**RULES**

**OF THE SYSTEM OF QUALITY ASSURANCE FOR EDUCATIONAL, CREATIVE AND THE RELATING ACTIVITIES AND INTERNAL ASSESSMENT OF QUALITY OF EDUCATIONAL, CREATIVE AND THE RELATING ACTIVITIES**

**OF THE ACADEMY OF ARTS, ARCHITECTURE & DESIGN IN PRAGUE**

**of 17 January 2018**

EUROPEAN UNION

European Structural and Investment Funds

Operational Programme Research, Development and Education

*The Ministry of Education, Youth and Sports registered pursuant to Section 36 (2) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act) on 17 January 2018 under Ref. No. MSMT-1673/2018 the Rules of the system of quality assurance for educational, creative and the relating activities and internal assessment of quality of educational, creative and the relating activities of the Academy of Arts, Architecture & Design in Prague.*

*……………………………………………….*

*Mgr. Karolína Gondková*

*Director of the Department of Higher Education Institutions*

*The Academic Senate of the Academy of Arts, Architecture & Design in Prague,   
pursuant to Section 9 (1) (b) point 3 and 17 (1) (j) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act), as amended, adopted this internal regulation of the Academy of Arts, Architecture & Design in Prague:*

# THE RULES OF THE SYSTEM OF QUALITY ASSURANCE FOR EDUCATIONAL, CREATIVE AND RELATING ACTIVITIES AND INTERNAL ASSESSMENT OF QUALITY OF EDUCATIONAL, CREATIVE AND RELATING ACTIVITIES OF THE ACADEMY OF ARTS, ARCHITECTURE & DESIGN IN PRAGUE

# of 17 January 2018

**PART I**

**OPENING PROVISIONS**

**Article 1**

**Opening provisions**

This internal regulation defines the system of assuring and internal assessment of the quality of educational, artistic, scientific and research, development and innovation and other creative activities (hereinafter referred to as "Creative Activities") and relating activities at the Academy of Arts, Architecture & Design in Prague (hereinafter referred to as "UMPRUM") pursuant to Section 17 (1) (j) of the Act No. 111/1996 Coll., on Higher Education Institutions and on Amendment and Supplements to Some Other Acts (The Higher Education Act), as amended, (hereinafter referred to as the "Act"), the UMPRUM Statutes and other internal regulations of UMPRUM.

**Article 2**

**Competence, powers and responsibilities of bodies and staff**

The competence, powers and responsibilities of UMPRUM bodies and staff in the system of assuring and quality assessment of UMPRUM's educational, creative and relating activities are governed by the Act, the UMPRUM Statutes, the UMPRUM Organizational Code, this internal regulation and other internal UMPRUM regulations.

**PART II**

**QUALITY ASSURANCE AND INTERNAL QUALITY ASSESSMENT**

**Article 3**

**Basic definitions**

1. Quality means meeting the standards that the UMPRUM applies to its activities in line with its mission and goals.
2. Quality assurance system means systematic and structured care of the educational, creative and relating activities carried out by UMPRUM in order to continuously increase the level of compliance with the internal regulations and standards that UMPRUM places on these activities.
3. An internal quality assessment system for educational, creative and relating activities means a set of interrelated rules, procedures and tools that verify the level of compliance with the standards defined in legislation, internal regulations and standards of UMPRUM.

**Article 4**

**Starting points**

1. Assuring and internal assessment of the quality of educational, creative and relating activities is based on the definition of the mission and activities of UMPRUM as set out in its statutes and on the concept of development formulated in the UMPRUM strategic documents and continuously responds to current developments and initiatives of UMPRUM bodies.
2. Quality assurance and internal quality assessment are also based on the standards and procedures for quality assurance in the European higher education area taking into account other national or international standards of higher education institutions’ activities.

