

# **RULES OF THE QUALITY ASSURANCE SYSTEM FOR EDUCATIONAL, CREATIVE AND RELATED ACTIVITIES AND INTERNAL QUALITY ASSESSMENT OF EDUCATIONAL, CREATIVE AND RELATED ACTIVITIES AT ARCHIP**

## **Art. I.**

### **Preamble**

1. The Rules of the quality assurance system for educational, creative and related activities and the internal evaluation of the quality of educational, creative and related activities at ARCHIP (hereinafter referred to as the "Rules") are regulated in accordance with Act No. 111/1998 Coll., on higher education and on amendments to other acts (Higher Education Act), as amended (hereinafter referred to as the Higher Education Act), in particular:

- a) defining the mission of ARCHIP,
- b) defining the obligations of ARCHIP staff and bodies in relation to the quality of educational and creative activities and related activities at ARCHIP,
- (c) standards and procedures for internal evaluation of the quality of educational and creative activities and related activities at ARCHIP,
- (d) rules for the preparation of the report on the internal evaluation of the quality of the educational and creative activities and related activities at ARCHIP and a supplement to that report.

2. These Rules are a part of ARCHIP's internal rules and regulations.

## **Art. II.**

### **Mission of ARCHIP**

The mission of ARCHIP is to systematically strive for the creative development of the field of architecture and naturally connected disciplines in the sphere of urbanism, technology, aesthetics, art and culture, not only in the Czech national context but also in reflection of the European and global developments in architecture. ARCHIP strives for international comparability of study programmes and supports the path of creative interaction of pedagogical, research, publishing and information activities. ARCHIP offers innovative educational opportunities for highly motivated individuals who wish to further improve their qualifications and bolster their professional development. The strategy of ARCHIP is further defined ARCHIP's current strategic development plan.

## **Art. III.**

### **Responsibility for quality assurance**

1. All employees of ARCHIP and members of the school's bodies implement the results of quality evaluation at ARCHIP and participate in continuous improvement of the educational and creative process.

2. All academic staff participate in the evaluation process, provide input to the Internal Evaluation Board, and cooperate with each other to assess and improve quality.
3. Course guarantors are responsible for the quality of teaching of their guaranteed course, for the continuous evaluation of this quality, for the application of the evaluation results in order to constantly improve the teaching of the courses they guarantees.
4. Programme guarantors are responsible for maintaining and continually improving the quality of their programmes, in terms of content, personnel and information.
5. Programme guarantors are required to monitor compliance with the quality principles of training, creative and related activities and oversee the ongoing process of quality assurance.
6. The Internal Evaluation Board manages the internal evaluation process and performs the tasks within its scope of competence as set out in the Statutes.

#### **Art. IV. Internal quality evaluation**

1. Internal quality evaluation at ARCHIP is as follows:
  - (a) interim (partial) quality evaluation,
  - (b) annual (full) quality evaluation.
2. Interim quality evaluation is carried out at ARCHIP through an integrated feedback system (hereinafter referred to as the "feedback system"). Feedback system outputs also qualify as feedback and are integrated in the process of quality assurance at ARCHIP.
3. Interim quality evaluation also uses feedback from ARCHIP graduates obtained through graduate exit polls distributed to graduates once a year.
4. Final full quality assessment will be carried out annually on the basis of the results of the interim quality evaluation. Full quality assessment consists of:
  - (a) the processing and evaluation of the outputs of the interim quality evaluation processes;
  - (b) the adoption of measures to improve the quality of ARCHIP's educational, creative and related activities;
  - (c) drawing up an internal quality assessment report;
  - (d) drawing up a supplement to the internal quality assessment report,
  - (e) making the report and its supplement available to the bodies and members of the bodies of ARCHIP, the National Office for Accreditation of Higher Education (hereinafter referred to as the "National Accreditation Office") and the Ministry of Education, Youth and Sports (hereinafter "the Ministry").
5. The bases for internal quality assessment are in particular:
  - (a) the mission of ARCHIP,
  - (b) the strategic development plan of ARCHIP,
  - (c) outputs from the interim quality evaluation exercises;
  - (d) corrective and preventive measures and measures taken to improve the quality,

- (e) other internal documents and records relating to the quality assurance of the educational and creative activities and related activities at ARCHIP,
- (f) internal quality assessment standards and procedures.

