

*The Ministry of Education, Youth, and Sports, in accordance with Section 87, paragraph 1, letter a), Section 41, paragraph 2 in conjunction with Section 36, paragraphs 2 and 4 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplementation of Other Acts (Act on Universities), as amended, registered on June 8, 2023 under ref. No. MSMT-9675/2022-5 The rules of the quality assurance system of the educational, creative, and related activities and the internal evaluation of the quality of AMBIS University*

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

## **AMBIS University**

# PART ONE

## Introductory provision

This regulation defines the rules of the quality assurance system for educational, creative, and related activities, as well as their internal assessment at AMBIS University (hereinafter referred to as "**AMBIS**"), in accordance with Section 77a and Section 77b of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "**Act**").

### Art. 1

#### Purpose of quality assurance

- (1) The mission of AMBIS is to provide high-quality tertiary education meeting the demands of the 21st century. AMBIS contributes to the dissemination of education, free thought, and comprehensive support for the creative spirit of human society.
- (2) AMBIS, its leadership, and academic staff are aware of the university's mission within society. The culture of AMBIS is founded on the principles of tolerance, institutional culture, and the high professional level of its academic staff. The quality of teaching and processes at AMBIS is governed by the Act and international quality management standards.
- (3) The objective of quality management at AMBIS is to prepare graduates capable of finding employment in both the domestic and international labor markets, who are able to work with the latest knowledge, preserve, disseminate, and further advance the existing achievements humanity has made in the fields of science, technology, culture, and society.
- (4) AMBIS holds the ISO 9001:2015 certificate from the independent private educational group COGNOS. The rules, procedures, and evaluation criteria are outlined in the IMS quality manual created by the COGNOS group according to the ISO 9001 standard issued by the International Organization for Standardization (hereinafter referred to as the "IMS quality manual").

### Art. 2

#### Organizational and Personnel Provision

- (1) (The Internal Evaluation Board (hereinafter referred to as the "**Board**") is the guarantor of the entire system of quality assurance and evaluation at AMBIS. Its composition, scope, rules of procedure, and other matters concerning the Board are further defined in the internal regulations of AMBIS, specifically in the "Internal Evaluation Board Regulations of AMBIS" and these "Rules of the quality assurance system for educational, creative, and related activities, as well as their internal assessment of AMBIS".
- (2) A prominent role in the system of quality assurance and internal evaluation is held by the guarantor of the study program. At AMBIS, the guarantor of the study program is an academic staff member responsible for the quality and proper implementation of the accredited study program they guarantee. In collaboration with the departments and the

relevant Vice-Rectorate, they ensure the content and methodological quality of the study program, its proper implementation according to current accreditation, as well as its development and regular evaluation. They are accountable to the leadership of AMBIS and the Board for their activities.

### **Art. 3**

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

- (1) The internal evaluation of process quality is conducted in accordance with AMBIS regulations and the IMS quality manual. A significant component of quality management involves quality indicators for teaching, which set standards and allow for inter-annual comparisons. Quality assessment is part of AMBIS's long-term plan. AMBIS annually prepares an internal self-evaluation report that encompasses all areas of its activities.
- (2) In addition to the main areas of internal quality evaluation, auxiliary statistics and survey results are compiled, relating to surveys among students, alumni, academic staff, and other employees. Other important documents containing results of the internal quality evaluation include regular internal audits.

### **Art. 4**

#### **External evaluation of activity quality**

- (1) External evaluation of the educational, scientific, and related activities of AMBIS may be conducted by the National Accreditation Bureau for Higher Education in accordance with the Act, or by other generally recognized accreditation institutions, with the character of such evaluation typically being international.
- (2) As part of the international educational group COGNOS, AMBIS undergoes regular international audits, which assess the quality of processes, improvement proposals, and implemented measures.

### **Art. 5**

#### **Quality Assurance and Internal Evaluation**

- (1) The purpose of quality assurance and internal evaluation is to support the development of AMBIS, in accordance with the European concept of quality in higher education and scientific and research, developmental, innovative, or other creative activities that promote individual development and preparation for life in an increasingly complex society. This includes the development of teachers and their collaboration with students in a free academic environment, as well as the preparation of graduates who can succeed in the international job market and work with the latest knowledge, preserve, disseminate, and further advance the existing achievements humanity has made in scientific, technical, cultural, and societal domains.
- (2) Quality is understood as meeting standards set by AMBIS for its activities, or exceeding common practices, in line with its mission and goals.
- (3) Quality assurance involves systematic and structured care for the quality of educational, creative, and related activities, their maintenance, and improvement.