**Article 5**

**General principles for quality assurance and assessment**

1. The aim of the system of quality assurance and assessment of educational, creative and relating activities of UMPRUM is to continuously improve their quality and regular control.
2. Quality assurance and assessment involves internal and external actors, in particular students, graduates, academics and other UMPRUM employees, members of academia of other universities, employers, employees of research organisations, tertiary experts for the purposes of providing feedback.
3. Internal quality assessment is a transparent process, carried out according to established rules and criteria, which is documented at all stages and its outputs are regularly presented to members of the UMPRUM academia and to a reasonable extent also to the public.
4. An integral part of each assessment comprises the recommendation of further development of the assessed field, and in case of shortcomings identified, the recommendation of corrective measures within the time limit set.

**PART III**

**QUALITY ASSURANCE AND ASSESSMENT SYSTEM**

**Article 6**

**Support and components of the quality assurance and assessment system**

1. The system of quality assurance and assessment of educational, creative and relating activities:
   1. System of internal regulations and standards,
   2. Procedural management system,
   3. System of internal checks,
   4. Financial, personnel and information sources.
2. The quality assurance and assessment system includes strategic documents and documents expressing their fulfilment:
   1. Strategic intent of educational and scientific, research, development and innovation, artistic and other creative activities of UMPRUM (hereinafter referred to as the "Strategic Intent") and the annual plan for the implementation of the strategic plan,
   2. Institutional plan,
   3. Annual economic performance report,
   4. Annual activity report,
   5. Report on the achievement of the set objectives of the institutional plan,
   6. Report on internal quality assessment of the educational, creative and relating activity) (hereinafter referred to as the “Internal Assessment Report”),
   7. Own evaluation report.

**Article 7**

**Strategic Intent**

1. The strategic intent, in accordance with the stated mission and vision of UMPRUM, formulates thematic areas important for sustainable development, defines the key areas of development of UMPRUM for the given period, sets out the starting points and continuity with the strategic documents of the Ministry of Education, Youth and Sports (hereinafter referred to as the "Ministry of Education") and the European Education Area, sets feasible and measurable objectives, steps to achieve them, indicators expressing the extent of their fulfilment and those responsible for the implementation and achievement of the stated objectives.
2. The preparation of the strategic intent is the responsibility of the Vice-Rectors within the framework of their competence.
3. The person responsible to the Rector for the final form of the strategic intent is the Vice-Rector, who has competence in the field of school development.
4. The draft strategic intent is being discussed gradually by:
   1. Rector’s collegium,
   2. Rector’s extended collegium,
   3. Artistic Board of UMPRUM (hereinafter referred to as “Artistic Board”)

and comments on the proposal are settled by the Vice-Rector in charge of the school's development.

1. The draft strategic intent is approved by the UMPRUM Academic Senate (hereinafter referred to as the "Academic Senate") upon proposal from the Rector, therefore, it must be made available at least 7 days in advance to the members of the Academic Senate and the academia of UMPRUM.
2. After approval by the Academic Senate, the strategic intent is submitted for approval to the Board of Trustees of UMPRUM (hereinafter referred to as the "Board of Trustees").
3. The approved strategic intent is discussed by the Rector with representatives of the Ministry of Education within the deadlines set by the Ministry of Education.
4. The strategic intent discussed shall be published by the Vice-Rector referred to in paragraph 3 on the school's electronic official notice board in a date and form to be determined by the Minister of Education, Youth and Sports.

**Article 8**

**Institutional plan**

1. The UMPRUM’s institutional plan is the most important instrument for its strategic development over the long and medium term. The specific feasible objectives mentioned reflect the priorities set out in the strategic intentions of both the Ministry of Education and UMPRUM. In addition to the specific objectives and their follow-up to strategic objectives, the institutional plan lists the persons responsible for the implementation and achievement of the individual objectives, defined steps to achieve them and indicators of performance, including their planned targets.
2. Through its institutional plan for a defined period, UMPRUM receives a contribution from the Ministry of Education to achieve these strategic objectives.
3. The person responsible to the Rector for the final form of the strategic intent is the Vice-Rector, who has competence in the field of school development.
4. The draft institutional plan is being discussed gradually by:
   1. Rector’s collegium,
   2. Academic Senate,

and comments on the proposal are settled by the Vice-Rector in charge of the school's development.

