evaluation of student scientific activities or cooperation with practice, depending on the type and profile of the study programme,
  - e) Evaluation of the international dimension of the study programme,
  - f) the results of the assessment of qualification and rigorous theses, if any, if they were assessed during the period,

- g) evaluation of the success rate in the admission procedure, the study failure rate, the rate of proper completion of studies, evaluation of the course and results of state final examinations and the employability of graduates in the field of study.
  - h) evaluation of pedagogical, scientific, organisational and technical support of the study programme, identification of strengths, weaknesses, risks and opportunities for further development of the study programme.
- 2) The data for the preparation of the evaluation report available from the information system of the PA CR will be provided to the study programme guarantor by the dean; for study programmes not implemented at faculties, by the rector.
  - 3) The actual evaluation report will be discussed by the Scientific Board of the PA ČR (hereinafter referred to as the "Scientific Board") in the presence of the study programme guarantor. Other persons may be invited to the meeting by the Chairperson of the Scientific Board. Minutes of the meeting shall be taken.
  - 4) The evaluation of a study programme shall take place at least once during the period of its accreditation.
  - 5) Details of the organisation and course of the evaluation of study programmes are set out in the internal standard of the PA CR.
  - 6) The rules for the evaluation of educational activities of students and graduates of the PA CR are set out in the internal standard of the PA CR.
  - 7) The rules for the evaluation of qualification and rigorous theses are laid down in the internal standard of the PA CR.
  - 8) The conditions, progress and results of the admissions procedure are monitored in particular in the annual admissions report.
  - 9) The progress and results of studies are monitored mainly on the basis of data from the study agenda information system.

## **Article 6**

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

- 1) Lifelong learning is defined in more detail in an internal regulation of the PA of the Czech Republic.
- 2) The evaluation of lifelong learning programmes consists of:
  - a) feedback from participants and graduates on the quality of teaching, organisation and facilities of the lifelong learning programme,
  - b) from the comments of the Scientific Council on the quality of teaching, organisation and facilities of the Lifelong Learning Programme,
  - c) from monitoring and evaluation of data collected mainly in the preparation of the annual report on the activities of the PA CR.

## **Article 7**

### **Internal evaluation of the quality of creative activities**

- 1) The evaluation of the creative activity of the PA CR is carried out according to groups of scientific disciplines related to the study programmes in the individual fields of education and is organised in such a way as to enable their connection with the faculties of the PA CR.
- 2) The evaluation is based primarily on the requirements of the law, the standards for accreditation, and the goals outlined in the strategic plan.

- 3) The faculties prepare a summary report on creative activities once every five years and partial reports every two years.
- 4) The scientific council of the faculty concerned shall comment on the report on creative activity before the dean of the faculty forwards it to the rector.
- 5) The Rector submits the report on creative activities to the Scientific for approval.
- 6) The reports on creative activities serve as a basis for the development of scientific disciplines, especially in relation to the preparation of the strategic plan of the PA CR and the preparation of its programmes to support science and research.
- 7) The details of the internal evaluation of creative activity, including its provision, are set out in an internal standard of the PA CR.

### **Article 8**

#### **Internal evaluation of the quality of support activities related to educational and creative activities of the PA CR**

- 1) Supporting activities are activities that support the educational and creative activities of the PA CR (hereinafter referred to as "related activities").
- 2) The subject of the quality assessment of related activities is :
  - a) management and administration of the PA of the Czech Republic,
  - b) the use of resources, especially staff and financial resources,
  - c) infrastructure,
  - d) information system,
  - e) information and advisory services,
  - f) knowledge and technology transfer services,
  - g) library services,
  - h) publishing and publishing activities,
  - i) dormitory and canteen services,
  - j) facilities for sports and physical education activities.
- 3) The Rector decides on the timing and details of the evaluation of related activities.