- (4) Quality assessment entails verifying the extent to which AMBIS succeeds in fulfilling its mission and goals, and adhering to the standards it sets for its activities.
- (5) Quality assurance and internal evaluation are based on defining the mission and activities of AMBIS, as well as the concept of its development formulated in its strategic plan for educational, scientific, research, developmental, innovative, or other creative activities.
- (6) In ensuring quality and conducting internal evaluations of its activities, AMBIS collaborates with other universities within the COGNOS group and other public institutions in the Czech Republic and abroad.

## **Art. 6**

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

- (1) Quality assurance and internal evaluation are based on the established and required internal culture and environment of AMBIS.
- (2) Evaluation is conducted transparently and guided by objective, professional, and ethical criteria.
- (3) Evaluation relies on verified qualitative and quantitative data, involving the assessment of identified facts.
- (4) Evaluation typically involves feedback from academic staff, students, alumni, or other relevant stakeholders (such as employers, the Academic Board of AMBIS, the Board for Collaboration with Internship of AMBIS, etc.).
- (5) Integral to each evaluation are recommendations for further development, and in case of identified deficiencies, corrective measures are recommended within a specified timeframe. After this period, a subsequent evaluation or follow-up inspection is conducted, in accordance with the IMS quality manual for each specific activity of AMBIS.

## **Art. 7**

### **Foundations of Evaluation**

- (1) Evaluation typically relies on:
  - a) Strategic, conceptual, analytical, and other documents of AMBIS,
  - b) Data from the information system of AMBIS,
  - c) Self-assessment reports prepared based on a predefined framework outline,
  - d) Expert assessments,
  - e) Questionnaire surveys,
  - f) Structured interviews,
  - g) Indicators monitored in the strategic plan and in the annual report of AMBIS.
- (2) Evaluation further draws upon methodological materials integrated into the IMS quality manual, which specify the requirements and procedures for ensuring and internally evaluating quality.

## **PART TWO**

# **System of Ensuring and Internal Evaluation of Activity Quality**

### **Art. 8**

#### **Internal Evaluation of Educational Activities in Study Programs**

- (1) The minimum requirements for the quality of educational activities at AMBIS are primarily determined by:
  - a) The Act,
  - b) Government Regulation No. 274/2016 Coll., on standards for accreditations in higher education and Government Regulation No. 275/2016 Coll., on fields of study in higher education,
  - c) The Study and Examination Regulations of AMBIS,
  - d) Internal standards of study programs at AMBIS.
- (2) The support of the development of quality in educational activities in study programmes is mainly carried out through:
  - a) Evaluation of study programmes,
  - b) Feedback from members of the academic community, students, and alumni on the quality of teaching, organization of studies, study environment, and infrastructure,
  - c) Monitoring of conditions, progress, and outcomes of studies, and employment of graduates from the study program.
- (3) (3) The basis for the evaluation of study programs is a self-assessment report on the study program throughout the validity of accreditation. The report typically includes:
  - a) Evaluation of compliance with the standards of study programmes at AMBIS,
  - b) Results of students and alumni evaluations,
  - c) Evaluation of how related creative activities are reflected in educational activities,
  - d) Depending on the type and profile of the study programmes, evaluation of student's creative activities or collaboration with internship,
  - e) Evaluation of the international dimension of the study program,
  - f) Evaluation of the success rate of studies, rate of proper completion of studies, and employment of graduates from the study program,
  - g) Evaluation of the pedagogical, scientific, and technical provision of the study program,
  - h) Identification of strengths and weaknesses, risks, and opportunities for further development of the study program.
- (4) Data for the preparation of the self-assessment report of the study program are available in the information system of AMBIS and in the outputs of the regular annual audit according to the IMS quality manual.
- (5) The evaluation report of the study programme is discussed at a joint proceeding of the Board and the guarantor of the evaluated study programmes. Minutes are taken from the meeting.
- (6) The organization and process of evaluating study programmes are determined by the

measure of the Rector, which is commented on by the Board.

## **Art. 9**

### **Internal Evaluation of Lifelong Learning Programme Quality**

Evaluation of lifelong learning programs typically consists of:

- a) Feedback from participants and alumni on the quality of teaching, organization, and facilities of lifelong learning programs,
- b) Statements and evaluations from lecturers,
- c) Statements from the staff member responsible for managing lifelong learning at AMBIS.