1. The Ministry of Education discusses with UMPRUM a strategic intent and an institutional plan and, on the basis of this discussion, decides to provide a contribution to the implementation of the institutional plan.
2. Unless contrary to the law, the results of the institutional plan for the defined period are publicly available on the UMPRUM website.

**Article 9**

**Evaluation of the achievement of objectives of the strategic intent and institutional plan**

1. The evaluation of the implementation of the UMPRUM strategic intent and the evaluation of the UMPRUM institutional plan are carried out on an ongoing and comprehensive basis.
2. The Vice-Rectors responsible for achieving the defined strategic objectives as well as achieving the established indicators regularly evaluate the priority areas of the strategic intent and the level of achievement of the specific objectives. They prepare individual documents for gradual evaluation of the strategic intent and institutional plan. Once a year, the Rector conducts evaluation on the basis of documents from the Vice-Rector in charge of the school development area after discussion in the Rector's collegium. The results of the evaluation shall be taken into account by the Rector in the development of the annual plan for the implementation of the strategic intent and any adjustments to the institutional plan for the following year, together with the allocation of funds to the priority objectives.
3. The Rector conducts overall evaluation for the previous period on the basis of comprehensive submission documents from the Vice-Rector in charge of the school development area after discussion in the Rector's collegium. Individual documents are prepared by individual Vice-Rectors similarly as in paragraph 2. The results of the evaluation shall be taken into account by the Rector in the development of a new strategic intent and new institutional plan.
4. The Board of Trustees shall also express its regular support for the implementation of the institutional plan.

**Article 10**

**Annual activity report**

1. The persons responsible to the Rector for the preparation of the annual activity report are individual Vice-Rectors within the framework of their competences.
2. The person responsible to the Rector for the final form of the annual activity report is the Vice-Rector, who is responsible for the development of the school.
3. The draft annual activity report shall be discussed gradually by:
   1. Rector’s collegium,
   2. Artistic Board,

and comments on the draft shall be settled by the Rector's collegium or the relevant Vice-Rectors within the framework of their respective competences.

1. The draft annual activity report shall be approved by the Academic Senate upon proposal from the Rector. The draft annual activity report shall be made available by the Rector to the members of the Academic Senate and the academia of UMPRUM in a manner enabling remote access at least 7 calendar days before the discussion thereof in the Academic Senate.
2. The Rector submits the draft annual activity report of UMPRUM approved by the Academic Senate to the Board of Trustees for discussion.
3. The Vice-Rector in charge of school development publishes the annual activity report on the school's electronic official notice board in a date and form to be determined by the Minister of Education, Youth and Sports.

**Article 11**

**Annual economic performance report**

1. The Bursar is a person responsible to the Rector for the creation of the annual economic performance report of UMPRUM.
2. The draft annual economic performance report is discussed in the Rector's collegium and comments on the proposal shall be settled by the Bursar.
3. The draft annual economic performance report shall be approved by the Academic Senate upon proposal from the Rector. The draft annual economic performance report shall be made available by the Rector to the members of academia of UMPRUM in a manner enabling remote access at least 7 calendar days before the discussion in the Academic Senate.
4. The Rector submits the draft annual economic performance report of UMPRUM approved by the Academic Senate to the Board of Trustees for discussion.
5. The Bursar shall publish immediately after discussion in the Board of Trustees an approved annual economic performance report on the school’s electronic official notice board.

**PART IV**

**INTERNAL QUALITY ASSESSMENT**

**Article 12**

**Course of the internal quality assessment**

1. The course of the internal quality assessment of the educational, creative, and relating activities is governed by the Artistic Board.
2. The comprehensive internal quality assessment shall take place at least every five years.
3. A comprehensive internal quality assessment is carried out by a team of evaluators appointed by the Rector upon proposal from the Artistic Board. The evaluator may be an UMPRUM employee or another person.
4. The results of the UMPRUM’s comprehensive internal quality assessment are reflected in the UMPRUM development strategy.
5. The conclusions of the comprehensive internal quality assessment, including measures to remedy the deficiencies identified, shall be contained in the internal quality assessment report.
6. The internal quality assessment report shall be updated annually with an amendment describing the changes made in the field of quality assurance and assessment and in the measures taken to remedy the deficiencies identified.
7. The structure and elements of the internal quality assessment report and amendments thereof, the details of the methodology and the course of the comprehensive internal quality assessment shall be determined by the Rector by the internal standard after discussion in the Artistic Board.