#### **Art. V. Feedback system**

1. All students and faculty members participate in the feedback system. The feedback system evaluates the following areas (with subdivisions):
  - a) quality of teaching,
  - b) preparation for classes, availability and quality of material;
  - c) technical equipment and organisation;
  - (d) learning outcomes and creative activities;
  - e) quality of the teacher;
  - f) structure of teaching (study plans, suitability for inclusion);
  - g) relevance of course content in relation to job market demands.
2. The feedback obtained via the feedback system is processed by the Vice-Rector and submitted to the Internal Evaluation Board.
3. The Internal Evaluation Board informs course and programme guarantors of the results of the process.
4. Outputs of the feedback system are the basis for annual full quality assessment.

#### **Art. VI. Evaluation of the outputs of the interim quality evaluation**

1. Quality is measured in particular by study outcomes and results, the ability to apply acquired knowledge, knowledge, skills and competencies. The outputs and results of the study are defined as measurable already in the stage of preparation of study programmes and plans.
2. The evaluation of the outputs and results of the study consists of:
  - (a) assessing the quality of outputs from the course Architectural Design;
  - (b) test results;
  - (d) results of the state final examinations.
3. Student satisfaction and the employability of graduates are the main points considered by the full quality assessment. Student satisfaction is mainly determined by the feedback system and graduate employability mainly determined by way of graduate exit polls.
4. Quality assessment outputs are compared to each other with the goal of constantly improving the quality and excellence of the school.

**Art. VII.  
Measures following quality assessment**

1. Through the Internal Evaluation Board on the basis of feedback mechanisms, ARCHIP presents the findings, suggestions or comments to programme guarantors, course guarantors and individual academic staff.
2. The Internal Evaluation Board will take measures to remedy any identified deficiencies and supervise implementation of remedies
3. The Internal Evaluation Board shall draw up plans for smaller changes and adjustments to improve quality. The plan is advised internally to the Academic Board, the Statutory Body and the Executive Director at least once a year.

**Art. VIII  
Internal quality evaluation report and supplement**

1. The the report on the internal evaluation of the quality of the educational and creative activities and related activities at ARCHIP describes the achieved qualitative outputs in the field of educational and creative activities and measures taken to eliminate any identified shortcomings.
2. The report on the internal evaluation of the quality of the educational and creative activities and related activities at ARCHIP is drawn up every two years by the end of April of the current calendar year.
3. The the report on the internal evaluation of the quality of the educational and creative activities and related activities at ARCHIP will be updated annually by way of a supplement to the report describing changes in quality and management measures.
4. The internal quality evaluation report on the educational, creative and related activities and the supplement to this report are published on the school's website and made available to the bodies and members of the bodies of ARCHIP, National Accreditation Office and the Ministry.
5. The summary of the the report on the internal evaluation of the quality of the educational and creative activities and related activities at ARCHIP and a supplement to that report are part of the annual report of ARCHIP.

**Art. IX.  
Annual report**

1. The Rector is responsible for the preparation of the annual report of ARCHIP pursuant to Section 21 (2) b) and Section 42(2) of the Higher Education Act. The Rector submits the annual report to the Internal Evaluation Board and then to the Academic Board of ARCHIP. An annual report is approved and signed by the Rector, Executive Director and ARCHIP Statutory Body.

2. The approved annual report, which also includes the framework results of the ARCHIP evaluation, is submitted to the Ministry and, at the same time, as a non-periodical publication is published in accordance with Section 42(A) of the Higher Education Act.
3. The annual report must be compiled, discussed and approved no later than the end of April of the current calendar year.

**Art. X.**  
**Final provisions**

These Rules become valid and effective under Section 36 (4) and Section 41 (2) of the Higher Education Act on the date of registration by the Ministry.

Approved by the Academic Board of ARCHIP od date 19. 6. 2017  
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