## **Art. 10**

### **Internal Evaluation of Creative Activity Quality**

- (1) Conceptual development of creative activity at AMBIS is primarily facilitated through programmes supporting science and research.
- (2) Programs supporting science and research foster the development of study programmes conducted by AMBIS, as well as students, academic staff, and other employees of AMBIS. The preparation of programmes supporting science and research, in addition to the mission and strategic intent of AMBIS, is primarily based on the evaluation of the implementation of existing programs and the results of creative activities achieved by AMBIS in the recent period.
- (3) The conditions of programs supporting science and research are announced by the rector's measure, which also sets the conditions and criteria for evaluating their ongoing and final results.
- (4) Evaluation of creative activity at AMBIS takes place throughout the entire university.
- (5) Evaluation of creative activity at AMBIS typically relies on:
  - a) An internal evaluation report on creative activity,
  - b) Indicators of creative activity quality.
- (6) The creative activity report describes and evaluates:
  - a) Mission, vision, and goals in the field of creative activity,
  - b) Strategic management of creative activity development,
  - c) Measures taken to support the development of creative activity,
  - d) Integration of creative activity with educational activities,
  - e) Personnel management and professional development of academic staff,
  - f) National and international cooperation in creative activity,
  - g) Societal significance of creative activity,
  - h) Most significant achievements,
  - i) Method and results of internal evaluation of creative activity,
  - j) Strengths, weaknesses, opportunities, and risks in the field of creative activity.
- (7) The creative activity report is prepared by AMBIS once every five years.
- (8) The creative activity report is submitted by the rector for review by the Board.

- (9) Details of the internal evaluation of creative activity, including its assurance, are specified by the rector's measure, which is subject to review by the Board.

## **Art. 11**

### **Evaluation of Related Activities Quality**

- (1) Evaluation of the quality of related activities refers to the assessment of tasks that support educational and creative endeavors.
- (2) Typically, the evaluation encompasses:
- a) Management and administration of AMBIS,
  - b) Goal planning and financial management,
  - c) Conditions for teaching implementation and technical infrastructure,
  - d) External and internal communication,
  - e) Library services,
  - f) Publishing and editorial activities.
- (3) Evaluation of related activities occurs at regular intervals according to the internal audit plan of AMBIS, as per the requirements outlined in the IMS quality manual.

## **Art. 12**

### **Strategic Plan of AMBIS**

- (1) Strategic documents of AMBIS are integral parts of the system ensuring and internally evaluating the quality of AMBIS, namely:
- a) Strategic plan,
  - b) Interim report on the implementation of the strategic plan,
  - c) Annual activity report,
  - d) Report on the conducted audit of the quality of educational, creative, and related activities,
  - e) Self-assessment report describing and evaluating the fulfillment of individual requirements arising from accreditation standards.
- (2) The interim report on the implementation of the strategic plan is prepared annually and submitted to the rector for information to the Academic Board of AMBIS.

## **PART THREE**

### **Activities of the Bodies of AMBIS**

## **Art. 13**

### **Activities of the Bodies of AMBIS**

- (1) The activities, powers, and obligations of the bodies of AMBIS are governed by the Act, the Statute, and other regulations of AMBIS.
- (2) Ensuring and internally evaluating the quality at AMBIS is carried out in such a way as to fulfill the requirements of the Act, Government Regulation No. 274/2016 Coll., on standards for accreditations in higher education, Government Regulation No. 275/2016

Coll., on areas of education in higher education, and other legal regulations, regulations of AMBIS, or measures of the rector.

## **PART FOUR**

### **Final provision**

#### **Art. 14**

#### **Concluding provisions**

- (1) These Rules of the quality assurance system for educational, creative, and related activities and the rules of internal quality evaluation were approved by the AMBIS Board of Directors on August 17, 2022.
- (2) This regulation repeals the Rules of the quality assurance system for educational, creative, and related activities and the rules of internal quality evaluation registered by the Ministry of Education, Youth, and Sports on October 9, 2017, under registration number: MSMT-23840/2017-6.
- (3) This regulation uses gender-neutral masculine terms to refer to the involved individuals.
- (4) This regulation shall enter into force in accordance with § 36 para. 4 and § 41 para. 2 of the Act upon registration by the Ministry of Education, Youth, and Sports, and shall become effective on the day following its registration by the Ministry of Education, Youth, and Sports.

Dr. Martina Mannová  
Rector and Member of the Board