**Article 13**

**Internal quality assessment report**

1. The internal quality assessment report is prepared by the Artistic Board on the basis of documents prepared by the working committee for internal quality assessment.
2. The internal quality assessment report is being discussed gradually by the Rector in:
   1. Rector’s collegium,

and comments on the draft are settled by the Rector.

1. After discussion in accordance with paragraph 2 the draft internal quality assessment report shall be approved by the Academic Senate upon proposal from the Rector. The draft internal quality assessment report shall be made available by the Rector to the members of the Academic Senate and academia of UMPRUM in a manner enabling remote access at least 7 calendar days before the hearing in the Academic Senate.
2. The draft internal quality assessment report approved by the Academic Senate shall be submitted by the Rector for discussion to the Board of Trustees.
3. The internal quality assessment report after its approval pursuant to paragraph 3 and after its discussion pursuant to paragraph 4 shall be made available by the Rector to the bodies and members of the UMPRUM bodies, the National Accreditation Office for Higher Education (hereinafter referred to as the "Accreditation Office") and the Ministry of Education.

**PART V**

**ASSURING AND ASSESSING THE QUALITY OF EDUCATIONAL ACTIVITIES**

**Article 14**

**Assuring the study programme quality**

1. UMPRUM’s right to carry out study programmes in a particular field of education under the conditions laid down by law results from the accreditation of individual study programmes.
2. Accreditation of the study programme is granted to UMPRUM if it meets the statutory standards for accreditation pursuant to Section 78a (2) (b) of the Act of the given type and profile of the study programme.
3. Standards for accreditation of the study programme is set by the Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education.
4. The individual areas of education are listed in Government Regulation No. 275/2016 Coll., on the Areas of Education in Higher Education.
5. The UMPRUM study programme is in line with the mission and strategic purpose of the educational, creative and relating activities and other UMPRUM strategic documents in terms of the type and possible profile of the study programme and the form of study.
6. The study programme is provided by the guaranteeing department, the study programmes board and the guarantor of the study programme.
7. The processes of creating and preparing the proposal of a new study programme or changes to an accredited study programme are determined by the internal UMPRUM standard.

**Article 15**

**Guaranteeing department**

1. The guaranteeing department is responsible for assuring the teaching and evaluation of the quality of the study subjects forming part of the study programme, in particular for fulfilling the established learning outcomes, for its personnel, financial, material and other arrangement.
2. The guaranteeing department proposes for accreditation individual study subjects that form part of the study programme.
3. The head of the guaranteeing department is appointed by the Rector on the basis of discussions with the relevant department, usually for the term of office of the Rector.
4. The head of the guaranteeing department appoints and withdraws guarantors of study subjects in particular fields in profiling basis of Bachelor’s and Master’s degree programmes and with the prior consent of the guarantor of the given doctoral study programme also the study subjects of the doctoral study programme.

**Article 16**

**Study programmes board**

1. The study programmes board is composed of representatives of the various departments providing the relevant study programmes and authorized members from the Department of Theory and History of Art; members are always guarantors of study programmes and at least one student or graduate.
2. The Chairperson and members of the study programmes board shall be appointed and recalled by the Rector upon proposal from the departments.
3. Study programmes board in particular:
   1. develops the concept of study programmes development, participates in the creation of study programmes and assessment of their quality,
   2. lays down measures to remedy any deficiencies and monitor their fulfilment,
   3. keeps a list of evaluators from a workplace other than UMPRUM (practitioners or other schools),
   4. states its opinion on other matters presented by the Rector or Chairman.
4. The activities of the study programmes board do not apply to doctoral study programmes.

**Article 17**

**Internal assessment board**

1. The UMPRUM internal assessment board is in accordance with Section 12a (2) of the Act not established.
2. The competence of the internal assessment board shall be exercised in accordance with Article 12(4) of the UMPRUM Statutes by the Artistic Board.