### **Article 9**

#### **Strategic documents**

- 1) The system of quality assurance and internal quality assessment of the PA CR includes strategic documents, which are in particular:
  - a) the strategic plan of the PA CR and the annual plan for its implementation pursuant to Section 9(1)(i) and Section 21(1)(b) of the Act,
  - b) annual report on the activities of the PA CR pursuant to Section 9(1)(d) and Section 21(2) of the Act,

- c) annual report on the management of the PA CR pursuant to Section 9(1)(d) and Section 21(3) of the Act,
  - d) report on the internal evaluation of the quality of educational, creative and related activities of the PA CR (hereinafter referred to as the "internal evaluation report") pursuant to Section 77b(3)(b) of the Act and Article 32 of the Statute,
  - e) similar documents prepared by faculties or other parts of the PA CR.
- 2) The strategic plan referred to in paragraph 1(a):
- a) is based mainly on the concept of development and interest of the PA of the Czech Republic,
  - b) is prepared on the basis of input from faculties and other units of the PA CR, which may also comment on the draft strategic plan before its discussion in the Scientific Council of the PA CR and approval by the Academic Senate of the PA CR,
  - c) is the basis for the preparation of changes in the internal organisation of the PA CR, new study programmes and the focus of creative activities,
  - d) is the basis for the preparation of strategic plans of faculties and similar documents of other parts of the PA CR.
- 3) The Annual Activity Report and the Annual Management Report are prepared on the basis of input from the PA CR, its faculties and other units; they also contain an evaluation of the faculties and other units from the perspective of the PA CR as a whole. The conclusions of the annual reports may be in management activities and for the purposes of a strategic plan or an internal evaluation report.
- 4) The internal evaluation report is based on the evaluations carried out at the PA CR over the past five years and consists mainly of the following parts:
- a) a description of what assessments have been carried out,
  - b) qualitative outputs of the PA CR in educational and creative ,
  - c) the measures taken to remedy any deficiencies,
  - d) assessment of strengths, , opportunities and risks,
  - e) Recommendations for further development of the PA CR and improvement of the system of quality assurance and internal evaluation.
- 5) The annual supplement to the internal evaluation report referred to in Section 77b(3)(b) of the Act is usually prepared together with the annual report on the activities of the PA CR. The requirements for the internal evaluation report referred to in paragraph 4 shall apply mutatis mutandis to its supplements.
- 6) The framework results of the internal evaluation report and its supplements are in the annual report on the activities of the PA CR.

### **PART THREE**

## **ENSURING THE SYSTEM OF ASSURANCE AND INTERNAL EVALUATION OF THE ACTIVITIES OF THE PA CZECH REPUBLIC**

### **Article 10**

#### **Activities of the bodies and faculties of the PA of the Czech Republic**

- 1) The competence, powers and duties of the bodies and faculties of the PA CR in the system of quality assurance and internal quality assessment of the PA CR are governed by the Act, the Statute and other internal regulations and internal standards of the PA CR.

- 2) Ensuring and internal evaluation of the quality of at faculty or other components PA of the Czech Republic is ensured so that the requirements of the Act, other legal regulations<sup>1)</sup>, standards for accreditation, internal regulations of the Czech Republic and internal standards of the Czech Republic are met.
- 3) The specific conditions of quality assurance and internal quality assessment at the Faculty of PA CR may be further regulated by an internal standard of the Faculty of PA CR.

#### **Article 11**

##### **Ensuring the system of quality assurance and internal evaluation of the activities of the PA CR with personnel and financial resources**

- 1) The Rector authorises the employees of the PA CR to coordinate activities related to the system of quality assurance and internal quality assessment at the level of the PA CR. Methodological, technical and administrative support is provided by the relevant department of the Rector's Office of the PA CR.
- 2) The dean delegates a faculty employee, usually the vice-dean, to coordinate activities related to the system of quality assurance and internal quality assessment at the faculty level. The head of another unit follows a similar procedure.
- 3) The budget of the Czech Republic provides funds for the system of quality assurance and internal evaluation of the activities of the PA CR.

#### **PART FOUR FINAL PROVISIONS**

#### **Article 12**

##### **Final provisions**

- 1) These rules were approved by the Scientific Council of the PA CR on 16 June 2017.
- 2) These rules were approved by the Academic Senate of the PA CR on 26 June 2017.
- 3) These rules become valid and effective upon registration by the Ministry of the Interior.

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#### **Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the Police Academy of the Czech Republic in Prague**

Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities of the Police

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<sup>1)</sup> E.g. Act No. 130/2002 Coll., on support for research, experimental development and innovation from public funds and on amendments to certain related acts, as amended.

The Academy of the Czech Republic in Prague was registered by the Ministry of the Interior on 12 September 2017 under No.: 107978-9/OBP-2017.