**Article 18**

**Guarantor of the study programme**

1. Only an academic with sufficient professional qualifications in a given study programme or in a study programme of a close or related content focus who fulfils the conditions laid down in Section 44 (6) and (7) of the Act and in Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education may serve as a guarantor of the study programme.
2. In the field of art, an academic can be the guarantor of a maximum of one Bachelor’s degree programme, one Master’s degree programme and one doctoral study programme of the same, close or related content focus carried out in the Czech language and, in the case of a study programme of the same content focus in the Czech and foreign languages.
3. The guarantor of the study programme is appointed and recalled by the Rector from among UMPRUM academics upon proposal from the relevant head of the guaranteeing department and after approval by the Artistic Board; in the case of a guarantor of a study programme that is provided by multiple workplaces (departments), it is without this proposal.
4. The guarantor of the study programme is responsible to the Vice-Rector for study matters.
5. The guarantor of the study programme, in particular:
   1. is responsible for the quality and proper implementation of the guaranteed study programme,
   2. proposes changes to the study plans to the head of the guaranteeing department,
   3. submits a draft study programme for accreditation, extension or prolongation of accreditation,
   4. in cooperation with the head of the guaranteeing department, or more precisely, heads of departments carries out a regular assessment of the study programme,
   5. informs the head of the guaranteeing department about the problems that occurred during the relevant period during the implementation of the study programme, including the staffing of the study programme and advocates for their solution,
   6. participates in the preparation of the internal quality assessment report.

**Article 19**

**Guarantor of the study subject in profiling basis**

1. Fundamental theoretical and specialized courses in profiling basis of a study programme have guarantors, who take significant part in their teaching.
2. The guarantor of the study course is appointed and recalled by the head of the guaranteeing department, which provides the teaching of the study course.
3. The guarantor of the study programme, in particular:
   1. is responsible for the content, level and development of the subject,
   2. processes the characteristics of the subject, the results of learning, the content and methods of teaching and the literature recommended for study,
   3. ensures completeness of information about the subject in the UMPRUM information system and that this information is up to date,
   4. participates in the quality assessment of the study programme, of which the guaranteed study subject is a part,
   5. cooperates with the head of the guaranteeing department and the guarantor of the study programme.

**Article 20**

**Specialization board**

1. The study in the doctoral study programme is monitored and assessed by the specialization board.
2. The chairman of the specialization board is a guarantor of the doctoral study programme, other members of the specialization board are appointed and recalled by the Rector after a previous discussion in the Artistic Board.
3. If a joint specialization board is created for study programmes from the same field of education, the members of the specialization board are guarantors of all these programmes, the Chairman of the joint specialization board is appointed and recalled by the Rector from among the guarantors of these programmes.
4. The specialization board participates in the quality assessment of doctoral study programmes.

**Article 21**

**Applications for accreditation of the study programme, extension of accreditation of the study programme or prolongation of accreditation of the study programme**

1. Applications for accreditation of the study programme, extension of accreditation of the study programme or prolongation of accreditation of the study programme shall be submitted by Rector to the Accreditation Office.
2. In the case of a study programme, the completion of which immediately fulfils the professional qualifications for the pursuit of a regulated profession, the Rector shall, before submitting an application, seek the opinion of the competent recognition body that graduates of the study programme concerned will be prepared adequately for the pursuit of that profession.
3. The Rector shall ask the study programmes board for an opinion on the proposal of the members of the evaluation committee received from the Accreditation Office.
4. A dissenting opinion with the proposal of a member or members of the evaluation committee shall be communicated to the Accreditation Office by the Rector.
5. The guarantor of the study programme will process the draft application in accordance with the law, accreditation standards, relevant internal UMPRUM standards and this regulation.
6. The draft application is examined by the Vice-Rector for study affairs, the Rector and the study programmes board.
7. Comments and recommendations on the draft application are settled by the guarantor of study programme.
8. After settling the recommendations and comments on the draft application, it is approved by the study programmes board.
9. The proposal to submit an application for accreditation, its extension or prolongation of the period of validity shall be approved by the Artistic Board upon proposal from the Rector.

**Article 22**

**Evaluation of the quality of study programmes**

1. Evaluation of the quality of the study programme is an integral part of the systematic quality assurance of educational activities.
2. Evaluation of the quality of the study programme is carried out on a continuous and comprehensive basis and is based on monitoring and evaluation, in particular, of:
   1. compliance of the completed study programme with the strategic objectives of the educational activity,
   2. achieving the declared objectives of the study programme, including learning outcomes,
   3. students’ expectations, meeting their needs and satisfaction with the form, content, organization of studies, information and technical background and support services,
   4. ensuring equal access to study and evaluation of students during their studies,
   5. conditions, course, and results of admission procedures and progress of students during their study,
   6. quality of teachers (lecturers),
   7. ways of publishing information on the course of the study programmes implemented.
3. The basis for the comprehensive and continuous evaluation of quality comprises its own report on the evaluation of the study programme, which is drawn up by the guarantor of the study programme.
4. The results of the continuous and comprehensive evaluation of the quality of the study programme are reflected in the strategy for the development of educational activities.
5. Reports on the continuous and comprehensive evaluation of the quality of the study programme shall be sent by the responsible persons to the Rector's collegium and the Artistic Board.
6. The structure and elements of the reports on the continuous and comprehensive evaluation of the quality of the study programme and the details of the methodology for the continuous and comprehensive evaluation of the quality of the study programme shall be determined by the internal UMPRUM standard.
7. The comprehensive evaluation of the quality of the study programme takes place every five years and is attended by an evaluator from a workplace other than UMPRUM, who is appointed by the Rector.
8. The continuous evaluation is in the form of an annual update.
9. In the event of deficiencies following the evaluation of the study programme, the Artistic Board may impose corrective measures.

**PART VI**

**HABILITATION PROCEDURE AND PROCEDURE FOR APPOINTMENT OF PROFESSORS**

**Article 23**

**Assuring quality of habilitation procedure and procedure for appointment of professors**

1. UMPRUM's right to carry out habilitation procedure or procedure for appointment of professors in a particular field under the conditions laid down by law results from the valid accreditation of individual fields of the habilitation procedure or the procedure for appointment of professors, which is granted by the Accreditation Office.
2. Accreditation of the habilitation procedure or procedure for appointment of professors takes place in accordance with Section 82 of the Act and is granted to UMPRUM if it meets legal standards.
3. Standards for accreditation of the study programme is set by the Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education.
4. The habilitation procedure or the procedure for appointment of professors at UMPRUM is governed by the Rules of habilitation procedure and procedure for appointment of professors of the Academy of Arts, Architecture & Design in Prague registered by the Ministry of Education on 28 February 2017 under Ref. No. MSMT-5100/2017 (hereinafter referred to as

(‘‘Rules of Habilitation Procedure’’) and Rector’s Ordinance No. 02/2017 - Procedure during Habilitation Procedure at the Academy of Arts and Architecture & Design in Prague dated 10 January 2017 valid as of 7 April 2017.

1. The processes of creating and preparing the proposal of a new study programme or changes to an accredited study programme are determined by the internal UMPRUM standard.

**Article 24**

**Application for accreditation of the habilitation procedure and procedure for appointment of professors**

1. Application for accreditation of habilitation procedure and procedure for appointment of professors shall be submitted to the Accreditation Office by the Rector.
2. The draft application shall be processed by an authorised academic employee who meets the conditions for accreditation of the habilitation procedure or the procedure for appointment of professors referred to in part three, letter B, chapter II, point 4, and part four, letter B, chapter II, point 4 of the Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education, and is appointed by the Rector.
3. The draft application is processed in accordance with Section 82 (2) of the Act and the methodological guidelines of the Accreditation Office.
4. The draft application is examined by the Rector and the working committee of the Artistic Board for the relevant field of habilitation procedure or procedure for appointment of professors.
5. The Rector shall ask the working committee of the Artistic Board for an opinion on the proposal of the members of the evaluation committee received from the Accreditation Office.
6. A dissenting opinion with the proposal of a member or members of the evaluation committee shall be communicated to the Accreditation Office by the Rector.
7. The draft application for accreditation of the habilitation procedure and the procedure for appointment of professors is approved by the Artistic Board upon proposal from the Rector.

**Article 25**

**Evaluation of the quality of habilitation procedure and procedure for appointment of professors**

1. Evaluation of the quality of habilitation procedure and procedure for appointment of professors shall be conducted by the Artistic Board.
2. The basis for evaluating the quality of the habilitation procedure or procedure for appointment of professors shall comprise the report on the evaluation of the quality of habilitation procedure and procedure for appointment of professors, which shall be completed once every five years by an authorised academic employee in accordance with Article 24 (2) for each field of habilitation procedure and for each field of procedure for appointment of professors. The report on the evaluation of the quality of the habilitation procedure and procedure for appointment of professors includes an overview of all completed habilitation procedures and procedures for appointment of professors, together with supporting documents on the course of those procedures.
3. On the basis of a report on the evaluation of the quality of the habilitation procedure and procedure for appointment of professors the working committee of the Artistic Board for the relevant field shall, in particular, evaluate whether the habilitation procedure or procedure for appointment of professors are carried out in accordance with the law, Rules of Habilitation Procedure and Rector’s Ordinance No. 02/2017 - Procedure for Habilitation Procedure at the Academy of Arts, Architecture & Design in Prague of 10 January 2017, valid from 7 April 2017, thus ensuring the prerequisites for an objective assessment of the pedagogical and scientific or artistic qualifications of a candidate for appointment of an associate professor or professor.
4. On the basis of the evaluation referred to in paragraph 3, the working committee of the Artistic Board for the field concerned shall lay down measures to remedy any deficiencies, inform the person referred to in Article 24 (2) and the Rector of the imposition thereof, and monitors the implementation thereof.
5. A report on the evaluation of the quality of the habilitation procedure and procedure for appointment of professors, including the measures provided for to address deficiencies, shall be sent by the working committee of the Artistic Board for the relevant field to the Artistic Board.
6. The structure and elements of the report on the evaluation of the quality of the habilitation procedure and procedure for appointment of professors and the details of the methodology and course of the evaluation of the quality of the habilitation procedure or procedure for appointment of professors shall be determined by the internal UMPRUM standard.

**PART VII**

**ASSURING AND EVALUATING THE QUALITY OF ARTISTIC ACTIVITIES**

**Article 26**

**Assuring the quality of creative activities**

1. UMPRUM’s creative activities include artistic, scientific, research, development and innovation activities resulting in standard types of outputs, in particular, works of art and performance, exhibitions, publications, industrial designs or patents. It is carried out in connection with educational activities, in an international context, with the involvement of students, graduates and partners from the application sphere.
2. Assuring the quality of creative activities comprises:
   1. interconnection of creative activity with educational activity,
   2. internal grant system – support of creative activities of academics and students,
   3. application of artistic research in cooperation with the application sphere (industry, business, state administration, municipalities or non-profit sector),
   4. promoting student participation in domestic and international competitions and art shows,
   5. cooperation in research in artistic and theoretical fields within the school,
   6. organisation of artistic and scientific and research symposia and conferences,
   7. cooperation in creative activities with leading domestic and foreign institutions,
   8. support for exhibition activities – in the school gallery as well as in gallery and museum institutions in the Czech Republic and abroad,
   9. support for editing and publishing activities,
   10. support for academics’ and students’ mobility,
   11. treatment of copyright relations within the cooperation with industry and other entities - measures against unethical behaviour and the protection of intellectual property,
   12. continuous reporting of the results of research, artistic and other creative activities.

**Article 27**

**Internal assessment of the quality of creative activity**

1. The assessment of the quality of creative activity is carried out continuously and collectively and is assured by the Vice-Rector for Science and Research.
2. The Rector may, upon proposal from the Artistic Board, appoint an evaluator from a workplace other than UMPRUM in order to assess the summary evaluation report.
3. The results of the continuous and comprehensive assessment of UMPRUM are reflected in its strategy and in the system of assessment of the quality of creative activity.
4. Reports on the continuous and comprehensive evaluation of the quality of creative activities are processed by the Vice-Rector for Science and Research and sent to the attention of the Artistic Board.
5. The comprehensive assessment of the quality of creative activity takes place every five years and its continuous updating once a year.
6. Details of the methodology of the continuous and comprehensive assessment of the quality of creative activity and the structure and elements of the reports on the continuous and comprehensive evaluation of the quality of creative activity are given in the UMPRUM’s internal standard.
7. The Artistic Board shall comment on the reports on the continuous and comprehensive evaluation of the quality of creative activity.
8. Following the assessment of the quality of creative activity carried out, the Artistic Board will make recommendations for the improvement and development of UMPRUM's creative activities.
9. Reports on the continuous and comprehensive evaluation of the quality of creative activities serve as a basis for the preparation of the strategic intent of UMPRUM and for the preparation of programmes for the promotion of artistic creative activities.

**PART VIII**

**ASSURING AND EVALUATING THE QUALITY OF RELATING ACTIVITIES**

**Article 28**

**Assuring the quality of relating activities**

1. Relating activities for the purposes of these Rules are activities the purpose of which is to technically, informationally, administratively and otherwise support educational activities, creative activities and complementary activities.
2. Relating activities are carried out by UMPRUM in connection with educational activities and creative activities.
3. Assuring and assessing the quality of artistic activities:
   1. School's information system,
   2. Libraries and electronic information sources,
   3. Study-related information and advisory services,
   4. Services for students with specific needs,
   5. Material, technical and administrative assuring of educational and creative activities,
   6. Support employee development.

**Article 29**

**Internal assessment of the quality of relating activities**

1. In particular, recipients and service providers in the context of relating activities shall be involved in internal quality assessment procedures for relating activities.
2. The internal assessment of relating activities is usually supported by an annual activity report and a student evaluation of the quality of studies.
3. The comprehensive assessment of the quality of creative activity takes place every five years and its continuous updating once per year.
4. The Rector may appoint an evaluator from a workplace other than UMPRUM in order to assess the summary report on evaluation of the quality of relating activities.
5. The comprehensive assessment of the quality of relating activities shall be carried out in such a way that the management staff and/or by the staff authorised by the Rector of the various workplaces providing the relating activities draw up a report once every five years on a comprehensive assessment of the quality of the relating activities, which they shall submit through the relevant Vice-Rector or Bursar to the Rector. The report on the continuous evaluation of the quality of the relating activities shall be submitted by the staff referred to once a year, as a general rule following the annual report.
6. The results of the continuous and comprehensive assessment of UMPRUM are reflected in its strategy and in the system of assessing the quality of creative activity.
7. Details of the methodology of the continuous and comprehensive assessment of the quality of creative activity and the structure and elements of the reports on the continuous and comprehensive evaluation of the quality of creative activity are given in the internal standard UMPRUM.
8. The Rector’s collegium shall comment on the reports on the continuous and comprehensive evaluation of the quality of creative activity.
9. Following the assessment of the quality of creative activity carried out, the Artistic Board will make recommendations for the improvement and development of UMPRUM’s creative activities.

**Article 30**

**Final provisions**

1. The rules of the system of quality assurance for educational, creative and the relating activities and internal assessment of quality of educational, creative and the relating activities of the Academy of Arts, Architecture & Design in Prague were approved pursuant to Section 9 (1) (b) point 3 of the Act by Academic Senate on 11 December 2017.
2. The rules of the system of quality assurance for educational, creative and the relating activities and internal assessment of quality of educational, creative and the relating activities of the Academy of Arts, Sciences & Design in Prague shall become valid pursuant to Section 36 (4) of the Act on the day of registration by the Ministry of Education.
3. These rules of the system of quality assurance for educational, creative and the relating activities and internal assessment of quality of educational, creative and the relating activities of the Academy of Arts, Sciences & Design in Prague shall come into effect on the day of registration.

**prof. academic architect Jindřich Smetana, m. p., Rector**